

UNIVERSITY OF FLORIDA

RULES AND PROCEDURES

OF THE

STUDENT SENATE

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Issued by the Office of the Student Senate  
Special Committee on Rules and Procedures  
October 2008

Amended through October, 2023

# RULES AND PROCEDURES OF THE STUDENT SENATE

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## LEGISLATIVE HISTORY

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During the Fall 2013 term, Senate President Cory Yeffet charged an Ad-hoc Committee on Rules & Procedures to review, clarify, and revise the version last updated by the Student Senate in the Spring of 2011. The Committee created a new document that replaced the Rules and Procedures amended in 2011 (Authorization 2011-116) and initially adopted by the Student Senate in 2008 (Resolution 2008-124).

### **MEMBERS OF THE AD-HOC COMMITTEE ON RULES & PROCEDURES OF THE STUDENT SENATE FALL 2013 SESSION**

SUSAN WEBSTER, Ad-hoc Chairwoman  
ELLIOT GRASSO, Senate President Pro-Tempore  
JOSEPH MICHAELS, Budget and Appropriations Chairman  
DAVIS BEAN, Allocations Chairman  
AUSTIN SHERMAN, Judiciary Chairman  
DYLAN FISHER, Rules and Ethics Chairman  
JAMIE LOWSTETTER, Information and Communications Chairwoman  
SAVANNAH BOWDOIN, Senate Majority Party Leader  
MICHAEL CHRIST, Senate Minority Party Leader

Adopted with Student Senate Resolution 2014-106

## RULE I OFFICERS OF THE SENATE

(AMENDED: 2011-116, 2014-106, 2016-117, 2019-124, 2021-104, 2023-191, 2023-191 2023-193, 2024-221)

### 1. **Senate President:**

#### a. Elections:

The President of the Senate will be elected at the first meeting of the Senate following the validation of Senate elections results each Fall and Spring, or whenever the office otherwise becomes vacant. After nominations from the floor have closed, each nominee will have five minutes to address the body, followed by a five-minute question and answer period. The President of the Senate will be elected by roll call ballot from all Senators present and voting. A majority of all votes cast will be required to win the election. In the event that no candidate receives a majority of all votes cast, the Senate will hold a run-off election between the two candidates that received the greatest number of votes.

#### b. Powers and Duties:

- i. The President of the Senate will be the chief executive and administrative officer of the Senate.
- ii. The President of the Senate will direct the legislative processes of the Senate.
- iii. The President of the Senate will hold the chair at meetings of the Senate.
- iv. The President of the Senate will preserve parliamentary law, maintain the decorum of meetings, and will serve as a neutral arbiter of the Senate.
- v. The President of the Senate will enforce the Rules and Procedures of the Senate.
- vi. The President of the Senate will issue subpoenas and/or subpoenas duces tecum to Student Body Officers, Officials, Senators, and officers of Student Government-funded organizations on behalf of the Senate in cases of investigations.
- vii. The President of the Senate or the President's designee may administer oaths to Student Body Officers, Officials, Senators, and officers of Student Government-funded organizations in cases of investigations.
- viii. The President of the Senate may issue warnings to Senators for disruptive conduct during meetings and any Senator who has received more than two warnings from the meeting will be considered absent. A Senator who is considered absent under this procedure will receive one-half absence for each roll call vote they miss up to one absence for the meeting.
- ix. The President of the Senate will submit an end of session transition report at the end of each Fall and Spring session to the Senate Secretary that will detail the activities of that session and offer suggestions to future Senate Presidents.
- x. The President of the Senate will have all other powers and duties listed in these Rules and Procedures.

### 2. **Senate President Pro Tempore:**

#### a. Elections:

The President Pro Tempore of the Senate will be elected in the same manner and at the same time as the President of the Senate, or whenever the office otherwise becomes vacant.

b. Powers and Duties:

- i. The President Pro Tempore of the Senate will serve as the Chair of the Senate whenever the elected Senate President is absent from the chair.
- ii. The President Pro Tempore of the Senate will assist the President of the Senate in fulfilling the duties of said office.
- iii. The President Pro Tempore of the Senate will serve as President of the Senate whenever that office becomes vacant, until such time as a successor may be chosen.
- iv. The President Pro Tempore of the Senate will serve as the Chair of the Replacement and Agenda Committee.

**3. Senate Members-At-Large:**

a. Elections:

The Senate will elect two (2) Members-At-Large at the same time as the President of the Senate, or whenever the office otherwise becomes vacant. After nominations from the floor have closed, each nominee will have five minutes to address the body, followed by a five-minute question and answer period. The Members-At-Large will be elected by a standing vote by all Senators present and voting. A majority of all votes cast will be required to win the election. In the event that no candidate receives a majority of all votes cast, the Senate will hold a runoff election between the two candidates that received the greatest number of votes.

b. Powers and Duties

- i. The Senate Members-At-Large will serve as voting members of the Replacement and Agenda Committee.
- ii. The Senate Members-At-Large will assist the Senate President and the Senate President Pro Tempore in fulfilling the duties of the said office as requested.

**4. Senate Parliamentarian:**

a. Appointment:

- i. The President of the Student Senate may appoint and remove the Senate Parliamentarian at their leisure. The position shall be vacated upon each validation of elections.
- ii. The Student Senate Parliamentarian will be considered an exclusionary office in accordance with Chapter 130 of the Student Body Statutes.
- iii. If the President of the Student Senate does not appoint a Senate Parliamentarian, the President Pro Tempore of the Student Senate will perform all duties prescribed in these Rules.

b. Powers and Duties:

- i. The Senate Parliamentarian will, upon request, assist the chair in presiding over meetings of the Senate and assist committee chairs and vice chairs in presiding over meetings of their committees. These powers shall not contravene any powers delineated to the chair of the Senate or of any committee.
- ii. The Senate Parliamentarian will, upon request, instruct the Senate President, President Pro Tempore, and committee chairs and vice chairs on the proper methods for chairing meetings.

- iii. The Senate Parliamentarian will work to better the Senate's general understanding of parliamentary law and will help any Senator with issues of parliamentary law.
- iv. The Senate Parliamentarian will, upon request from any Senator, issue in writing to the Senator and the President of the Senate a non-binding opinion on matters of parliamentary law.
- v. The Senate Parliamentarian shall give a presentation on parliamentary law at orientation sessions, upon request of the Information & Communication Committee (See Rule XI §8(c)(ii) and §8(c)(iii)). They may also prepare a presentation for use by the Information & Communication Committee.

**5. Senate Sergeant-at-Arms:**

- a. Appointment:
  - i. The President of the Student Senate may appoint and remove the Senate Sergeant-at-Arms at their leisure. The position shall be vacated upon each validation of elections.
  - ii. The Student Senate Sergeant-at-Arms will be considered an exclusionary office in accordance with Chapter 130 of the Student Body Statutes.
- b. Powers and Duties:
  - i. The Senate Sergeant-at-Arms will be tasked with maintaining order and preventing individuals from disrupting meetings of the Senate as directed by the Chair.
  - ii. The Senate Sergeant-at-Arms will remove individuals disrupting meetings of the Senate as deemed by the President of the Student Senate. Prior to removal the disruptive individual must be issued at least two warnings. The issuing of a warning on the basis of disruption will be left to the discretion of the Senate President.
  - iii. The Senate Sergeant-at-Arms will guard the doors of the Senate chambers, preventing Senators entering the room from joining the voting body once a vote has begun or once a quorum call has been made.
  - iv. The Sergeant-at-Arms will prevent any Senator from leaving the Senate chamber with an electronic clicker.

**6. Senate Secretary:**

- a. A member of the Student Government office staff will fill the role of the Senate Secretary.
- b. Powers and Duties:
  - i. The Senate Secretary will record the minutes of all meetings of the full Senate.
  - ii. The Senate Secretary will perform other clerical duties as determined by Student Government Advising and Operations.
  - iii. The Senate Secretary is responsible for bringing the electronic clicker system to Senate meetings and bringing the electronic clicker system back to the Student Government offices. The Senate Secretary will securely store and maintain the electronic clickers.
  - iv. The Senate Secretary will have all other duties listed in the Rules and Procedures.

**7. Dean of the Senate:**

- a. The longest-serving Senator(s) shall be the Dean of the Senate. The Senator's term has to be uninterrupted to be recognized as the Dean of the Senate.
- b. The Dean of the Senate shall administer the oath of office and swear-in senators-elect and the Senate President if no Justice of the Supreme Court is present to swear them in.
  - i. In the event that there are two senators that hold the same length in office, the Senator's name that comes first alphabetically shall administer the oath of office.



## RULE II SENATE LIAISONS

(AMENDED: 2010-113, 2010-117, 2014-106, 2017-110, 2019-124, 2020-1064, 2021-104, 2023-130)

### 1. **Appointments:**

- a. The President of the Senate may appoint Senate Liaisons to the other branches of Student Government and University auxiliaries.
- b. Senate Liaisons will serve at the leisure of the President of the Senate.
- c. Senate Liaisons must also hold Senate seats.
- d. The Senate President will meet with the Senate Liaisons at their leisure.
- e. The position shall be vacated upon each validation of elections.

### 2. **Executive Branch Liaison:**

- a. The Executive Branch Liaison will attend meetings of the Executive Cabinet, as defined by Section 213.4, S.B.S. and will report on the meeting of the Executive Cabinet to the Senate as requested by the Senate President.
- b. The Executive Branch Liaison will maintain an open and working relationship with the Student Body Vice President, as well as serve as a facilitator between the Student Body Vice President and the Senate. The liaison will report on the activities of the Student Body Vice President to the Senate as requested by the Senate President.
- c. The Executive Branch Liaison will attend meetings of the Student Government Productions (SGP) and the Accent Speakers Bureau (ACCENT) and report on the activities of both organizations to the Senate as requested by the Senate President.
- d. The Executive Branch Liaison shall maintain an open and working relationship with the SGP Chairperson and the ACCENT Chairperson, as well as serve as a facilitator between the Chairmen and the Senate. The liaison shall report on the activities of the Chairmen to the Senate as requested by the Senate or by the Senate President.

### 3. **University Police Department Liaison:**

- a. The University Police Department Liaison will report to the Senate on the activities of the University Police Department, including matters pertaining to the Student Nighttime Auxiliary Patrol (S.N.A.P.), crime prevention, and outreach programs as requested by the Senate President.
- b. The University Police Department Liaison will maintain an open and working relationship with the Chief of Police, as well as serve as a facilitator between the Chief of Police and the Senate. The liaison will report on the activities of the Chief to the Senate as requested by the Senate President.

### 4. **J. Wayne Reitz Student Union Liaison:**

- a. The J. Wayne Reitz Student Union Liaison will attend meetings of the Reitz Union Board of Managers and report on the activities of the J. Wayne Reitz Union to the Senate as requested by the Senate President.
- b. The J. Wayne Reitz Student Union Liaison will maintain an open and working relationship with the J. Wayne Reitz Union Executive Director, as well as serve as a facilitator between the Executive Director and the Senate. The liaison will report on the activities of the Executive Director to the Senate as requested by the Senate President.

5. **Department of Recreational Sports Liaison:**
  - a. The Department of Recreational Sports Liaison will attend meetings of the Department of Recreational Sports Board of Directors and report on the activities of the Department of Recreational Sports to the Senate as requested by the Senate President.
  - b. The Department of Recreational Sports Liaison shall maintain an open and working relationship with the Department of Recreational Sports Director, as well as serve as a facilitator between the Director and the Senate. The liaison shall report on the activities of the Director to the Senate as requested by the Senate or by the Senate President.
  
6. **Student Activities and Involvement Liaison:**
  - a. The Student Activities and Involvement Liaison will report to the Senate on the activities of Student Activities and Involvement, including matters pertaining to student organizations and campus events, Sorority and Fraternity Affairs, and the David and Wanda Brown Center for Leadership & Service as requested by the Senate President.
  - b. The Student Activities and Involvement Liaison will maintain an open and working relationship with the Student Activities and Involvement Director, as well as serve as a facilitator between the Director and the Senate. The liaison will report on the activities of the Director to the Senate as requested by the Senate President.
  
