

**THE CONSTITUTION**  
**OF THE**  
**Winston-Salem State University**  
**STUDENT SENATE**

**Preamble**

We the students of Winston-Salem State University, in order to uphold the rights of the student voice and to protect the student rights, interests and options, hereby sanction the conception of the Winston Salem State University Student Senate and shall ordain and establish this Constitution to be the governing rules for the Student Senate.

**Article I. - Name**

The name of the organization under this Constitution shall be the Student Senate of Winston-Salem State University.

**Article II. - Purpose**

The purpose of the Student Senate shall be:

1. To convey the student rights, interests and opinions to the Faculty, Staff and Administration of Winston Salem State University.
2. To increase the democratic access to the Student Government Association and to provide a broad-based forum for discussion of prominent issues.
3. To promote the development of students' skills in leadership, program organization, promotion, communication, initiative and self reliance.
4. To develop legislation in the spirit of communal improvement and continuity of a fair administration.

**Article III. - Membership and Eligibility to Vote**

**Section 1. Electorate and Associative Cabinet**

All regularly enrolled students shall be members of the Student Senate with rights to vote in all elections. The entirety of the students shall elect an Associative Cabinet of the Student Senate. These elected officers shall hold office for one year as long as they uphold the dignities of the office (must not be on social or academic probation).

**Article IV. – Duties and Structure of Student Senate**

**Section 1. Student Senate**

A. Organization and Structure

1. The membership of the Student Senate shall be based upon the Constitution of the Winston-Salem State University Student Senate and all associated rules.

#### **B. Duties and Powers of the Student Senate**

1. Determine, by a plurality, its rules and procedures.
2. Censure or dispel a member by two-thirds vote.
3. Be the supreme authority of all elections law.
4. Approve the appointments and recommendations of the Student Body President.
5. Regulate the disbursement of the Student Senate funds.
6. Determine, by majority, to enter a closed session.
7. Require information and appearance from any student government official or officer of any organization receiving funds from the Office of Student Activities or Student Government Association.
8. Enact all laws necessary and proper for carrying out the powers granted in the Constitution.
9. Override any presidential veto of legislation by two-thirds (2/3) majority vote.
10. Create any committees it deems necessary and proper for carrying out the powers granted in this Constitution.
11. Shall have the just and proper authority to sanction organizations not in compliance with Student Senate regulations.

#### **C. Student Senate President**

1. Qualifications
  - a. The President of the Student Senate shall be the Student Government Association Vice-President of Internal Affairs
2. Duties and Powers
  - a. The President of the Student Senate shall preside over all Student Senate business meetings.
  - b. The President of the Student Senate shall have oversight of all Student Senate agenda items.
  - c. The President shall be responsible for creating all subsidiary committees and bodies necessary to fulfill his/her duties.
  - d. The President shall appoint a Secretary to be responsible for recording all minutes of the Student Senate.
  - e. The President shall forward all approved legislation to the Student Body President within forty-eight hours.

#### **Section 2. Associate Cabinet**

The Associative Cabinet shall exist to assist the Student Senate Chairperson in his/her duties as outlined in Article VI, Section 1. The Executive Cabinet shall be composed of the following elected officers:

1. Student Senate Chairperson

2. President Pro Tempore
3. Parliamentarian
4. Associative Secretary
5. Committee Chairs
  - a. Academic Affairs
  - b. Campus Life
  - c. Business and Finance Committee
  - d. Senate Rules and Internal Development
  - e. University Affairs

All elected officers of the Associative Cabinet shall be elected during the Fall semester to take office during the current year. All candidates must be students of Winston-Salem State University. All candidates, with the exception of the Student Senate Chairperson as defined by the aforementioned qualifications, must have a minimum cumulative grade point average of 2.50 at the time he/she submits his/her application for office. Once elected, they must maintain a minimum average of 2.50.

