

**STUDENT SENATE BILL 2024-1562**

**TITLE: Mental Health Day Act Volume One – Rules & Procedures Amendment**

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**SPONSOR(S): Senator Maximo Toledo, Senator Sarah Hoffer, Senator Meagan Lamey, Minority Party Leader Anamika Naidu, Senator Fahim Islam, Senator Valentina Bernal, Senate President Monish Vijayaraghavan**

**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, mental health considerations, 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.

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9/5/24

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Monish Vijayaraghavan  
Senate President

Date