7. **Diversity, Equity, and Inclusion Liaison**
  - a. The Diversity, Equity, and Inclusion Liaison will report to the Senate on the activities of the Office of the Chief Diversity Officer and the Center for Inclusion & Multicultural Engagement, as requested by the Senate President.
  - b. The Diversity, Equity, and Inclusion Liaison will maintain an open and working relationship with the Chief Diversity Officer and the Director of the Center for Inclusion & Multicultural Engagement, as well as serve as a facilitator between these individuals and the Senate. The liaison will report on the activities of the Chief Diversity Officer and the Director of the Center for Inclusion & Multicultural Engagement to the Senate as requested by the Senate President.
  
8. **Sustainability Liaison:**
  - a. The Sustainability Liaison will attend meetings of the Office of Sustainability and report on the activities of the Office of Sustainability to the Senate as requested by the Senate President.
  - b. The Sustainability Liaison shall maintain an open and working relationship with the Director of the Office of Sustainability, as well as serve as a facilitator between the Director and the Senate. The liaison shall report on the activities of the Director to the Senate as requested by the Senate or by the Senate President.
  
9. **Registrar Liaison:**

- a. The Registrar Liaison will attend meetings of The Office of the University Registrar and report on the activities of The Office of the University Registrar to the Senate as requested by the Senate President.
- b. The Registrar Liaison shall maintain an open and working relationship with the Director of The Office of the University Registrar, as well as serve as a facilitator between the Director and the Senate. The liaison shall report on the activities of the Director to the Senate as requested by the Senate or by the Senate President.
- c. The Registrar Liaison will collaborate with the Judiciary committee as a non-voting advisory member in the drafting of any apportionment legislation.

**10. Center for Undergraduate Research (CUR) Liaison:**

- a. The CUR Liaison will attend meetings of CUR r and report on the activities of The Office of the CUR to the Senate as requested by the Senate President.
- b. The CUR Liaison shall maintain an open and working relationship with the Director of The CUR, as well as serve as a facilitator between the Director and the Senate. The liaison shall report on the activities of the Director to the Senate as requested by the Senate or by the Senate President.

## RULE III MEETINGS OF THE SENATE

(AMENDED: 2014-106, 2019-124, 2020-1064, 2021-104, 2023-124, 2023-147, 2024-201)

### 1. **Regular Meetings:**

- a. Regular meetings will be conducted on campus at as consistent a time and location as is possible.
- b. The Replacement and Agenda Committee will set the time and location for regular meetings at the beginning of each academic term, but this decision can be overturned by a majority vote of the Senate.
  - i. The Senate Executive Board will release an amendable religious holiday calendar every fall, spring, and summer term.
  - ii. The Senate Executive Board will release a tentative calendar of all planned senate meetings during the academic term to all senators within one week after Replacement and Agenda Committee sets the time and location for regular meetings at the beginning of each academic term.
- c. The Replacement and Agenda Committee will prepare the agenda for regular meetings.
  - i. The agenda may be amended from the floor at the specified time by a majority vote. The Senate may adopt the agenda by a majority vote and if passed, will end amendments to the agenda. The motion to adopt the agenda will be considered dilatory if there are still members of the Student Senate waiting to be recognized by the chair. This motion is non-debatable and non-amendable.
  - ii. The agenda will include sections for Roll Call, Pledge of Allegiance, Invocation/Moment of Silence, Amendments to the Agenda, Amendments to the Minutes, Public Comment, Student Body Officer Reports, Committee Reports, Vetoed Legislation (if any), Second Readings (if any), First Readings (if any), Announcements, Final Roll Call, and any other matters which the Replacement and Agenda Committee deem necessary.
  - iii. If the Replacement and Agenda Committee fails to meet, prepare, and send the agenda by 3:00 PM ET on the day before the meeting of the Senate, the Senate Secretary will prepare an agenda consisting only of Roll Call, Pledge of Allegiance, Invocation/Moment of Silence, Amendments to the Agenda, Amendments to the Minutes, Public Comment, Vetoed Legislation (if any), Second Readings (if any), Old Business (if any), Announcements, and Final Roll Call. This agenda may be amended from the floor during Amendments to the Agenda.
  - iv. All legislation to be considered at a Senate meeting will be provided to all Senators and will be made accessible to the public by being posted on the Student Government website no later than 5:00 PM ET the day before the meeting of the Senate for which the agenda will be used.
  - v. The agenda will begin with the following statement: "We will be respectful of each other even when we disagree. We will direct all

- comments to the issues. We will avoid personal attacks.” A Student Senator who acts contrary to this statement, as determined by the Chair of the Senate, will be issued a warning for disruptive conduct.
- vi. Motions made to approve agenda items during Amendments to the Agenda can only be approved by unanimous consent. Motions to move the order of agenda items will be debatable and amendable. Motions to approve agenda items without unanimous consent will be deemed dilatory and will be issued a warning for disruptive conduct. Other motions made in amendments to the agenda are debatable.
  - vii. Ten (10) minutes prior to the space where the meeting of the Student Senate is being held will close to the public, the Chair of the Senate will use their discretion to allow the current business to conclude or to proceed to the announcements section of the meeting to allow the Student Senate to adjourn in an orderly manner. Any agenda item left unconsidered will be postponed to the next Senate meeting
    - 1. If the Student Senate acquires permission for extended hours and allows for methods for the public to enter the meeting, the rule will apply to ten (10) minutes prior to the extended time.
  - viii. Agenda items that are postponed in a Student Senate meeting will automatically carry over to the next Student Senate meeting without the need to be reheard in a committee of the Student Senate.
    - 1. This rule does not apply to legislation that is procedurally withdrawn pursuant to Rule XIV Section 1(g).
    - 2. Pursuant to Section 1(c)(iii) of this rule, if the Replacement and Agenda Committee fails to meet, prepare, and send the agenda by 3:00 PM ET on the day before the meeting of the Senate, the agenda created by the Senate Secretaries will include any postponed or unconsidered agenda items in accordance to the previous subsection in the Old Business section.
- d. The President of the Senate may cancel a regular meeting set by the Replacement & Agenda Committee at their individual discretion. The President of the Senate must cancel a regular meeting at least twenty-four (24) hours prior to the start of the regular meeting. The President of the Senate may cancel a regular meeting with less than twenty-four (24) hours notice if a meeting space is not reserved or the meeting was not properly public noticed. The President of the Senate may not cancel two consecutive regular meetings unless quorum is unattainable due to vacancies.
  - e. The University of Florida Student Government, in its commitment to fostering an inclusive and supportive environment, hereby adopts the following Indigenous Land Acknowledgement statement. This statement will be read by the Chair of the Senate at the commencement of each Student Senate session:

- i. We, the University of Florida Student Government, recognize that our campus is located on the ancestral and traditional territory of the Seminole tribe of Florida and the Timucua tribe. We recognize that the historic displacement and violence against Indigenous people has led to severe plights for Indigenous individuals throughout our American history. Despite these circumstances, the Indigenous communities across this nation have continued to stay connected and nurturing with this territory and with their cultural ways of life. We pay our respects to these Indigenous elders and descendants of the past and present, especially those who have called the University of Florida home within their lifetime. We shall commit ourselves to supporting Indigenous sovereignty and culture within and beyond the University of Florida. And now, for a moment of silence.

**2. Special Meetings:**

- a. The President of the Student Senate or the Student Body President may call special meetings of the Senate.
- b. The President of the Student Senate will call for a special meeting of the Senate upon receiving a petition requesting such bearing the signatures of a majority of sitting Senators. This petition must include the intended purpose for the special meeting, which must be reflected in the call for the meeting and the agenda (see below).
- c. Notice must be given a minimum of forty-eight (48) hours prior to the start of the meeting to all members of the Senate.
  - i. Notice may be given at a prior meeting of the Senate, so long as that meeting occurs more than forty-eight (48) hours prior to the special meeting.
  - ii. Notification may be given by email
  - iii. The purpose of the meeting must be included in the call for the meeting.
- d. The officer who called the special meeting will prepare the agenda for that meeting.
  - i. The agenda must remain germane to the purpose of the meeting, as mentioned in the call for the meeting.
  - ii. The agenda may be amended from the floor during Amendments to the Agenda by a majority vote. The Senate may adopt the agenda by a majority vote and if passed, will end amendments to the agenda. The motion to adopt the agenda will be considered dilatory if there are still members of the Student Senate waiting to be recognized by the chair at the moment the motion is made. This motion is non-debatable and non-amendable.
  - iii. The agenda will begin with the following statement: “We will be respectful of each other even when we disagree. We will direct all comments to the issue at hand. We will avoid personal attacks.” A Student Senator who acts contrary to this statement as determined by the Chair of the Senate will be issued a warning for disruptive conduct.

- iv. Motions made to approve agenda items during Amendments to the Agenda can only be approved by unanimous consent. Motions to move the order of agenda items will be in order. Motions to approve agenda items without unanimous consent will be deemed dilatory and will be issued a warning for disruptive conduct. Other motions made in amendments to the agenda are debatable.
- v. Ten (10) minutes prior to the space where the meeting of the Student Senate is being held will close to the public, the Chair of the Senate will use their discretion to allow the current business to conclude or to proceed to the announcements section of the meeting to allow the Student Senate to adjourn in an orderly manner.

**3. Virtual Meetings:**

- a. The Student Senate and the committees of the Student Senate may only conduct virtual meetings in the event of a federal, state, or local state of emergency as determined by the University of Florida administration impacting the Student Senate's ability to meet in-person.
- b. Virtual meetings must comply with all applicable open meeting and public notice requirements as established by Student Body Law.
- c. Virtual meetings will be conducted in a manner consistent with these Rules and Procedures of the Student Senate. The Replacement and Agenda Committee may by a two-thirds vote adopt special rules to ensure the orderly conduct of virtual meetings.

## RULE IV ATTENDANCE OF MEMBERS

(AMENDED: 2011-116, 2014-106, 2019-124, 2019-138, 2021-104, 2023-125, 2023-146, 2023-191)

### 1. **Roll Call:**

- a. The Chair of the Rules and Ethics Committee (or Vice-Chair in the Chair's absence) or their designee will call the roll of the Senate whenever needed. If no members of the Rules and Ethics Committee are present for roll call, the Senate President may designate a Senator to call the roll of the Senate.
- b. The roll will be called at the start of every meeting, as well as for any quorum call or roll call vote.
- c. Any Senator that fails to answer a roll call; or quorum call, will receive a one-half absence, with a maximum of one absence being given to a Senator per meeting.
- d. Voting records (see Rule VII §1) will be used to determine the final roll call unless the final roll call is called for by a majority vote.
- e. A Senator may turn in two incomplete voting records, per respective attendance period, without penalty. The Senator will receive one-half absence for each incomplete voting record following this.
- f. Every time the roll is called, it shall be projected so that it may be visible to all at a meeting. This includes at the start of the meeting, after every recess, as well as for any quorum call or roll call vote. A roll call does not have to be projected only if there are issues with technology and all means to remedy the issues have been exhausted.
- g. Roll call may be conducted by electronic clicker if called for by majority vote. If roll call is conducted by electronic clicker, all Senators will press the "present" button (as indicated by the Chair of the Senate) on their electronic clicker within one minute of when a roll call is initiated by the Chair of the Senate in the electronic clicker software.

### 2. **Absence Excuses:**

- a. If a Senator believes that an absence should be recorded as excused, that Senator must submit an excuse to the Rules and Ethics Committee no later than one week following the absence (see Rule XII §5).
- b. The Rules and Ethics Committee will submit their recommendations of excusal to the Senate for approval during the committee's report.

### 3. **Quorum:**

- a. A quorum to conduct business will be a majority of the total membership of the Senate.
- b. Any Senator may raise a point of order regarding the presence of a quorum, at which point the Chair of the Senate will instruct the Chair of the Rules and Ethics Committee (or Vice Chair or their designee) to call the roll.
- c. The Senate Sergeant-at-Arms will prevent any Senators entering the chambers during the roll call from being recorded as present.



- d. A quorum call may be conducted by electronic clicker if called for by a majority vote. If a quorum call is conducted by electronic clicker, all Senators will press the “present” button (as indicated by the Chair of the Senate) on their electronic clicker within one minute of when a quorum call is initiated by the Chair of the Senate in the electronic clicker software.
- e. During roll call votes, if the number of senators present and voting does not equal the quorum requirement, the Chair of the Senate shall instruct the Chair of the Rules and Ethics Committee (or Vice Chair or their designee) to call the roll. If it is established that there is no quorum, the vote shall be null and void.