### **Section 3. President Pro Tempore**

#### **A. Duties and Powers**

1. Shall preside in the absence of the Chairperson or in the case of his or her inability to serve.
2. Shall preside as President of the Student Senate and shall serve as the coordinator between SGA committees and the Student Senate.
3. Shall act as a liaison for all SGA committees and the Executive Cabinet. All of the committees will be established in such a manner as to comply with this Constitution.
4. Shall report to the Executive Cabinet weekly on activities and progress pertaining to Executive Cabinet goals.
5. Shall refer legislation passed by the Student Senate to the Student Body President within five business days.
6. Shall establish ad hoc committees, upon Student Senate approval, to assist in the performance of his/her duties.
7. Shall have charge of all class presidents in conjunction with the Vice-President of External Affairs.
8. Shall appoint the chair of standing or ad hoc committees, upon majority approval of the Student Senate.
9. Shall serve as Committee Chair of any committee, standing and/or ad hoc, that is without a chairperson.
10. Shall serve as an ex-officio of all Student Senate committees.
11. Shall provide a period of internship for his/her successor to begin immediately following Spring Elections.
12. Shall have exclusive authority over the Student Senate agenda.
13. Shall perform all other duties incidental to the office of Vice-President of Internal Affairs.

## Section 4. Standing Committees

### A. Committee on Campus Life

#### 1. Duties and Powers

- a. Shall be responsible for promotion of Student Senate among the Student Body and creation and distribution of materials concerning Senate, including all official publications communication between Senate and the surrounding community and community service efforts.
- b. Shall be a liaison with campus media, policies concerning the Student Media, career services, residence life, technology, and athletics.
- c. Shall be responsible for formulating and maintaining a Student Government Association web page.
- d. Shall meet with the Director of Residence life, Director of Career Services, and Vice Chancellor of Student Affairs at least once per semester.
- e. The Student Government Association Vice President of External Affairs shall serve as a non-voting member of this committee.

### B. Committee of Business and Finance

#### 1. Duties and Powers

- a. Shall insure the fair distribution of Student Body Funds.
- b. Shall review all student organization funding requests
- c. Shall formulate policy pertaining to student tuition, fees, and other monetary charges, the administration's budget priorities and requests, the budgetary process of the Board of Governors and the North Carolina General Assembly, and other matters of student costs and University funding.
- d. Shall meet with the Vice Chancellor of Business Affairs at least once per semester.
- e. The Student Government Association treasurer shall serve as a nonvoting member of the committee.

### C. Committee on Senate Rules

#### 1. Duties and Powers

- a. Shall be responsible for reviewing and recommending amendments to the Rules of the Senate, these Statutes, and the Student Body Constitution.
- b. Shall be responsible for formulating election procedures, formulating policies, except those dealing with University funding.
- c. Shall stay abreast on issues affecting the student body by the North Carolina General Assembly, the city of Winston-Salem, the University Of North Carolina Board Of Governors, and the Winston Salem State University Board of Trustees.
- d. Shall review Senate personnel matters, including conducting investigations regarding the removal of Student Government Officials, pursuant to the Student Government constitution. Moreover in Internal Development, the committee will strive for the continual improvement of the Senate as a legislative institution; providing for the personal development of Senators to engage one another both socially and for matters of official business.
- e. Shall affect liaison with student judicial boards. The committee shall coordinate activities promoting political awareness (ie. Voter registration).

- f. The parliamentarian shall serve as the committee chairperson.
- g. The Student Government Association Attorney General shall serve as a non-voting member of this committee.

D. Committee of University Affairs

1. Duties and Powers

- a. Shall be responsible for policies concerning campus security, the Physical Plant Division, parking and transportation, campus planning, construction, buildings, and grounds, the Student Health Services, the Student Legal Services, the Counseling Center, University Dining, and admissions.
- b. Shall meet with the Chief of Police, Vice Chancellor of Student Affairs, Associate Vice Chancellor of Facility Management, and Associate Vice Chancellor of Enrollment at least once per semester.

E. Committee on Academics

1. Duties and Powers

- a. Shall be responsible for university academic policy, calendar issues, library operations, lecture series, computer labs operations and the Winston-Salem State University Bookstores.
- b. Shall communicate with the Faculty Senate and shall meet with the Vice Chancellor of Academic Affairs at least once per semester.
- c. Shall meet at least once a semester with coordinators of all lecture series (ie, John A. Gray and Hall Patterson).

**Article V. Standing Rules of the Senate**

**Section 1. Rules of Senate**

A. Meetings of the Senate

- 1. Meetings will begin at the call of the chairperson.
- 2. The chairperson shall call meetings of the senate as he or she deems appropriate, provided that the senate shall meet at least once every two full class weeks when feasible outside of breaks and holidays.
- 3. The regular meeting date and time of the Senate shall be on Mondays no earlier than 6:00 pm.
- 4. The Chairperson shall provide notice of all meetings at least two class days in advance of the meeting date.
- 5. Special Circumstances
  - a. At any time the Senate is in session, it shall be in order as a privileged motion for any Senator to move to schedule an additional meeting, for the date and time he or she shall prescribe in the motion.
  - b. Such a motion shall not be debatable and shall require the consent of a two-thirds majority of the Senate.