## RULE V FLOOR RULES AND PRIVILEGES

(AMENDED: 2011-116, 2016-117, 2019-124, 2019-138, 2020-1064, 2021-110, 2023-188)

### 1. **The Chair of the Senate:**

- a. The President of the Senate will hold the chair of the Senate; or in the Senate President's absence, first the Senate President Pro Tempore, second the Chair of the Judiciary Committee, third the Chair of the Budget and Appropriations Committee, fourth the Chair of the Rules and Ethics Committee, fifth the Chair of the Information and Communication Committee, and sixth a Senator elected from the body.
- b. The chair will call meetings of the Senate to order. If fifteen minutes have elapsed since the start time proposed in the call for the meeting, any member of the Senate may call the meeting to order and surrender the chair to whomever is first in the above line of succession. If none of these members are present, the Senate will elect a temporary chair from the floor in the same manner as the President of the Senate.
- c. The chair will rule on all points of order and issues of parliamentary law.
- d. The chair will deny the hearing of any dilatory motions and will issue a warning for disruptive conduct to any Senator who has made a dilatory motion.
  - i. A dilatory motion is any motion that seeks to disrupt the business of the Senate, is frivolous or absurd, or contains no rational proposition. The chair does not have to recognize any motion that they hold the independent subjective belief is dilatory.
  - ii. Motions to reconsider a question will be ruled dilatory when the Senate President determines a vote has a clear and convincing majority.
  - iii. This section will also apply to incidental motions including, but not limited to, points of information and parliamentary inquiries.
- e. The Senate may appeal any decision of the chair with a three-fifths vote by a rising vote.
  - i. When a decision of the chair on a question of order is appealed, the appeal will be considered non-debatable.
  - ii. Points of order related to responses of parliamentary inquiries, points of information, and decisions of recognition made by the chair may not be appealed.
- f. The Chair shall have the unilateral discretion at any time to recess any regular or special meeting of the Student Senate for a set period of time.
  - i. A Senator may object to the recess and a vote of one-fifth of those present and voting is required to sustain the objection.
  - ii. If the President of the Senate refuses to chair the meeting after an objection has been sustained, then the chair will fall to the next willing member in the line of succession pursuant to § (1)(a) of this Rule.
  - iii. If the chamber is not called back to order within 15 minutes of the time limit for the recess or within 30 minutes after a motion to recess

until called back by the chair, then the chair will fall to the next willing member in the line of succession pursuant to § (1)(a) of this Rule.

**2. Floor Privileges:**

- a. Senators who are rightfully able to vote will be able to speak in debate on the floor.
- b. The following people or their designees will be allowed as much time before the Senate as is necessary to present items germane to their administrations, and will have a total of five minutes each to yield to other speakers, so long as the presentation remains germane to the administration of the yielding individual.
  - i. The President, Vice President, and Treasurer of the Student Body
  - ii. The President-elect, Vice President-elect, and Treasurer-elect of the Student Body
  - iii. Any Student Government Cabinet Chair, Cabinet Director, Executive Secretary, or Agency Head
  - iv. The President and President Pro Tempore of the Senate,
  - v. Any Justice of the Supreme Court of the Student Body
  - vi. Any University Administrative Officer or Dean.
  - vii. The Senate Parliamentarian
- c. Any committee of the Senate will be allowed as much time before the Senate as is necessary to report on the activities of the committee and to make recommendations to the Senate germane to the purview of the committee.
- d. Senators who are declared absent during a meeting in accordance with Rule I § (1)(b)(viii) revoke all floor privileges granted under this rule for the remainder of said meeting.

**3. Readings:**

- a. Any member may call for the reading of any section of the Florida Constitution, Florida State Statutes, University of Florida Regulations, Student Body Constitution, Student Body Statutes, any case published in the Court Reporter, any resolution, authorization, or reserve transfer enacted by the Senate, any minutes of a previous meeting of the Student Senate, Rules and Procedures of the Student Senate, or Robert's Rules of Order as it pertains to any motion, parliamentary inquiry, point of information, or point of order being heard.
- b. If any member should object to the reading, the question of entertaining the reading will be put to a vote without debate, requiring a majority for the reading to be entertained.
- c. The Parliamentarian of the Senate, or, in their absence, the President Pro Tempore of the Senate will perform all readings to the Senate.
- d. Messages from any of the individuals listed in Section 2 (b) or (c) of this Rule delivered to the President of the Senate will be read in the place of their report.

**4. Parliamentary Inquiries:**

- a. Points of Order are defined as a question during a Student Senate meeting as to whether correct parliamentary procedure is being followed.

- b. Points of Information are defined as a question directed to the chair, or through the chair to another person, for information relevant to the business at hand.
- c. Points of Parliamentary Inquiry are defined as a question regarding a/the rule(s) of parliamentary procedure as found in either Robert's Rules of Order or the Senate's Rules and Procedures.
- d. Points of Clarification are defined as a request to make a factual statement or clarification that is germane to the business at hand.
- e. Points of Personal Privilege are defined as a request to register a complaint regarding the environment of the meeting or to make a personal request.

## RULE VI RULES GOVERNING DEBATE

(AMENDED: 2011-116, 2016-117, 2019-124, 2019-138, 2021-104, 2023-137, 2023-192, 2023-193, 2023-194, 2024-223)

### 1. **Consideration of Bills:**

- a. Any bill of law, authorization, special request, or resolution will be debated pursuant to this section.
- b. Readings will be by title only, except when otherwise called for by a majority of those present and voting, in which case the Senate Parliamentarian will read the bill in its entirety.
- c. The authors and sponsors of the bill will be afforded five minutes to present the bill to the Senate.
- d. Following bill presentation, five minutes shall be allowed for non-debatable technical questions of the bill's authors and sponsors.
  - i. A non-debatable technical question will be any question that can be answered with "yes," "no," or a known fact.
  - ii. The bill's authors and sponsors may not be compelled to answer a question.
  - iii. The question period may be extended by a majority vote.
  - iv. If there are no questions to be asked, the Senate will move into discussion of amendments if there were any filed with the Senate Secretary pursuant to Rule XIV §2 or reported by committees. If there are no such amendments, Senate will move into debate.
- e. Amendments that have been filed with the Senate Secretary pursuant to Rule XV §2 or reported by committees will be heard following non-debatable technical questions on the original bill.
  - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per round per side, and then one minute of final privilege will be in order when hearing amendments.
  - ii. Following the above debate procedure, the amendment will be put to a vote.
- f. Following the question period or debate on the last amendment to the bill under consideration, whichever comes last, there shall be a period of pro/con debate on the bill.
  - i. Debate will be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
  - ii. Any Senator may yield their debate time to a specific Senator or to like-minded speakers.
  - iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
  - iv. If a Senator's speech is hostile to the side whose time they are using, that Senator will be issued a warning for disruptive conduct and any time used by that speech should be returned to the clock.

- v. If, during the course of debate, it is deemed necessary to return to a question period, the Senate may do so with a three-fifths vote. The question period will again last for five minutes, then moving back into debate.
- vi. If there are no Senators wishing to speak on concurrent rounds of con and pro, the Senate will move into final privilege.
- g. Following the debate period, the authors and sponsors of the bill will be afforded three minutes of final privilege.
- h. Following final privilege, the chair will put the question and the Senate will vote on the adoption of the bill.
- i. Amendments from the floor are prohibited unless the amendment is made by unanimous consent. Amendments must be filed with the Senate Secretary pursuant to Rule XIV §2 to be heard by the Senate unless the amendment is made by unanimous consent.

## **2. Amending Sponsors on the Floor**

- a. If a piece of legislation is on the agenda for a meeting of the Student Senate and a Senator wishes to make changes to the sponsors line during the meeting of the Senate, that Senator must provide a document with the title of the bill at the top, followed by sections for Senators to each write their names to be added or stricken from the sponsors line. The only changes that can be made to the sponsors line on the floor of the Senate must be accomplished through this procedure.
- b. Senators must each write their own names on the document, unless they have explicit, documented written or verbal consent to write someone else's name.
- c. Immediately once a motion is made to amend the title or sponsors line of a certain piece of legislation and approved, the document must be provided to the Chair of the Senate. This document must be signed by all members wishing to add their name to either the author(s) or sponsor(s) line and submitted by the Chair of the Senate to the Senate Secretaries within 10 minutes of the conclusion of the meeting.

## **3. Consideration of Vetoed Legislation:**

- a. Whenever the Student Body President has vetoed any legislation and returned it to the Senate, that legislation may be added to the agenda under Vetoed Legislation by the Replacement and Agenda Committee after the Judiciary Committee has re-evaluated the legislation on the established criteria and will be debated pursuant to this section.
  - i. In the event that the vetoed legislation is considered after the bill's authors or sponsors have left office, they may be granted speaking privileges if they are present in the Senate Chambers as provided within this rule.
  - ii. These speaking privileges shall only be limited to presentation, question and answer and final summation. These speaking privileges shall remain effective if an amendment is approved.
  - iii. These speaking privileges shall not be extended to non-students.

- b. Whenever the Student Body Treasurer has vetoed any legislation that is under their purview and returned it to the Senate, that legislation may be added to the agenda under vetoed legislation by the Replacement and Agenda Committee.
  - i. In the event that the vetoed legislation is considered after the bill's authors or sponsors have left office, they may be granted speaking privileges if they are present in the Senate Chambers as provided within this rule.
  - ii. These speaking privileges shall only be limited to presentation, question and answer and final summation. These speaking privileges shall remain effective if an amendment is approved.
  - iii. These speaking privileges shall not be extended to non-students.
- c. The Student Body President or the Student Body Treasurer will have three minutes to explain the reasoning behind the veto to the Senate; alternately, the Senate President will read a statement from the executive not to exceed three minutes. Following this, the bill's authors and sponsors will have three minutes to again present the bill and respond to the executive veto.
- d. Following the presentation period, five minutes will be allowed for non-debatable technical questions for the bill's authors and sponsors or for the executive(s) that vetoed the bill.
  - i. A non-debatable technical question will be any question that can be answered with "yes," "no," or a known fact.
  - ii. The bill's authors and sponsors or the executive may not be compelled to answer a question.
  - iii. The question period may be extended by a majority vote.
  - iv. If there are no questions to be asked, the Senate will move into discussion of amendments if there were any filed with the Senate Secretary pursuant to Rule XIV §2 or reported by committees. If there are no such amendments, Senate will move into debate.
- e. Amendments that have been filed with the Senate Secretary pursuant to Rule XIV §2 will be heard following non-debatable technical questions on the vetoed legislation.
  - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per round per side, and then one minute of final privilege will be in order when hearing amendments.
  - ii. Following the above debate procedure, the amendment will be put to a vote.
  - iii. If the senate agrees to an amendment to vetoed legislation, said legislation will be treated as a second reading from that point forward.
- f. Following the question period, or debate on the last amendment to the vetoed legislation under consideration, whichever comes last, there will be a period of pro/con debate, with pro being in support of overriding the veto and con in support of sustaining the veto. If an amendment is adopted pursuant to Rule VI Section 2(d), the debate procedure will be that seen in Rule VI Section 1(f).

- i. Debate will be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
- ii. Any Senator may yield their debate time to a specific Senator or to like-minded speakers.
- iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
- iv. If a Senator's speech is hostile to the side whose time they are using, that Senator will be issued a warning for disruptive conduct and any time used by that speech will be returned to the clock.
- v. If, during the course of debate, it is deemed necessary to return to a question period, the Senate may do so with a majority vote. The question period will again last for five minutes, then moving back into debate with all debate times being reset.
- vi. If there are no Senators wishing to speak on concurrent rounds of con and pro, the Senate will move into amendments or final privilege.
- g. Following the debate period, the bill's authors and sponsors will be afforded two minutes of final summation. Following that, the executive who vetoed the bill will be afforded two minutes of final summation.
  - i. Line-item vetoes on the Activity and Service Fee Budget will be voted upon by line item.
- h. Following final summation, the Chair will put the question and the Senate will vote on overriding the veto of the bill, with the affirmative in favor of overriding the veto.
- i. Amendments from the floor are prohibited unless the amendment is made by unanimous consent. Amendments must be filed with the Senate Secretary pursuant to Rule XIV §2 to be heard by the Senate unless the amendment is made by unanimous consent.

**4. Debate of Other Motions:**

- a. When the Senate is hearing any other debatable motion, there will be two rounds of alternating con and pro debate with one minute per round per side.
- b. The time afforded to all speakers may be limited or extended by a two-thirds vote, provided that any limitation applies to all subsequent speakers.
- c. Following the above debate procedure, the motion will be put to a vote.

**5. Special Rules Governing Debate:**

- a. The Senate may add special rules to the agenda from the floor during Amendments to the Agenda pertaining to the structure of debate with a two-thirds vote of the Senate.
- b. The Replacement and Agenda Committee may add special rules to the agenda pertaining to the structure of debate with a two-thirds vote of the committee. The Senate may suspend these special rules by a two-thirds vote from the floor during Amendments to the Agenda.





## RULE VII VOTING

(AMENDED: 2014-106, 2016-117, 2018-123, 2019-124, 2019-138, 2020-1064, 2021-104, 2023-118, 2023-127, 2023-191, 2024-144, 2024-147)

### 1. **Standard Voting Procedure:**

- a. Unless otherwise stated, the standard method for all votes requiring a majority will be by rising vote (not counted), and the method for all votes requiring two-thirds, two-fifths, or one-fifth of the body will be done by electronic clicker.
- b. The chair will declare the outcome of all votes.
- c. Whenever a member doubts the result of a voice vote or a vote by electronic clicker, either because the result appears close or because they doubt that the representative number of members present have voted, they can call for Division of the Assembly, thereby requiring the vote to be taken again.
  - i. Divisions will be conducted by counted rising vote.
  - ii. Divisions take precedence over any motion on which a vote is being taken or has just been taken. It may be called for from the moment the negative votes have been cast until the announcement of the result is complete, or immediately thereafter before any debate or business has intervened.
  - iii. Divisions can be applied to any motion on which the Senate is called upon to vote by voice or rising (not counted). No subsidiary motion can be applied to it.
  - iv. Divisions do not require a second, are non-debatable and are non-amendable.
  - v. Divisions cannot be reconsidered.
  - vi. When it is clear that there has been a full vote and there can be no reasonable doubt as to which side is in the majority, a call for Division is dilatory.
- d. No one may cast a vote for another Senator, under pain of penalty as outlined in Chapter 309 of the Student Body Statutes.
- e. Voting records for all Senators shall be collected and maintained automatically by the electronic clicker software. All voting records shall be maintained in the Senate's collection of public records.
- f. No Senator may explain their vote when a vote is taking place. A Senator may only state yes, no, or abstain when voting. If a Senator does not comply with this provision, the Chair of the Senate will issue a warning for disruptive conduct.
- g. No Senator may raise a privileged motion not related to the vote while a vote is taking place.
- h. A Senator has the right to change their vote up until the result is announced.
- i. No Senator may abstain from a vote except in cases wherein voting would present a conflict of interest.
  - i. A conflict of interest exists whenever a Senator stands to gain an individual benefit from the matter being considered.

- ii. Senators who abstain from voting in a voice vote or a vote by electronic clicker due to a conflict of interest must indicate a reason for the abstention on their voter record by letting the Senate Secretaries know in writing within 24 hours of the end of the Senate meeting. If a reason for abstention is not filed with the Senate Secretaries within this time period, the Senator will have an incomplete voter record and will be given a one-half absence.
- j. The chair shall not vote except in the event of a roll call vote where their vote would affect the result.
- k. The following types of legislation will be subject to the number of readings as listed below.
  - i. Bills that require one reading:
    - a. An Authorization
    - b. A Resolution
    - d. A Rules and Procedures Change
    - e. A Special Request
  - ii. Bills that require two readings:
    - a. A Constitutional Amendment
    - b. A Reserve Transfer
    - c. A Statute Change
    - d. A Student Body Law
  - iii. Bills that require three readings:
    - a. A Vetoed Bill
- l. Unless stated otherwise, the standard method for hearing the Activity and Service Fee Budget will be as follows:
  - i. The Activity and Service Fee Budget must be presented to the Student Senate no less than six days prior to first readings.
  - ii. The Activity and Service Fee Budget must be passed through two readings. If the budget is amended, the amended budget must pass through two readings with identical form.

## 2. **Electronic Clickers**

- a. Each Senate seat shall be assigned a permanent electronic clicker for voting by the Senate President or Senate President Pro Tempore in consultation with the Senate Secretaries. It shall be the responsibility of the Senate Secretaries to check-out and check-in electronic clickers to Senators at the beginning and end of Senate meetings.
- b. Electronic clickers are the property of Student Government.
- c. All Senators wishing to leave the Senate chamber during a Senate meeting must check-in their electronic clickers to the Senate Secretaries before leaving. Senators returning to the Senate Chamber during a Senate meeting will check-out their electronic clickers from the Senate Secretaries after re-entering the Senate Chamber.
- d. The Sergeant-at-Arms shall prevent any Senators from leaving the Senate Chamber with an electronic clicker on their person.
- e. Damaged or malfunctioning electronic clickers shall be returned to the Senate Secretaries and Senators shall be given a replacement clicker in a timely manner.

- f. If a Senator's electronic clicker is damaged or malfunctioning during a Senate meeting, the Senator shall convey their votes to the Chair of the Senate directly and maintain a physical voter record that indicates how they voted on all main motions. Physical voter records will be submitted to the Senate Secretaries prior to the end of the Senate meeting.
- g. Penalties
  - i. Any senator who is found to be voting or attempting to vote with an electronic clicker that is not assigned to them will be subject to the penalties outlined in Chapter 309 of the Student Body Statutes.
  - ii. Any student, other than a Senator, who is found to be voting or attempting to vote with an electronic clicker will be subject to the penalties outlined in Chapter 309 of the Student Body Statutes.
  - iii. If a Senator is found to have lost or damaged an electronic clicker, the Senator is responsible for reimbursing Student Government for the cost of a replacement electronic clicker.
- h. During a vote by electronic clicker, Senators will be given one minute or a voting period longer than one minute but no more than three as designated by the Chair of the Senate to record their vote onto their electronic clicker.
- i. During a vote by electronic clicker, votes will be projected so that it is visible to all at a meeting. A vote does not have to be projected only if there are issues with technology and all means to remedy the issues have been exhausted.

### **3. Roll Call Votes:**

- a. When not otherwise called for, a roll call vote may be ordered by a majority of the Senators present and voting at any time before the next question is spoken on.
- b. The roll call vote will be conducted by the Chair of the Rules and Ethics Committee or their designee. During a roll call vote, the Chair of the Rules and Ethics Committee or their designee will call each Senator's name and each Senator will verbally indicate how they voted and use their electronic clicker.
  - i. The name of the Chair of the Senate shall be called last during a roll call vote.
- c. Senators may abstain from voting in the roll call vote in cases of conflict of interest pursuant to Section 1(h) of this rule.
  - i. When the Senator wishing to abstain has their name called, they will explain the reason for the abstention to the Senate for consideration.
  - ii. The Senator abstaining will provide the reason for abstention in writing to the Senate Secretaries within 24 hours of the end of the Senate meeting to be reflected on their voting record. If a reason for abstention is not filed with the Senate Secretaries within this time period, the Senator will have an incomplete voter record and will be given a one-half absence.

d. Roll call votes will be recorded in the minutes of the meeting, indicating how each Senator present voted.

**4. Special Rules Governing Voting:**

- a. The Senate may add special rules to the agenda from the floor during Amendments to the Agenda pertaining to voting with a two-thirds vote of the Senate.
- b. The Replacement and Agenda Committee may add special rules to the agenda pertaining to voting with a two-thirds vote of the committee. The Senate may suspend these special rules by a two-thirds vote from the floor during Amendments to the Agenda.

## RULE VIII EXECUTIVE NOMINATIONS

(AMENDED: 2011-116, 2016-117, 2019-124, 2019-138, 2021-104, 2023-187)

**1. Procedure:**

- a. Whenever the Student Body President (or their designee) makes a nomination that requires the approval of the Senate, the final question will always be, “Will the Senate approve this nomination?”
  - i. This question will be considered automatically, and as such it is unnecessary to make a main motion regarding executive nominations.
  - ii. Debate over this question will begin with five minutes of questions of the Student Body President (or their designee) or the nominee in question.
  - iii. After the question period, debate will be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
  - iv. The same parliamentary motions regarding question periods and debate in bill consideration will be in order for executive nominations.

**2. Review of Qualifications:**

- a. Executive nominations that are not pending on the agenda (see Rule III, §1(c)(viii)) will be submitted to the Replacement and Agenda Committee Chair, no later than 12:00 PM ET, two days before the Replacement and Agenda Committee’s meeting date.
- b. Judicial Branch nominations that are not pending on the agenda (see Rule III, §1(c)(viii)) will be submitted to the Judiciary Committee Chair no later than 12:00 PM ET, two days before the Judiciary Committee’s meeting date.
- c. The above listed committees will review each nominee and will determine if they meet all qualifications required to hold the office for which they are appointed.
- d. The above listed committees may be recognized to report their findings to the Senate when the Senate is considering the nomination in question.

## RULE IX PUBLIC COMMENT

(AMENDED: 2011-116, 2018-101, 2018-115, 2018-125, 2019-138, 2020-1064, 2021-104, 2021-130, 2023-153, 2023-189, 2024-146, 2024-222)

### 1. **Rights to Comment:**

- a. Each member of the Student Body may speak in public comment.
- b. Students may sign-up for public comment by submitting an electronic request that specifies the matter on which the student wishes to speak to the Senate President and Senate Secretary which is received no later than 5:00 PM EST or the scheduled start of the Senate if the meeting is scheduled before 5:00 PM EST, on the day of the meeting of the Senate.
- c. Students must be present in the Senate chambers to receive public comment time.

### 2. **Procedure:**

- a. Public comment must be held before any pending legislation or nominations are heard.
- b. Each student signed up for public comment must have five minutes to speak.
- c. Students may only yield their speaking time to the Chair of the Senate.
- d. If a student does not exhaust their speaking time, it will automatically be yielded to the Chair of the Senate.
- e. The Senate is prohibited from extending or limiting the speaking time of any speaker.
- f. Students may reserve their speaking time once during public comment, causing their name to be passed on the list.
- g. If a student is not present in the chamber when their name is called, the name of the student will be automatically reserved once.
- h. Speakers must direct all comments to the Chair of the Senate. Any speaker that directs a comment at an individual other than the Chair of the Senate will be issued a warning for disruptive conduct. A speaker will automatically yield their time to the chair if they receive more than two warnings.
- i. Speakers may project a presentation or other digital media during public comment. All materials projected must be submitted to the Senate President and Senate Secretary along with the electronic request to speak by 5:00 PM EST or the scheduled start of the Senate if the meeting is scheduled before 5:00 PM EST, on the day of the meeting of the Senate.

### 3. **Goodbye Speeches:**

- a. During the last meeting of the Fall and Spring term before the validation of Senate election results, the Replacement & Agenda Committee will add a period following public comment for goodbye speeches for Senators not returning to the Senate.
- b. Senators who resign from the Senate will have the opportunity to deliver a goodbye speech no later than the proceeding Senate meeting.

- c. A Senator who is giving a goodbye speech will be allowed no more than 15 minutes to deliver their speech.
- d. A Senator must notify the Senate President and Senate Secretary in writing by 5:00 PM EST or the scheduled start of the Senate if the meeting is scheduled before 5:00 PM EST, on the day of the meeting of the Senate to give a goodbye speech.