B. Membership of the Senate

- 1. Qualifications of Senators include a 2.5 grade point average and an active member of the organization in which they represent.
- 2. Campus Activities Board and Class Senators shall be elected during the spring semester.

3. Residence Halls, Pan- Hellenic Council, Class Councils and Commuter Students shall be appointed during the fall.
4. Appointments. The Chairperson shall be empowered to nominate an eligible member of the Student Body for appointment to any Senate seat is deemed vacant.
  - a. The chairperson will make a reasonable effort to provide that such nominees are members of the constituency they are appointed to represent. The Chairperson shall send appropriate notice to College Councils. Such nominations shall be subject to approval by a simple majority of the Senate.
5. Alternates. A Senator may appoint an alternate to exercise full voting and debating privileges in his or her absence, provided that he or she meets all eligibility requirements to serve as a Senator.
  - a. The absent Senator will not be assessed an absence if an alternate is sent.
  - b. The alternate shall present verbal confirmation from the appointing Senator of his or her appointment to the Chairperson.
  - c. The President shall, if reasonable evidence of the alternate's eligibility exists provide the alternate's name and the seat, which they are filling to the Secretary.
6. Documenting Attendance. Immediately after calling the Senate to order, and immediately before declaring the Senate adjourned the Associate Secretary shall call the roll to establish the presence of a quorum and to confirm the attendance of Senators.
  - a. Any Senator not in attendance at the meeting will be assessed an absence.
  - b. The Chair of each respective committee shall be required to document Senator attendance from formal Committee meetings
  - c. Any Senator not in attendance for a Committee meeting shall be assessed with one-half (1/2) of a Senate absence.
7. Attendance Policy. Should any Senator accumulate three (3) unexcused absences during a session, the Senator's seat will be deemed vacant. The Chairperson shall appoint a new Senator with 2/3 voting consent of all voting Senators.

C. Assignment of the Floor

D. General Decorum

E. Voting

F. Order of Business

1. Quorum. A quorum of the Senate shall consist of a simple majority of all qualified Senators, and excluding all ex-officio members of the Senate.
  - a. It shall be in order as a privileged request for any Senator to ask that the roll be called to establish the presence of a quorum.
  - b. In the absence of a quorum, the Chairperson shall, at his or her discretion, be empowered to immediately declare the Senate to be adjourned, in recess, or dissolved into the Committee of the Whole Senate.
2. Approval of the Minutes. The Secretary shall provide copies of the minutes. At the appointed time, the Secretary shall move the approval of the journal for all meetings for which it is provided.
  - a. The motion that the journal be approved shall be decided without debate, but amendments may be proposed, also without debate, by any Senator and shall be considered approved by unanimous consent unless objected to.
3. Executive Officers Report. At least once a semester, the Chairperson shall recognize each Student Body Officer, including him or herself, and the President Pro Tempore, to

- offer a verbal and brief written report on his or her official activities during the semester and make any summary announcements he or she deems necessary.
4. Committee Reports. At the appointed time, the chairperson shall recognize the Chair of each standing committee, in alphabetical order, and then each select committee, in alphabetical order, to report briefly on the committee's activities since the previous meeting.
  5. Senators' Speeches. At the appointed time, the President shall recognize in turn Senators requesting the floor for a period not to exceed one minute.
    - a. The total time for Senators' Speeches before the first reading of legislation shall not exceed fifteen minutes.