## RULE X COMMITTEES

(AMENDED: 2011-116, 2016-117, 2019-124, 2020-1064, 2021-104, 2023-152, 2023-190, 2024-225, 2024-226)

### 1. **Types of Committees:**

- a. Standing Committees of the Senate will be established by Rule XI of these Rules and Procedures.
- b. Standing Committees will report verbally at every meeting of the Senate on their activities since they last reported to the Senate. Standing Committee reports can be sent electronically by a majority vote of the Senate in place of a verbal report. A verbal report from a Chair, Vice Chair, or other member of a Standing Committee will be allotted no more than 10 minutes to speak about items germane to the committee's business per each Standing Committee. A verbal report from a Chair, Vice Chair, or other member of an Ad-Hoc Committee will be allotted no more than 5 minutes to speak about items germane to the committee's business, per each Ad-Hoc Committee.
  - i. If a committee report does not exhaust its full allotted time, the remainder of the time will be automatically yielded to the Chair of the Senate.
- c. The Senate President may establish ad-hoc committees to hear business as established in their creation.
  - i. The Senate President will appoint the members and the chair of ad-hoc committees.
  - ii. The Senate President may discharge any ad-hoc committee of the Senate, and must provide a reason for discharging said committee. Examples of reasons to discharge an ad-hoc committee include, but are not limited to: malfeasance, nonfeasance, abuse of power. These recommendations may be made upon receiving the findings of any investigations conducted by the Rules & Ethics Committee of the Senate.
  - iii. The Senate may, by a simple majority vote, discharge any ad-hoc committee of the Senate.
  - iv. The Senate President will be kept informed of any ad-hoc committee business.
- d. Ad-hoc committees may report to the Senate once they have completed the task(s) that they were created for.
- e. Ad-hoc committees may report to the Senate on their current activities and progress as needed.
- f. Membership of ad-hoc committees may include both Senators and members of the Student Body.

### 2. **Authority Over Committees:**

- a. The Senate may refer any legislation to a committee of the Senate (already in existence or to be newly created) by a majority vote.

- b. Legislation that has already been referred or is automatically referred may be discharged from a committee by a two-thirds vote. To discharge legislation from an ad-hoc committee which is the sole purpose of that committee's creation will be to discharge that committee altogether.
- c. The Senate may order any committee to create a report to the Senate by a majority vote on any matter germane to that committee's normal duties.
- d. The Senate may, by a two-thirds vote, remove any member from an ad-hoc committee or remove a member as Chair of an ad-hoc committee (see Rule XII §§7 and 8 for removal from Standing Committees).
- e. The Senate may also receive minority reports following the regular report of any committee.
  - i. Minority reports may be issued by one or more members of a committee dissenting from the official report of the committee.
  - ii. If any Senator should object to the reading of a minority report, the support of one-fifth of those Senators present and voting is required for the report to be entertained.
  - iii. Minority reports will be allotted 10 minutes to speak about items germane to the committee's business.
  - iv. If a Minority report does not exhaust its full allotted time, the remainder of the time will be automatically yielded to the Chair of the Senate.

## RULE XI

### STANDING COMMITTEES OF THE SENATE

(AMENDED: 2009-100, 2009-104, 2009-121, 2009-140, 2010-122, 2011-114, 2011-116, 2011-130, 2014-106, 2014-111, 2016-117, 2018-114, 2018-121, 2019-124, 2019-1104, 2020-1034, 2020-1064, 2021-104, 2022-126, 2023-122, 2023-136, 2023-142, 2023-145, 2023-195)

#### 1. **Replacement and Agenda Committee:**

a. The Replacement and Agenda Committee will consist of the following members:

- i. The Senate President Pro Tempore, as Chair
- ii. The Senate President
- iii. The leader of each political party or coalition (see Rule XVII)
- iv. The Two Senate Members-At-Large
- v. A member of the Student Body that is appointed by the Senate President Pro Tempore as the Replacement and Agenda Committee Clerk, who serves as the taker of minutes, for the Replacement and Agenda Committee, as an ex-officio non-voting, non-speaking member.
  1. Should the chair choose not to fill this position, a committee member will serve as the taker of minutes.

b. Duties:

- i. The Replacement and Agenda Committee will prepare the agenda for regular meetings of the Senate in accordance with Rule III §1.
- ii. The Replacement and Agenda Committee may add special rules to the agenda pertaining to the structure of debate and voting with a two-thirds vote of the committee. The committee may not change the threshold required to approve a nominee or legislation. The Senate may suspend these special rules by a two-thirds vote.
- iii. The Replacement and Agenda Committee will recommend to the Senate the voting members of the other standing committees. The Senate shall hear these recommendations during the committee's report (See §7 of this Rule).
- iv. The Replacement and Agenda Committee will recommend to the Senate the voting members of the other standing committees. The Senate shall hear these recommendations during the committee's report (See §8 of this Rule).
- v. The Replacement and Agenda Committee will recommend to the Senate replacement Senators to fill any vacant seats not handled under Rule XII, Section 3 of the Rules and Procedures of the Student Senate. The Senate will hear these recommendations during the committee's report (See Rule XIII).
  1. Following a vote by the committee regarding a vacant position not handled under Rule XII, Section 3 of the Rules and Procedures of the Student Senate, the Replacement and

Agenda Committee Chair will notify all applicants within twenty-four (24) hours of the committee's decision.

- vi. The Replacement and Agenda Committee will review the qualifications of all executive nominations that require Senate approval, except for those nominations to the judicial branch, determining if they are eligible to hold said office.
- vii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
- c. The Replacement and Agenda Committee will meet at least once every two school weeks at the time and place determined by the chair, unless there is no business to be heard by the committee, and as otherwise ordered by the Senate by a two thirds vote. The Chair may call additional meetings at their leisure.

## **2. Budget and Appropriations Committee:**

- a. The Budget and Appropriations Committee will consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be the Committee Chair (See §8 of this Rule).
  - ii. A member of the Student Body that is appointed by the Budget and Appropriations Committee Chair as the Budget and Appropriations Committee Clerk, who serves as the taker of minutes, for the Budget and Appropriations Committee, as an ex-officio non-voting, non-speaking member.
    - 1. Should the chair choose not to fill this position, a committee member will serve as the taker of minutes.
- b. Duties:
  - i. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate the Activity and Service Fee Budget.
  - ii. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate on all student organization operational budgets.
  - iii. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate on all student organization event requests.
  - iv. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate on all student organization travel requests.
  - v. The Budget and Appropriations Committee will hear and decide on all appeals stemming from decisions of the Travel Grant Sub-Committee.
  - vi. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate on any requests for line-item budget changes and reserve funds.

- vii. The Budget and Appropriations Committee Chair will submit into the Senate records all budget requests and other documents submitted to the committee.
  - viii. The Budget and Appropriations chair of the committee will submit an end of session transition report at the end of each Fall and Spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
- c. Review of Legislation:
- i. Proposed budgetary legislation that is to be reviewed by the Budget and Appropriations Committee will be submitted to the committee no later than 12:00 PM ET, two days before the committee meeting at which it is scheduled to be heard.
  - ii. The Budget and Appropriations Committee reserves the right to debate, amend and review all budgetary bills. The process of review shall be as follows:
    - 1. Five minutes of presentation from an author or sponsor
    - 2. Five minutes of question-and-answer period
    - 3. Five minutes of debate
    - 4. Two minutes of final privilege
  - iii. If a bill is amended by the Budget and Appropriations Committee, any author or sponsor may withdraw their name from the bill. If the bill then has no listed author, the Budget and Appropriations will become the author of said bill.
  - iv. The Budget and Appropriations Committee may pass, postpone, table, or fail each bill:
    - 1. Each bill postponed by the Budget and Appropriations Committee shall be reviewed in the next committee meeting or it will be considered failed.
    - 2. Only the Budget and Appropriations Committee will be sent to the full Senate.
  - v. Proposed legislation that is to be reviewed by the Budget and Appropriations Committee will be sent to all Senators by the Budget and Appropriations Committee Chair no later than twenty-four (24) hours before the committee meeting at which it is scheduled to be reviewed.
- d. Student Government-Funded Organizations:
- i. Any organization requesting funding through the Budget and Appropriations Committee must submit all forms and documents required by the committee.
  - ii. All Student Government-funded organization requests are to be sent to all Senators at least twenty-four (24) hours in advance of the committee hearing at which said request should be heard.

- e. The Budget and Appropriations Committee will meet at least once every two school weeks at the time and place determined by the Chair, unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chair may call additional meetings at their leisure.
- f. The Budget and Appropriations Committee Chair must send any reserve transfer bills or changes to the originally approved budget to all Senators twenty-four (24) hours before the duly called budget meeting.

### 3. **Judiciary Committee:**

- a. The Judiciary Committee shall consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be selected as the Committee Chair (See §8 of this Rule).
  - ii. A member of the Student Body that is appointed by the Judiciary Committee Chair as the Judiciary Committee Clerk, who serves as the taker of minutes, for the Judiciary Committee, as an ex-officio non-voting, non-speaking member.
    - 1. Should the chair choose not to fill this position, a committee member will serve as the taker of minutes
- b. Duties:
  - i. The Judiciary Committee will review all non-budgetary bills, resolutions, and proposed constitutional amendments submitted to the Senate (see below).
  - ii. The Judiciary Committee will review the qualifications of all nominations to the judicial branch, determining if they are qualified to hold said office.
  - iii. The Judiciary Committee will submit into the Senate records all documents created by or submitted to the committee and make copies available at the next meeting of the Senate following their creation/submission.
  - iv. The Judiciary Committee will, before every Fall general election, submit to the Senate legislation regarding the apportionment of the Senate (see below).
  - v. The Judiciary Committee Chair will submit an end of session transition report at the end of each Fall and Spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
  - vi. The Judiciary Committee Chair will once every fall and spring terms present a workshop on how to draft and submit legislation. This workshop can be done in conjunction with or separate from the new Senator orientation.
- c. Review of Legislation:
  - i. Proposed legislation that is to be reviewed by the Judiciary Committee will be submitted to the committee no later than 12:00 PM ET, two days before the committee meeting at which it is scheduled to be heard.

- ii. The Judiciary Committee will review legislation as to its constitutionality, implication, legality, format, and clarity, and may submit to the Senate amendments to legislation reviewed by the committee.
- iii. The Judiciary Committee reserves the right to debate, amend and review all bills. The process of review shall be as follows:
  - 1) Five minutes of presentation from an author or sponsor
  - 2) Five minutes of question-and-answer period
  - 3) Five minutes of debate
  - 4) Two minutes of final privilege
- iv. If a bill is amended by the Judiciary Committee, any author or sponsor may withdraw their name from the bill. If the bill then has no listed author, the Judiciary Committee will become the author of said bill.
- v. The Judiciary Committee may pass, postpone, table, or fail each bill:
  - 1) Each bill postponed by the Judiciary Committee shall be reviewed in the next committee meeting or it will be considered failed.
  - 2) The Judiciary Committee Chair of the committee will inform the author of the bill as to why it failed using the aforementioned criteria in the meeting the bill was reviewed.
  - 3) Only bills passed by the Judiciary Committee will be sent to the full Senate.
- vi. Proposed legislation that is to be reviewed by the Judiciary Committee will be sent to all Senators by the Judiciary Committee Chair no later than twenty-four (24) hours before the committee meeting at which it is scheduled to be reviewed.
- d. Apportionment of the Senate:
  - i. The Judiciary Committee will draft legislation to set the apportionment of the Senate, either reapportioning it with a bill amending the section of the Student Body Statutes regarding apportionment or recommending to the Senate that the apportionment of the Senate be maintained in its current state.
  - ii. The committee will begin drafting apportionment legislation no earlier than the start of the Summer A term and must submit the legislation to the Senate no later than three weeks before the Fall general election.
  - iii. If the legislation proposed by the committee fails to be adopted by the Senate, the Senate may either recommit the legislation with instructions or may adopt other legislation setting apportionment.
- e. The Judiciary Committee will meet at least once every two school weeks at the time and place determined by the Chair unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chair may call additional meetings at their leisure.

#### 4. Rules and Ethics Committee:

- a. The Rules and Ethics Committee will consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be selected as the Committee Chair (See §8 of this Rule).
  - ii. A member of the Student Body that is appointed by the Rules and Ethics Committee Chair as the Rules and Ethics Committee Clerk, who serves as the taker of minutes, for the Rules and Ethics Committee, as an ex-officio non-voting, non-speaking member.
    - a) Should the chair choose not to fill this position, a committee member will serve as the taker of minutes.
- b. Duties:
  - i. The Rules and Ethics Committee will investigate whenever a Senator files a petition with the Senate Secretary calling for a Senator's censure or expulsion, whenever ordered by the Senate, or otherwise at the discretion of the committee, the conduct of any Senator (see below).
  - ii. The Rules and Ethics Committee will receive complaints from the student body regarding the compliance of Student Government funded organizations with the Student Body Constitution and Statutes, and University of Florida Rules and Regulations, and shall investigate complaints as deemed necessary by the committee (see below).
  - iii. The Rules and Ethics Committee will review all absence excuses and recommend action on these excuses to the Senate.
  - iv. The Rules and Ethics Committee will hear appeals from resignations by non-attendance and may expunge absences from a Senator's attendance record as outlined in Chapter 323 of the Student Body Statutes.
  - v. The Rules and Ethics Committee will issue warning letters and letters of resignation by non-attendance to Senators as outlined in Chapter 323 of the Student Body Statutes.
  - vi. The Rules and Ethics Committee will enforce constituency requirements as outlined in Chapter 324 of the Student Body Statutes.
  - vii. The Rules and Ethics Committee or Senate Secretary shall collect all voting records at meetings of the Senate and file them in the Senate office.
  - viii. The chair of the Rules and Ethics Committee Chair will submit an end of session transition report at the end of each Fall and Spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
- c. Investigation of Senators:
  - i. The Rules and Ethics Committee will set dates and times for hearings regarding the investigation and shall set deadlines regarding evidence submission.
  - ii. The Rules and Ethics Committee will serve Senators with notice that they are being investigated by the committee and shall include in this or subsequent notice the times and locations of any hearings pertaining to the investigation no later than three days prior to a hearing.



- iii. The Rules and Ethics Committee will issue all subpoenas required to conduct the investigation as outlined in Chapter 308 of the Student Body Statutes.
  - iv. The Senator(s) that filed the resolution of censure or expulsion will act as the plaintiff(s) in any hearing regarding the investigation, presenting evidence calling for disciplinary action against the Senator(s) under investigation. The plaintiff(s) may obtain a student designee to represent them at hearings of the committee. When conducting an investigation on orders from the Senate or on the committee's own initiative, the Rules and Ethics Committee will appoint a willing Senator to act as the plaintiff, unless another Senator is chosen to act as the plaintiff by the Senate.
  - v. The Senator(s) being investigated will be considered the defendant(s) in any hearing regarding the investigation. The defendant(s) may obtain a student designee to represent them at hearings of the committee.
  - vi. Both sides may present opening statements to the committee before evidence is heard, with the plaintiff presenting first.
  - vii. Following opening statements, both sides will present their arguments to the committee. During the presentation of arguments, members of the committee may interject to ask questions, but such questioning and answers thereof shall not use time afforded to the side presenting its arguments.
  - viii. Following the presentation of arguments, both sides may present closing remarks to the committee, with the plaintiff presenting first.
  - ix. The Rules and Ethics Committee may impose time restrictions on each stage of the hearing, so long as each side is afforded an equal amount of time for each stage of the hearing.
  - x. Following closing remarks, the committee will move into deliberations. No new evidence may be presented and only committee members will be recognized to speak.
  - xi. If the committee deems that the charges presented are well founded, the committee shall report to the Senate a resolution calling for the defendant's censure or expulsion. If the committee deems the charges to be not well founded, the committee shall recommend to the Senate that the defendant be exonerated.
- d. Investigation of Student Organizations:
- i. The Rules and Ethics Committee will inform the president of a student organization that their organization is being investigated by the committee and shall inform them of the times and locations of any hearings pertaining to the investigation no later than three days prior to the hearing.
  - ii. The Rules and Ethics Committee will ensure that any evidence requested by the committee from the petitioner(s) and respondent(s) must be given to them at least 24 hours prior to the hearing.
  - iii. The investigation will be conducted in the same manner as the investigation of Senators (see above), with the student(s) filing the complaint (or the designee of the committee) acting as the plaintiff,

and the president of the organization or their student designee acting as the defendant.

- iv. The committee may recommend to the Senate any appropriate action, including, but not limited to, the suspension or termination of Student Government funding.
- e. The Rules and Ethics Committee will meet at least once every two school weeks at the time and place determined by the Chair, unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chair may call additional meetings at their leisure.
- f. No Senator who is currently on probation for not completing constituency requirements may be appointed to the Rules and Ethics Committee. Any Senator on the Rules and Ethics Committee placed on constituency probation will be automatically removed from the committee.

**5. Information and Communication Committee:**

- a. The Information and Communication Committee shall consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be selected as the Committee Chair (See §8 of this Rule).
  - ii. A member of the Student Body that is appointed by the Information and Communication Committee Chair as the Information and Communication Committee Clerk, who serves as the taker of minutes, for the Information and Communication Committee, as an ex-officio non-voting, non-speaking member.
    - a) Should the chair choose not to fill this position, a committee member will serve as the taker of minutes
- b. Duties:
  - i. The Information and Communication Committee will organize Senate social events.
  - ii. The Information and Communication Committee Chair or their designee will administer orientation sessions for all new Senators, Senators-elect, and Replacement and Agenda Committee nominees to vacant seats not handled under Rule XII, Section 3 of the Rules and Procedures of the Student Senate (see below).
  - iii. The Information and Communication Committee will organize at least one Senate retreat during the fall, spring, and summer Senate semesters (see below).
  - iv. The Information and Communication Committee shall be responsible for the Senate's public relations.
  - v. The Information and Communication Committee will post information regarding any open Senate seats in a conspicuous place at the J. Wayne Reitz Union and Turlington Plaza no later than four days before the Replacement and Agenda Committee conducts interviews for any open seats.

- vi. The Information and Communication Committee will ensure that information regarding any open Senate seats is posted in a conspicuous place on the official Student Government website no later than four days before the Replacement and Agenda Committee conducts interviews for any open seats.
  - vii. The Information and Communication Committee may, at its discretion, distribute information regarding any open Senate seats to electronic mailing lists maintained by Student Government Advising and Operations
  - viii. These notices must be posted no later than four days before the Replacement and Agenda Committee interviews for any open seats.
  - ix. The Information and Communication Committee will, at the request of any committee chair or Senate officer, distribute relevant information to Student Government agencies, cabinets, officers and officials, Student Government-funded organizations, faculty members, or other campus and community officials.
  - x. The Information and Communication Committee will disseminate a newsletter during the first week of every month that details the bills and resolutions that have been passed by Senate, tabling dates that indicate days and times students can expect to speak to senators, project or policy updates from ad-hoc committees, and any other information the Information and Communication committee deems necessary.
    - 1. The choice to opt into the newsletter shall be listed in a visible place on the official Student Government website and the official Student Senate page.
  - xi. The Information and Communication Committee will be responsible for live streaming all Senate meetings from a set location in the Senate Chamber that allows all speakers to be visible at all times. The Information and Communication Chair or their designee will be responsible for starting and ending the live stream. The equipment utilized by the Information and Communication Committee to live stream Senate meetings must be owned by Student Government.
  - xii. The Information and Communication Committee Chair will submit an end of session transition report at the end of each Fall and Spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
  - xiii. Develop and administer a student feedback form via the official Student Senate Instagram page for the Student Senate. The form shall allow students to share their thoughts, comments, and concerns as well as provide their respective demographics. The Information and Communication Committee Chair will share feedback with the corresponding Student Senator(s) based on demographics or to any Senator who requests it.
- c. Orientation Sessions:
- i. The Information and Communication Committee Chair or their designee will hold an orientation session prior to any new Senator's

second regular meeting of the Senate. These orientations will be mandatory and any Senator failing to attend will be removed from Senate. The Rules and Ethics Committee may excuse this absence in the same manner as any other Senate absence.

1. If a Senator is excused from an orientation session, they will be required to attend a make-up session within a two-week period.
  2. Failure to attend a make-up session will result in removal from Senate.
- ii. The orientation session will include, but not be limited to, instruction regarding the Student Body Constitution, Titles III and VIII of the Student Body Statutes, the Senate Rules and Procedures, parliamentary procedure (as it applies to meetings of the Senate), the drafting of Senate legislation, and the requirements of Senators.
  - iii. Senators and Senators-elect in attendance will be given directions to find the Student Body Constitution, Student Body Statutes, and the Senate Rules and Procedures, as well as a supplement containing all amendments to these documents made after the date they were last revised.
  - iv. The orientation session will include all other activities deemed necessary to prepare new Senators for their positions. These may include mock Senate sessions, clinics for drafting legislation or parliamentary law, and question and answer sessions with existing Senators.
- d. Senate Retreats:
- i. During the fall and spring semesters, Senate retreats will be held no earlier than the second week of classes and no later than seven days before the first day of final exams.
  - ii. During the summer semester, the Senate retreat will be held no earlier than the second week of the summer A/C semester and no later than seven days before the first day of final exams for the summer B/C semester.
  - iii. Senate retreats should not be held during any university-recognized break or holiday if possible.
  - iv. The retreat will not be held in the Senate Chamber and should be held at a location where no formal Senate business occurs if possible.
  - v. Senators who attend a retreat will receive a one-half absence credit on their attendance record.
- e. The Information and Communication Committee will meet at least once every two school weeks at the time and place determined by the Chair unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chair may call additional meetings at their leisure.

**6. Assignment to Standing Committees:**

- a. The Replacement and Agenda Committee will announce in their report to the Senate all open standing committee seats.

- b. Members of the Senate seeking a committee seat must submit a request for the seat with the Replacement and Agenda Committee no later than 12:00 PM ET, two days before the meeting at which the interviews will be held.
- c. The Replacement and Agenda Committee will interview all Senators who have requested open committee seats and will recommend to the Senate the Senator the committee deems best suited for the seat.
- d. The Senate will hear these recommendations individually, unless otherwise agreed to by a two-thirds vote.
- e. The appointment process for these recommendations will be as follows: three minutes of presentation, three minutes of questions and answers, three rounds of alternating con and pro debate with three minutes per round per side, and two minutes final privilege.
- f. The Senate may, when considering the committee's recommendation, open the floor to nominations with the support of two-fifths of the members present.
  - i. If other nominations are made, elections will be held for the committee seat by rising vote, unless ordered to be by a roll call vote.
  - ii. If a nomination from the floor is made, debate will proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there will still be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.
- g. If the Senate does not adopt the committee's recommendation, the floor will immediately be opened to nominations, and elections will be held for the committee seat by rising vote, unless ordered to be by a roll call vote.
- h. Senators may serve on no more than two standing committees as a voting member at the same time.
- i. The Senate may remove a member from a standing committee of the Senate in accordance with Rule XIII. Members of the Replacement and Agenda Committee may not be removed in this manner.

**7. Chairs of Standing Committees:**

- a. The Replacement and Agenda Committee will announce in their report to the Senate all open chair positions of standing committees.
- b. Senators seeking the Chair of a standing committee will submit a request for chair with the Replacement and Agenda Committee no later than 12:00 PM ET, two days before the meeting at which the interviews will be held. If the Senator is not a member of the standing committee they are seeking to chair, they will also be considered for an open committee seat.
- c. The Replacement and Agenda Committee will interview Senators who have requested to be a chair and will recommend to the Senate the Senator the committee deems best qualified to hold the Chair.
- d. The Senate will hear these recommendations individually, unless otherwise agreed to by unanimous consent.