#### G. Motions

1. Debatable motions. When a debatable motion is made and properly seconded if a second is required, the Chairperson shall cause it to be read, and then proceed to state the question on the motion.
  - a. After the question is stated, the motion shall be in the possession of the Senate and may be withdrawn by the author.
2. Order of Precedence of Motions. The order of precedence of motions, according to Robert's Rules of Order, shall be as follows:
  - a. To adjourn
  - b. To recess
  - c. Questions of privilege
  - d. To table the issue
  - e. The previous question
  - f. To limit or extend debate
  - g. To postpone to a certain time
  - h. To refer to a committee
  - i. To amend
  - j. To postpone indefinitely
  - k. Main motions
3. Germaneness Rule. All amendments not germane to the subject of the motion under consideration shall be out of order in meetings of the Senate or any committee formed thereof.
4. Points of order. If any Senator has cause to believe that one or more of the Rules of the Senate are not being followed, he or she may rise and inform the Chairperson that he or she rises to a point of order.
  - a. The Senator raising the point of order may interrupt the speaking Senator, and the chairperson shall recognize all points of order.
  - b. The chairperson shall recognize the Senator raising the point of order for a period not to exceed one minute, and may recognize additional Senators in turn for a period not to exceed one minute each.
  - c. All such recognitions shall be for purposes of discussion of the point of order only.
  - d. The President shall rule on the point of order after adequate consultation with Parliamentarian and other Senators, and it shall be in order as a question of privilege to overturn the ruling of the President, subject to the consent of a two-thirds majority of the Senate, and such a motion shall be decided without debate.

## 5. Assignment of the Floor

- (a) Recognition of Senators. A Senator who seeks recognition shall rise at his or her seat, or stand in the well of the Senate Chamber or in place, address the President, and shall wait to be recognized before addressing the Senate further, unless otherwise permitted by these Rules.
- (b) Recognition of non-Senators. No one except members of the Senate shall be extended the floor or recognized in debate, except by the President.

## Rule 6. General Decorum

- (a) Decorum of Senators. The President shall have general direction of the Senate Chamber and shall maintain the proper decorum of the Senate. All Senators shall observe decency of speech, avoid disrespect of personalities, leave the Chamber to engage in conversations, and avoid walking between a speaking senator and the President.
- (b) Decorum of visitors. Visitors to the Senate Chamber shall not sit in seats designated as Senate seats. Visitors may be recognized to speak at the discretion of the chairperson.

## Rule 7. Voting

- (a) Procedure for voting. The Senate shall proceed to an immediate vote on the question before it when (1) the question is on the adoption of an undebatable motion; or (2) all debate on a debatable motion is exhausted; or (3) the previous question is ordered thereto. In initiating a vote, the President shall first, if necessary cause the President Pro-Temp to call all Senators from the lobby and, upon their entry, ensure that no Senator may enter or leave the Chamber during the voting procedure. The President shall then cause the motion to be read and put the question to a vote of the Senate. No Senator shall vote who was not present in the Chamber when the question was put. Any Senator may abstain from voting.
- (b) Voting rights of chairperson. The chairperson shall have no vote but in the case of a tie:
  - a. Motions in order during a vote. Only motions. Parliamentary inquiries and points of order pertaining directly to the vote on the question before the Senate shall be in order after the question is put. Any such motion, inquiry, or point of order may be offered at any time during a vote but shall not be taken up until after the voting procedure currently at hand is completed but shall be taken up and disposed of before the final result is announced.
- (c) Votes by roll call. It shall be in order as a privileged request for any Senator to ask that the yeas and nays be recorded in the journal on any question. The yeas and nays shall be recorded by a call of the roll. The President shall proceed directly to a vote by roll call on the second reading of all policy-making Resolutions without



intervening voice vote or standing vote.

#### Rule 8. Standing Committee

- (a) Appointment of standing committees. The President shall appoint each Senator to one of the Five standing committees, as follow:
1. Academic Affairs
  2. Campus Life
  3. Business and Finance Committee
  4. Senate Rules and Internal Development
  5. University Affairs

No Senator may be removed from a committee once appointed to it except by the consent of the Senator to be so removed.

- (b) Committee Chairs. Chairperson shall appoint one Senator to serve as Chair of each standing committee no later than the second meeting of the fall semester. The chairperson may implement elections for chair positions as his discretion. The Chair of a committee shall be considered a full voting member of the committee. The Chair of each committee shall sever at the discretion of the Chairperson.
- (c) Duties of Committee Chairs. The duties of the committee chairs shall consist of the following:
1. coordinating committee meetings
  2. take attendance at each meeting
  3. notify all Senators of time and place of committee meetings
  4. prepare committee reports of the Senate
  5. performing duties pertaining to their committee by the request of the President.
- (d) General duties of standing committees. Standing committees shall be responsible for the consideration of all questions referred to them by the Vice President of Internal Affairs or the Senate, the preparation of legislation they deem necessary for the welfare of the Student Body or as directed by the Senate in instructions, and the preparation of all reports required by these Rules or deemed necessary at the discretion of the Chair.
- (e) Membership size requirements for standing committees. At no time shall any standing committee be composed of less than three (3) members, or less than the number prescribed elsewhere in these Rules for the committee, whichever is greater. Should membership of a committee fall below its allotted minimum, the chairperson shall inform the Senate and seek Senators who wish to transfer to the committee. Should a committee be unable to obtain the prescribed minimum number of members, it may continue to operate, provided that a quorum of the committee shall be a simple majority of its minimum prescribed membership.