- e. The appointment process for these recommendations will be as follows: three minutes of presentation, three minutes of questions and answers, three rounds of alternating con and pro debate with three minutes per round per side, and two minutes final privilege.
- f. The Senate may, when considering the committee's recommendation, open the floor to nominations of other members of the standing committee in question with the support of two-fifths of the members present.
  - i. If other nominations are made, elections will be held for chair by rising vote, unless ordered to be by a roll call vote.
  - ii. If a nomination from the floor is made, debate will proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there will still be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.
- g. If the Senate does not adopt the committee's recommendation, the floor will immediately be opened to nominations of other members of the standing committee in question, and elections will be held for chair by rising vote, unless ordered to be by a roll call vote.
- h. The chair of a standing committee is not permitted to be a member of any other standing Senate committee.
- i. The Senate may remove a Senator as chair of a standing committee in accordance with Rule XIII. The Chair of the Replacement and Agenda Committee may not be removed in this manner.
- j. The chair of each committee may rule absences from committee meetings as being either excused or unexcused and file attendance records with the Rules and Ethics Committee (See §9 of this Rule).
- k. Each committee chair may appoint a committee clerk who will be responsible for recording the minutes of the committee, placing the finalized minutes in the respective committee file, and submitting a copy to the Senate Secretary, before the following week's Senate meeting.
- l. The chair will appoint a vice-chair, who will carry out the duties of the Chair in their absence.
- m. Each committee chair will be required to conduct an audio recording for the entire duration—excluding recesses—of each standing committee meeting that must be submitted to the Senate Secretary, before the following week's Senate meeting.
  - i. If the committee chair is not present at a meeting of a standing committee meeting, then the committee vice-chair shall be responsible for conducting and submitting the audio recording to the Senate Secretary, before the following week's Senate meeting.
  - ii. At the committee chair's discretion, the committee clerk may also be charged with conducting and submitting the audio recording to the Senate Secretary, before the following week's Senate meeting.
- n. In the Replacement and Agenda Committee, only a Senate Member-At-Large may be the Vice-Chair.

- o. If the chair and vice-chair are not present at a meeting of a standing committee, the committee will elect a temporary chair from among its membership by a majority of those present and voting.
- p. The Senate President may not act as the chair of any committee of the Senate, except for the Senate Executive Board.
- q. At the first meeting of the new Senate term, after the validation of Senate election results each Fall and Spring, following the election of the Senate President and Senate President Pro- Tempore, the chair of each standing committee must vacate their chair and committee seat.

**8. Standing Committee Attendance:**

- a. Upon accumulating one unexcused absence from committee meetings in the fall or spring semesters, or one absence in either of the summer terms, the Rules and Ethics Committee will notify a Senator that if another unexcused absence from that committee is added to their attendance record, they will resign from that committee by non-attendance.
- b. Upon accumulating two unexcused absences from committee meetings in the fall or spring semesters, or two unexcused absences in either of the summer terms, a committee member will automatically resign from that committee by non-attendance.
- c. Committee Chairs are responsible for reporting absences as excused or unexcused to the Rules and Ethics Committee.
  - i. For an absence to be excused, committee members must submit their excuse to their committee chair no later than one week following the absence in question. Committee chairs must include these excuses in their attendance report to the Rules and Ethics Committee.
  - ii. Reasons for absences to be excused include, but are not limited to, exams, death in the immediate family, severe illness, or other extenuating circumstances as determined by the committee chair.
  - iii. Committee members may appeal the committee chair's decision regarding absence excuses to the Rules and Ethics Committee.
- d. Members of the Replacement and Agenda Committee cannot resign from the Replacement and Agenda Committee by non-attendance.

## RULE XII VACANCY REPLACEMENT

(AMENDED: 2010-122, 2014-106, 2016-120, 2019-124, 2019-138, 2020-1064, 2021-104, 2021-111, 2023-119, 2023-195, 2024-199)

### 1. **Standard Vacancies in Senate:**

- a. Whenever a vacancy occurs in the Senate, the Replacement and Agenda Committee will announce the vacancy in their report to the Senate, as outlined in Chapter 340 of the Student Body Statutes.
- b. Information regarding Senate vacancies will be made public by the Information and Communication Committee as soon as is possible (see Rule XII §6).
- c. The Replacement and Agenda Committee will interview all applicants for replacement Senate seats, and may recommend to the Senate the applicant the committee deems best suited for the seat in a fair, objective, unbiased manner.
- d. Applicants will submit any documents required by the Replacement and Agenda Committee, including an affidavit affirming to the qualifications of the applicant to hold the seat in question, no later than 12:00 PM ET, two days before the meeting at which the interviews will be held.
- e. The appointment process for these recommendations will be as follows: three minutes of presentation, three minutes of questions and answers, two rounds of alternating con and pro debate with one minute per round per side, and one-minute final privilege.
- f. The Senate may, when considering the committee's recommendation, open the floor to nominations of the other applicants for the seat in question with the support of the majority of the members present.
  - i. If other nominations are made, elections will be held for the Senate seat by rising vote, unless ordered to be by a roll call vote.
  - ii. If a nomination from the floor is made, each nomination along with the committee's recommendation will be allowed 5 minutes of presentation followed by 3 minutes of question and answer. Debate will proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there will still be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.
- g. If the Senate does not adopt the committee's recommendation, the floor will immediately be opened to nominations of the other applicants for the seat in question, and elections will be held for the Senate seat by rising vote.
  - i. Each nomination will be allowed 5 minutes of presentation followed by 3 minutes of question and answer. Debate will proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there will still



be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.

## 2. **Summer Replacements:**

- a. Whenever a Senator is not enrolled in classes at the university's main campus in either of the summer terms, that Senator may appoint a summer replacement to hold their seat for the summer term(s) that they will not be enrolled in classes.
- b. The Senator retaining a replacement will submit all necessary forms, including an affidavit affirming the qualifications of the applicant to hold the seat in question.
- c. If a Senator's summer replacement resigns or is expelled from the Senate, the vacancy will be filled pursuant to §1 of this Rule, provided that the original Senator will still regain their seat at the start of the fall semester (or Summer B if the original Senator is not enrolled for Summer A).
- d. Whenever a Senator is not enrolled in classes at the university in either of the summer terms, that Senator may, instead of appointing a replacement, request that the Replacement and Agenda Committee interview for a summer replacement as outlined in §1 of this Rule, so long as that Senator submits this request within the same timeline outlined in Chapter 309 of the Student Body Statutes for appointing a replacement.
- e. If a Senator chooses to appoint a summer replacement to hold their seat for the summer term(s) that they will not be enrolled in classes, then the Senate must confirm said appointment in accordance with the Constitution of the Student Body.

## 3. **Senator Representative Integrity Replacement Procedure:**

- a. When a Student Senator formally resigns from their senatorial position per the procedure listed in §340.1(4), they shall have seven (7) academic days following the resignation submission to name a replacement to serve in their capacity as a Student Senator, effective immediately upon receipt of an email correspondence to the Senate President Pro-Tempore or Acting Chair of the Replacement and Agenda Committee.

### i. **Stipulations:**

1. The resigning Senator must have served for a minimum of four (4) Senate meetings, which can be non-consecutive.
2. The replacement individual selected by the resigning Senator can serve for up to two consecutive legislative sessions as defined below. The Senate may extend this maximum by a 3/5 vote.
  - a. *Clarification of Legislative Intent:* The term "legislative session" shall be defined as a period ending at the conclusion of a semester (Fall, Spring, Summer A, Summer B) or at the validation of election results in the fall or spring semesters in accordance with RULE XIV (1)(g).

3. A Senator named via this procedure shall have the ability to name a summer replacement, with this individual serving until the conclusion of the original placement senator's 2 legislative sessions.
4. Each Senate seat, as defined in §322, may only have one Replacement Senator designated via this procedure, RULE XII (3), within the originally elected term of office.
  - a. *Clarification of Legislative Intent:* The term "elected term of office" refers to the annual period that senators are elected to serve.

ii. **Contingency:**

1. If the original Senator resigns from their seat (as per the procedure defined in §340.1(4)) and is replaced with more than two legislative sessions remaining, the Replacement and Agenda Committee can, after legislative sessions, accept candidates under their normal procedure (see RULE XI) to fill the seat for the remainder of the elected term beyond those legislative sessions.
2. If the resigning Senator does not name a replacement (through either non-response or refusal to name one) for the vacant seat within seven (7) academic days following their resignation submission, the Replacement & Agenda Committee shall immediately become responsible for the selection of the replacement as specified in RULE XII (1).

iii. **Prohibitions:**

1. This procedure shall not be eligible for Senators who resign by non-attendance and non-compliance.
2. Senators who invoke this replacement procedure shall not be eligible to be named a replacement under this procedure until after the conclusion of the term they were originally elected.
3. The replacement individual selected by the resigning Senator cannot have been a candidate who has qualified for office and has been placed on the ballot in the same election the resigning Senator was elected.
  - a. *Clarification of Legislative Intent:* If the intended replacement individual ran in the same election and lost, they cannot be named as a replacement by someone who won.
4. The Replacement Senator's Term shall not exceed the duration of the originally elected term of office of the seat they hold.

## RULE XIII CENSURE, EXPULSION, AND OFFICER REMOVAL

(AMENDED: 2020-1064, 2021-104, 2022-126)

### 1. **Censure:**

- a. Any Senator may request the censure of another Senator by filing a petition for censure with the Rules and Ethics Committee.
  - i. Censure will be the official warning of the Senate to refrain from similar actions in the future.
  - ii. Senators may be censured for repeatedly disrupting the business of the Senate, inappropriate actions during the discharge of statutorily mandated duties, or for violations of Student Body Law.
- b. Upon receiving a petition for censure, the Rules and Ethics Committee will investigate the charges as outlined in Rule XII §5(c). The Rules and Ethics Committee may choose to not investigate a petition for censure that is substantially similar to a petition that has already been heard.
- c. The Rules and Ethics Committee will ensure that any evidence requested by the committee from the petitioner(s) and respondent(s) must be given to them at least 24 hours prior to the hearing.
- d. If the Rules and Ethics Committee recommends censure to the Senate, the Senator subject to censure will be informed by the Rules and Ethics Committee no later than three (3) days before the meeting of the Senate at which the resolution for censure will be heard.
- e. The Senator subject to censure will have final privilege when a resolution for censure is being debated in the Senate.
- f. A vote of two-thirds of the membership of the Senate is required to censure a Senator.
- g. When the Chair has called a Senator to order, and has subsequently named that Senator and asked the Senate of what actions should be taken, a Senator may move from the floor to censure that individual. The motion to censure in this case will be heard immediately after being properly moved and seconded.
- h. If a Senator is censured twice within a one-year period, the Rules and Ethics Committee will automatically investigate that Senator and may, at the committee's discretion, submit a resolution calling for that Senator's expulsion to the Senate.

### 2. **Expulsion from the Senate:**

- a. Any Senator may request the expulsion of another Senator from the Senate by filing a petition calling for expulsion with the Rules and Ethics Committee.
- b. Upon receiving a petition calling for expulsion, the Rules and Ethics Committee will investigate the charges as outlined in Rule XII §5(c). The Rules and Ethics Committee may choose to not investigate a petition calling for expulsion that is substantially similar to a petition that has already been heard.

A petition calling for expulsion of another Senator must have at least twenty (20) signatures of support.

- c. The Rules and Ethics Committee will ensure that any evidence requested by the committee from the petitioner(s) and respondent(s) must be given to them at least 24 hours prior to the hearing.
- d. If the Rules and Ethics Committee fails to initiate proceedings within two weeks of the filing date of the petition or does not submit a recommendation to the Senate within four weeks, the full Senate will take up the matter.
- e. If the Rules and Ethics Committee recommends expulsion to the Senate, the Senator subject to expulsion will be informed by the Rules and Ethics Committee no later than three (3) days before the meeting of the Senate at which the resolution for expulsion will be heard.
- f. The Senator subject to expulsion will have final privilege when a resolution calling for expulsion is being debated in the Senate.
- g. A vote of two-thirds of the membership of the Senate is required to expel a Senator.
- h. The expulsion of a Senator becomes effective immediately after the final announcement of the vote.

### **3. Removal of Officers, Liaisons, and Committee Members:**

- a. Senators may request the removal of a Senate Officer, Liaison, Committee Chair, or Committee Member from their respective offices in the same manner as requesting the expulsion of a Senator, namely by filing a petition to remove the Officer or Liaison with the Rules and Ethics Committee.
- b. The Rules and Ethics Committee will ensure that any evidence requested by the committee from the petitioner(s) and respondent(s) must be given to them at least 24 hours prior to the hearing.
- c. If the Rules and Ethics Committee recommends removal to the Senate, the Officer, Liaison, Committee Chair, or Committee Member subject to removal will be informed by the Rules and Ethics Committee no later than three days before the meeting of the Senate at which the resolution for removal will be heard.
- d. The Officer, Liaison, Committee Chair, or Committee Member subject to removal will have final privilege when the resolution calling for removal is being debated in the Senate.
- e. A vote of two-thirds of the membership of the Senate is required to remove a Senate Officer, Liaison, Committee Chair, or Committee Member.
- f. The following Officers and Liaisons may be removed using this procedure:
  - i. Senate President
  - ii. Senate President Pro Tempore
  - iii. Senate Member-At-Large
  - iv. Senate Parliamentarian
  - v. Sergeant-at-Arms
  - vi. All Senate Liaisons
  - vii. All Committee Chairs
  - viii. All Committee Members

## RULE XIV LEGISLATION

(AMENDED: 2019-124, 2019-138, 2020-1064, 2021-104, 2021-106, 2021-107,  
2023-144, 2023-160, 2024-203, 2024-205)

1. **Submitting New Legislation:**
  - a. All bills of law, resolutions, authorizations, and special requests must be submitted to the chair of the committee assigned to hear that type of legislation by a Student Senator. If no committee is assigned to hear or is able to hear a piece of legislation, that legislation will be referred to the Replacement and Agenda Committee so that it may be considered for addition to the agenda.
  - b. All bills of law, resolutions, authorizations, and special requests may only be authored and sponsored by the following:
    - i. Any Member of the Student Senate
    - ii. The President, Vice President, and Treasurer of the Student Body
    - iii. The President-elect, Vice President-elect, and Treasurer-elect of the Student Body
    - iv. Any Student Government Cabinet Chair, Cabinet Director, and Agency Chair, but not authored
    - v. The Supervisor of Elections and any member of the Elections Commission, but not authored
    - vi. The President, Vice President, or any member of the highest leadership of any Student Government-funded organization, but not authored
    - vii. The President, Vice President, or any member of the highest leadership of the Inter-Residence Hall Association and any member of an Area Government, but not authored
    - viii. Any member of a Senatorial Member Organization
    - ix. Any member of an Ad-Hoc Committee
  - c. No bill of law, resolution, authorizations, or special requests may be authored or sponsored by the following Student Government Officials:
    - i. Senate Parliamentarian
    - ii. Senate Sergeant-at-Arms
    - iii. Senate Secretary
  - d. If a committee creates legislation, that committee may directly submit legislation to the Replacement and Agenda Committee for addition to the agenda or may first refer that legislation to the committee normally tasked with hearing that type of legislation.
  - e. Legislation not added to the agenda by the Replacement and Agenda Committee may be added to the agenda from the floor with a majority vote if it has not previously been failed or postponed indefinitely by a committee of the Senate during the same term. Any legislation to be added to the agenda from the floor must be submitted to the Senate Secretary no later than 11:59 PM the day before the Senate meeting at which the legislation may be added

to the agenda. Legislation may not be added to the agenda from the floor unless it has already been reviewed by the committee assigned to hear that type of legislation.

- f. Legislation may not be submitted for referral to a committee if it is substantially similar to legislation that has previously been failed or postponed indefinitely by a committee of the Senate or on the floor of the Senate until after the first meeting of the Senate following the validation of Senate election results each fall and spring. Legislation may not be added to the agenda if it is substantially similar to legislation that has previously been failed or postponed indefinitely by a committee of the Senate or on the floor of the Senate until after the first meeting of the Senate following the validation of Senate election results each fall and spring.
- g. Whenever any legislation particularly affecting one or more student organizations is to be heard by the Senate, the president(s) of the affected organization(s) must be notified by the Chair of the committee assigned to hear that legislation (or their designee) no later than three days prior to the first meeting of the Senate at which the legislation is to be heard. This provision does not apply if the affected organization(s) is bringing the legislation before the Senate.
- h. All outstanding legislation at the end of each academic semester and at the Senate meeting when validation of Senate election results occurs each fall and spring will be procedurally withdrawn.
- i. Provisos shall be written under the following guidelines:
  - i. Code Revisions, Primary and Subsidiary Budgets, Authorizations, and Special Request Authorizations shall refer to *Black's Law Dictionary* definition of a Proviso, alongside other privileges outlined under Rule XIV, Section 1(h)(ii) of the Rules and Procedures of the Student Senate.
  - ii. Resolutions shall be primarily focused on setting conditions which help to properly promote and recognize the influences and figureheads related to the bill in question. This can include but is not limited to: Resolution forwarding to related stakeholders, recognizing non-eligible author/sponsor contributors, and setting standards for posting resolutions on applicable social media applications.

## 2. **Written Amendments to Legislation:**

- a. Written amendments to legislation must be submitted to the Senate President and Senate Secretary no later than 11:59 PM ET the day before the meeting of the Senate at which the amendment is to be heard.
- b. All written amendment that are submitted pursuant to this section will be provided to all Senators before the start of the meeting in which the amendments will be heard.
- c. Written amendments may be submitted and heard by the Senate to amend any legislation that is being considered in first reading, or for legislation currently on the table, so long as that legislation is taken up from the table before the amendment is heard.

- d. Written amendments may not be submitted and heard by the Senate to amend any legislation that is being considered in second readings.
- e. All submitted amendments to legislation shall be labeled with the author(s) of said amendment to legislation.

3. **Budget Requests:**

- a. The Student Senate authorizes the Budget and Appropriations Committee to hear event, travel, and Student Organization Operational Budget requests from registered student organizations. These requests will not require a bill of law to be approved.
- b. The Budget and Appropriations Committee Chairperson will make the Student Senate aware of any approved travel, event, and Student Organization Operational Budget requests in writing within seventy-two (72) hours of final approval.
- c. A Student Senator, with signatures from twenty voting members of the Student Senate, reserves the right to file a veto petition for any approved event, travel, or Student Organization Operational Budget, if the Senator believes the request violates a provision of the 800 Codes. The Senator must cite the code being violated in the veto request and must submit the petition to the Senate Secretary no later than seventy-two (72) hours after the Budget and Appropriations Chairperson has made the Student Senate aware of the approved request.
- d. The veto petition will be added to the agenda and be heard under the committee report that approved the request. The veto petition will be debated in accordance with the established procedure for a bill under first readings. The veto petition will require a two-thirds vote of the members of the Student Senate present and voting at a regular meeting to be overturned.

**RULE XV**  
**SENATOR INFORMATION AND VOTING RECORDS**

(AMENDED: 2008-157, 2014-106, 2018-122, 2019-124, 2020-1064, 2021-104, 2023-192)

**1. Senator Information Forms:**

- a. All Senators will be required to keep an accurate record of their contact information with the Senate Secretaries and Student Government Advising and Operations staff.
- b. Included on the information form will be the following information:
  - i. The Senator's full legal name
  - ii. Senate seat held
  - iii. Political party affiliation (see Rule XVII)
  - iv. University classification, major and/or specialization and college
  - v. Phone number, mailing address, permanent address (if different), and University of Florida email address
  - vi. Pronouns (optional)
  - vii. Pronunciation of name (optional)
- c. The form shall contain an option to consent to publishing information listed within 310.12.
- d. Senators must submit updates to their information forms whenever the above listed information changes.

**2. Voting Records:**

- a. Senators are required to submit accurate voting records to the Rules and Ethics Committee or Senate Secretary at each meeting of the Senate.
- b. The content of these voting records will be placed in a file associated with that Senator in the Senate office and will be considered a matter of public record. The file may be located in a physical storage space or an electronic database accessible on the Student Government website.
- c. If a Senator fails to submit a voting record, the Rules and Ethics Committee may give one-half absence to that Senator.



RULE XVI  
SENATE EXECUTIVE BOARD

(AMENDED: 2011-116, 2014-106, 2016-120, 2019-124)

**1. Membership:**

The following Senators will be members of the Senate Executive Board:

- i. The Senate President, as Chair
- ii. The Senate President Pro Tempore
- iii. The chairs of all standing committees

**2. Purpose and Meetings:**

- a. The Senate Executive Board will serve as a forum to allow for communication between the standing committees of the Senate and to aid the members in the completion of their duties.
- b. The Senate Executive Board will meet at the Chair's leisure, or as otherwise ordered by the Senate by a two-thirds vote.

## RULE XVII POLITICAL PARTIES

(AMENDED: 2016-120, 2019-124, 2020-1064, 2021-104, 2023-148)

### 1. **Affiliation:**

- a. All new Senators must indicate their party affiliation when submitting their information forms to the Senate office.
  - i. Replacement Senators must indicate their affiliation in the same manner as any other Senator.
- b. Senators may choose to affiliate with any political party that has won a seat in a Student Government election within the past two election cycles or may choose to be recognized as an independent.
  - i. If a Senator wishes to affiliate with a political party other than the one they slated with and the political party already has a caucus at the time of affiliation, they must obtain written approval from the party leader of the caucus they would like to affiliate with that shall be sent to the Senate President Pro Tempore.
    1. If a Summer Replacement Senator wishes to affiliate with a political party other than the affiliation of the Senator they are replacing, they must obtain approval from the party leader of the caucus they seek to affiliate with in the same manner as outlined in Rule XVII (1)(b)(i).
    2. Permanent Replacement Senators must obtain approval from the party leader of the caucus they seek to affiliate with in the same manner as outlined in Rule XVII (1)(b)(i).
- c. Senators may change their affiliation to a political party that has won a seat in a Student Government election within the past two (2) election cycles different than the one they are currently affiliated with once per constituency period in the same manner as outlined in Rule XVII 1(b)(i) by submitting notification in writing to the Senate President, Senate President Pro Tempore, Senate Secretary, or other Senate office staff. Senators may be recognized as an independent at any time.

### 2. **Composition of Parties:**

- a. Political parties will consist of all of the Senators who have properly indicated their affiliation with that party.
- b. Any political party with eight or more members will receive representation on the Replacement and Agenda Committee (see Rule XII §1).
- c. Political parties will select their party leaders by signing petitions for party leadership and submitting them to the Senate Secretary and Senate President Pro Tempore in writing. The party member who receives the signatures of a majority of the party will be the party leader.
- d. Political parties may choose assistant party leaders in the same manner as a party leader, who will represent the party at the Replacement and Agenda

Committee in the event of the party leader's absence or in the event of a significant conflict of interest.

## RULE XVIII PRECEDENCE OF DOCUMENTS

(AMENDED: 2019-124, 2020-1064, 2021-104)

**1. Precedence of Documents:**

- a. The Student Senate will be governed by, in order of precedence, the Constitution of the Student Body, the Statutes of the Student Body, and these Rules and Procedures of the Student Senate. The guiding, but non-binding, authority shall be first the rulings of the Senate President and then the latest edition of Robert's Rules of Order Newly Revised.
- b. The Senate will abide by all applicable state and federal law.
- c. If there is a question of procedure not discussed in any of these documents, the chair, with consultation of the Senate Parliamentarian if possible, shall apply principles of justice and general parliamentary law to determine the correct course of action.
  - i. The Senate President may put this question before the Senate.
  - ii. Any decision made by the chair in this manner may be appealed in the same manner as any other decision of the chair.

## RULE XIX

### SUSPENSION AND AMENDMENT OF THE RULES

(AMENDED 2011-116, 2018-125, 2019-124, 2021-104, 2023-126, 2023-156)

**1. Suspension of the Rules:**

- a. The provisions within these Rules and Procedures and Robert's Rules of Order Newly Revised as a parliamentary authority may be suspended by a two-thirds vote at any time that no question is pending.
- b. Rules may only be suspended in order to allow a particular course of action, which must be stated in the motion to suspend the rules.
- c. The provisions within the following Rules may not be suspended by any means:
  - i. Rule I
  - ii. Rule III
  - iii. Rule IV (except for section 1(b) regarding recesses)
  - iv. Rule IX
  - v. Rule XII
  - vi. Rule XIV
  - vii. Rule XV
  - viii. Rule XVII
  - ix. Rule XVIII
  - x. Rule XIX (this Rule)

**2. Amendments to the Rules and Procedures:**

- a. Amendments to these Rules and Procedures will be submitted to the Judiciary Committee and will require a two-thirds vote in the Senate for adoption, and cannot be moved from the floor.
- b. Amendments will not take effect until signed by the Senate President or after ten (10) school days of the presentment.
- c. The Senate Secretaries shall adjust the Table of Contents after the adoption of any amendments to these Rules and Procedures to correctly reflect the contents and locations of all Rules affected by the amendment. They may also amend the Table of Contents for any existing technical errors at any time.