#### Rule 10. Select Committees.

- (a) Appointment of select committees. The formation of a select committee may occur at the discretion of the Chairperson or by motion of any Senator with the consent of a simple majority of the Senate. The chairperson shall appoint the Chair and other members of the select committee, unless the motion creating the committee specifies some other method of selection

#### Rule 11. Committee Procedure

- (b) Call of meetings. Standing committees shall meet at least once per month during the fall and spring semesters, at the time and place prescribed by the chair. A quorum of the committee shall consist of a simple majority of the membership of that committee, except as provided in Rule ID(c) for committees whose membership below the minimum prescribed membership. Committees may enact such other rules not inconsistent with these Rules as they see fit.
- (c) Committee Reports. Committees may upon completing their deliberations, report legislation to the Senate by a simple majority vote of the committee. Such a report shall be submitted in electronic form by the Chair of the committee in the manner prescribed by the President to him or her and to the Student Government Office Executive Secretary, and may include recommendations for the Senate consideration of the legislation.
- (d) Senator participation in committees. Any Senator may attend and participate in the deliberations of any committee, but he or she shall have no vote unless a member of respective committee.

#### Rule 12. Committee of the Whole Senate.

- (a) Dissolution into Committee of the Whole. It shall be in order as a privileged motion for any Senator to move to dissolve the Senate into the Committee of the Whole Senate, subject to the approval of a simple majority of the Senate, and such a motion shall be decided without debate. In the absence of a quorum, the President shall be empowered to declare the Senate dissolved into the Committee of the Whole Senate.
- (b) Business in order in Committee of the Whole. The Committee of the Whole Senate may consider any main motion which is referred to it by the Senate or is on the calendar for the present meeting.
- (c) Chair of the Committee of the Whole. The Committee of the Whole Senate shall be chaired by the President Pro Tempore. In no case shall anyone serving as President also preside over the Committee of the Whole Senate. The chairperson shall have all the rights and privileges of a Senator in meetings of the Committee of the Whole Senate.
- (d) Quorum in the Committee of the Whole. A quorum of the Committee of the Whole Senate shall consist of one-fifth of all qualified Senators.
- (e) Debate in the Committee of the Whole. Debate in the Committee of the Whole shall not be restricted, unless any Senator should so move with the consent of two-thirds of the Committee. All rules regarding the decorum of the Senate shall apply.

- (f) Motions in order in the Committee of the Whole. The motion that the Committee of the Whole Senate rise and report, the motion to report the pending question to the Senate, motions to amend the pending question, and such inquiries, points of order, and motions related to debate and voting as are necessary for its operation shall be the only motions in order in the Committee of the Whole. All questions to be considered by the Committee of the Whole Senate must be reported before the motion that the Committee rise and report shall be in order.
- (g) Types of Reports by the Committee of the Whole. It shall be in order for any Senator to move that the Committee of the Whole Senate report the pending question, and such a motion shall contain a recommendation that the Senate vote immediately or that it debate further.
- (h) Reports by the Committee of the Whole. The President shall bring before the Senate, in the order reported, all main motions reported by the Committee of the Whole Senate upon reconvening the Senate. If the Committee reported a question with a recommendation that the Senate vote immediately. The President shall put the previous question on that motion 10 an immediate vote of the Senate.

### Rule 13. General Legislation

- (a) Types of Legislation. The Senate shall recognize two types of legislation, which shall be known as Bills and Resolutions. The President shall determine the proper format for the presentation of all forms of legislation and inform all Senators of the requirements thereof.
- (b) Resolutions. All legislation creating or affecting a change in the Student Body Statutes or other body of law within the legislative powers of the Senate, or providing for the budgeting and appropriation of Student Body Funds, shall be presented in the form of a resolution. All legislation creating or affecting a change in Student Government policy shall be in the form of a Resolution.

### Rule 14. Introduction of Legislation

- (a) Initial introduction. A Senator may file legislation for introduction by submitting it to the Executive Secretary 24 hours prior to the senate meeting.
- (b) Sponsorship of legislation. Any Senator filing legislation with the Student Government Office for first reading shall be designated as the primary sponsor of the legislation filed. In the event that more than one Senator jointly submit a piece of legislation, those Senators shall be designated as primary joint sponsors of the legislation filed. After the first reading of any piece of legislation, any number of Senators may join as joint sponsors of the legislation with the consent of the primary sponsors, and Senators joining in such a manner shall be designated as secondary sponsors. The Senate shall not amend the names of primary or secondary sponsors without the consent of those Senators whose names are to be amended.
- (c) Signatories to legislation. Any Student Organization or independent member of the University community may demonstrate their support to a particular piece of legislation by being designated as signatories to that legislation. Signatories may be added to a piece of legislation at any time prior to its final passage by the

Senate. The Senate shall not amend the names of signatories without the consent of the primary sponsor(s) and those individual(s) or group is) whose names are to be amended.

- (d) Motion to fast-track legislation. A Senator may move that legislation receive its first and second readings at the same meeting. This procedure shall be known as "fast-tracking" the legislation. Such a motion shall be considered by the Senate at the meeting at which the legislation is on the calendar for first reading, and shall only be in order provided that the Senator has submitted his or her intent to make such a motion to all Senators by electronic mail, in the manner prescribed by the President, at least twenty-four (24) hours prior to the meeting.

#### Rule 15. First Reading of Legislation, Fast-Tracking, and Referral to Committee.

- (a) First Reading of legislation. At the appointed time, the President shall cause all legislation on the calendar for first reading to be read by title only, unless any Senator should ask for a full reading with the consent of one-fifth of those Senators present.
- (b) Incidental motions. Immediately after first reading, the President shall recognize any Senator wishing to make an incidental motion relating to the pending legislation, including points of order and objections to consideration.
- (c) Motions to fast-track. At the appointed time the President shall recognize all Senators who properly submitted their intent to move to fast-track legislation as required by Rule 15(b) in turn for the purpose of making such a motion. Such a motion shall be decided without debate, and shall require the consent of a two-thirds majority of the Senate.

#### Rule 16. Second Reading of Legislation and Senate Consideration.

- (a) Two reading rule. All legislation shall be read twice, and such readings shall occur at two different meetings except as provided elsewhere in these rules.
- (b) Procedure for second reading. At the appointed time, the President shall cause the first item of legislation on the calendar for second reading. Following the reading of the item of legislation, the chairperson shall recognize the author or authors of the committee report (if any) on the legislation for a period not to exceed three minutes. At the conclusion of the report, the President shall state the question on the adoption of the legislation, and the motion to object to its consideration shall be out of order. Once the Senate has disposed of the first item on the calendar, the President shall repeat this procedure for each other item on the calendar for second reading, in the order listed.
- (c) Question period and consideration of legislation. After stating the question

on the adoption of an item of legislation, the President shall then recognize the author of the legislation under consideration for a period not to exceed ten minutes, during which time the Senator may yield to other Senators for questions. It shall be out of order for any Senator to use such time for debate. All motions to amend legislation shall be written and shall be submitted to the Legislative Secretary at the time of their introduction. The President shall determine whether any amendment is in the nature of a substitute and therefore out of order.

#### Rule 17. Engrossment of Enrollment of Legislation

- (a) Engrossment of Bills and Resolutions. Within two class days of the adoption of a Bill or Resolution which must be submitted to the Student Body President, the President shall cause a copy of the Bill or Resolution, corrected by the Legislative Secretary, to be engrossed and submit an engrossed and signed copy of the Bill or Resolution to the Student Body President for his or her signature.
- (b) Enrollment of legislation. Within two class days of the receipt of a Bill or Resolution signed by the Student Body President, or the adoption of a motion to override a veto by the Student Body President, or the expiration of the tenth class day following the submission of a Bill or Resolution to the Student Body President with no communication from him or her, or the adoption of legislation not requiring presentment to the Student Body President, the President shall cause such legislation to be enrolled and cause the distribution of the legislation necessary to achieve its purpose.

#### Rule 18. Senate Officers

- (a) Vice President of Internal Affairs. The presiding officer of the Senate shall be the VP of Internal Affairs, as duly elected by the Student Body. The VP of Internal Affairs shall be responsible for all Constitutionally prescribed duties, including forwarding all legislation *requiring the* Student Body President's signature to him or her within two class days of its adoption by the Senate; calling all meetings of the Senate; appointing the Chairs of the Senate Standing Committees; coordinating the education of Senate members; and shall also be responsible for performing all other duties prescribed for him or *her* under these Rules.
- (b) President Pro Tempore. The Senate shall elect from its membership a President Pro Tempore, who shall perform all duties of the President when he or she is unable to do. He or she shall serve as Chair of the Committee of the Whole Senate and monitor and report to the Senate on the activities of the Faculty and Staff Senators.
- (c) Associate Executive Secretary. The Senate shall elect from its membership a Secretary, who shall aid the Executive Secretary as he or she deems necessary in maintaining the minutes, voting records, attendance records,

distribution of legislation to Senators and in preparing and distributing legislation considered by the Senate to the Student Body.

- (d) Parliamentarian. The Chairperson shall appoint from the membership of the Senate a Parliamentarian, subject to the majority approval of the Senate, who shall advise the President and individual Senators on matters of Senate Procedure, the Student Body Statutes, and the Student Body Constitution. The Parliamentarian shall additionally be responsible for the coordination of Senate procedural education. The Parliamentarian shall serve as chairperson of the Senate rules committee.

#### Rule 19. Election of Senate Officers

- (e) Occurrence of Elections. Elections for Senate Officers shall occur as follows:
  - i. All elective offices shall be opened for election at the initial meeting of the session, and the term of officers so elected shall expire at the end of each academic year.
  - ii. Upon the vacation, or notification of such vacation, of an office a special election for that office shall be held, with the results of said election effective upon date of vacation of the said office.
  - iii. Upon the order of two-thirds the Senate, an election for any single office shall be held. The individual previously holding the office shall not be barred from seeking the position again. No election shall be such ordered without 24 hour notice to all Senators via electronic mail.
- (f) Order of Elections. In the event of multiple nominations the election shall proceed in the order of the offices in §2-1, Rule 19.
- (g) Nominations. The Chair shall call for nominations for the office to be elected. Any Senator may nominate another Senator, and nominations may be closed by a two-thirds vote of the Senate.
- (h) Elections. Each nominee shall be allowed to speak for a period not to exceed ninety (90) seconds, in reverse the order of nomination, followed by a period of questions for all nominees simultaneously that will not exceed three minutes. Nominees shall be asked to leave the chamber prior to a period of debate. not to exceed ten (10) minutes. This period of debate shall be general and not divided among the nominees. No senators debate shall exceed one (1) minute. The nominees shall be requested to re-enter the room immediately before the chair puts the question to the Senate.

#### Rule 20. Matters Regarding these Rules

- (a) Suspension and amendment of these Rules. The Senate may, by the consent of a two-thirds (2/3) majority temporarily suspend or

permanently amend one or more of the Rules of the Senate. However, no Rule may be suspended or amended which specifies otherwise, or derives its authority from any other portion of the Student Body Constitution or Statutes. or federal, state, or local law.

- (b) Matters not covered by these Rules. All procedures not covered by these Rules shall be governed by Robert's Rules of Order. Newly Revised all procedures not covered there in shall be governed by the Rules of the House of Representatives with notes and annotations. In cases where a conflict arises these Rules shall govern.

## **Section 12. Appointees**

The Student Senate President shall have the right to appoint any position deemed necessary to the fulfillment of his duties and these appointees shall sit on the Associative Cabinet at the pleasure of the President.

All appointees to the Associative Cabinet shall have a right to vote unless such privileges are revoked by the Student Senate President.

## **Section 13. Line of Succession and Chain of Command**

### **A. Line of Succession and Chain of Command**

In absence of the Student Senate Chairperson due to out-of-state travel, illness, or other temporary means, the President Pro Tempore shall have charge of Student Senate operations, unless ordered otherwise by the Student Senate Chairperson.

In the case of the Student Senate Chairperson's permanent incapacity to serve and subsequent resignation or removal from office, his duties will be assumed by the following, in order of succession:

1. President Pro Tempore
2. Parliamentarian
3. Associate Executive Secretary