

## CHAPTER 200 - STANDING RULES AND REGULATIONS OF THE SENATE

### ARTICLE I. AUTHORIZATION OF STANDING RULES

§1 **SCOPE AND PURPOSE.** The Senate shall establish a *Standing Rules and Regulations of the Senate* or Standing Rules, for short, which shall be authorized herein by this chapter. The Standing Rules shall be confined to the internal rules and operations of the Senate and shall never regulate or infringe on the other branches of government.

### ARTICLE II. SENATE ORGANIZATION

§1 **MEMBERSHIP.** Senate Membership and appointment of the Senate shall be established by and set forth in the Student Government Constitution.

§2 **THE CHAIRPERSON.** The Chairperson of the Senate shall be the Vice President. Should the Senate decide that the Vice President is not performing his duties correctly they may temporarily relieve him of his duties through passage of a Simple Senate Resolution to that effect. The Pro-Tempore shall temporarily act as Chairperson if the Vice President is unable to perform his duties. The Vice President has the discretion to temporarily delegate the duty of Chairperson to the Pro-Tempore. The Chairperson shall preside over all formal meetings of the Senate. Qualifications, powers, and duties shall be established and set forth in the Student Government Constitution. The Chairperson shall:

- (a) Have no vote in the Senate except in the event of a tie or when the vote is by secret ballot.
- (b) With the consent of the Senate, set the chambers agenda.
- (c) Maintain order at all times.
- (d) Be thoroughly versed in parliamentary procedure.
- (e) Not debate from the Chair except in the case of an appeal.
- (f) At no time decide on a question involving the constitutionality of a piece of legislation.
- (g) Follow the order of business as prescribed by the agenda unless the rules are suspended.
- (h) Remain impartial at all times while conducting meetings.
- (i) Make clear to all Senators the issue in question;

- (j) Execute all powers and duties found in the Student Government Constitution, the Senate Standing Rules, and ensure that Senate functions in compliance with all University policies and the rules and regulations of the Texas State University System Board of Regents.
- (k) Appoint Senate Committee Chairpersons with two-thirds approval of the Senate.
- (l) Remove the Chairperson and/or members of any committees for not fulfilling the responsibilities taken while under oath.
- (m) Be the only person authorized to recognize individuals wishing to speak during a Senate meeting.
- (n) Not recognize anyone except Senators, the President, the Student Government Advisors, Cabinet members, and *Ex officio* members.
- (o) Recognize qualified persons wishing to speak in a fair and impartial manner.

§3 **THE SENATE PRO-TEMPORE.** The Senate Pro-Tempore is the second highest ranking member of the Senate. The Pro-Tempore shall be elected by a majority of the Senate, at the first meeting of the a new Senate session each year or any specially called meeting for that purpose, using the procedures found in Roberts Rules of Order. In the event the Senate Pro-Tempore is installed by the Senate as Chairperson. The Pro-Tempore shall have powers specific to his office which shall include:

- (a) Assume the duties of Chairperson in the absence of the Vice President.
- (b) Preside as Chairperson when the Senate is moved into Committee of the Whole.
- (c) Meet with the Chair of all committees as deemed necessary by the Vice President.
- (d) Be a Student Senator.
- (e) Assist the Vice-President in the managing and scheduling of the Student Government Senate's legislative business.
- (f) Chair the Select Committee on Selections and Appointments.

§4 **INSTALLATION OF THE SENATE.** Installation of a Senator may be conducted at the first meeting of the new Senate by the newly installed President, Vice President, or Senate Pro-Tempore and as needed once the Select Committee on Selections and Appointments has nominated and the Senate has confirmed new Senators to fill vacant seats.

§5 **FORFEITURE OF OFFICE.** A Senator shall automatically forfeit his/her membership in the Senate if the Senator ceases to be enrolled in that college which they represent.

§6 **MEETING ATTENDANCE.** Senators shall be required to attend all Senate and committee meetings. The absence policy shall be strictly enforced in accordance with the rules established in this document.

§7 **SENATE CLERK.** The Senate Clerk shall be nominated by the Vice President and shall assume the duties of Senate secretary. He shall also:

- (a) Keep a permanent record of all Senate proceedings in the form of minutes that are to be posted within one week after the meeting.
- (b) Keep a record of all absences and excuses.
- (c) Keep an accurate and up-to-date Senate roster.
- (d) Be responsible for maintaining the Senate's record of legislation.
- (e) Be responsible for carrying out all official correspondence for the Senate.
- (f) Be an *ex officio* member of the Senate.
- (g) Be responsible for informing the Senate Chairperson when legislation has been officially given to the President for his action.
- (h) Be responsible for maintaining the Senate voting record.

§8 **THE PARLIAMENTARIAN.** The Senate Parliamentarian shall be nominated by the Vice-President and shall have final say in all matters of procedural conflict on the Senate floor.

- (a) Have a thorough knowledge of the Senate and Parliamentary procedures including the most up to date edition of Robert's Rules of Order and the Standing Rules. He shall also:
- (b) Point out errors in procedure to the Chairperson of the Senate.
- (c) Record all questions of order and other questions of procedure for future reference.
- (d) Keep time during periods of limited debate and/or speech.
- (e) Remove any person deemed out of order by the Chairperson or by the Parliamentarian.
- (f) Act as Sergeant at Arms.
- (g) Be an *ex officio* member of Senate with no authority to author, debate, or sponsor legislation.

### **ARTICLE III. LEGISLATIVE AND SENATE PROCEDURES**

§1 **QUORUM.** The Senate shall require a quorum of two-thirds the total voting membership as apportioned by the Constitution to conduct any business.

§2 **ORDERS OF BUSINESS.** The Order of Business shall be determined by the agenda. The agenda shall be determined by the Chairperson of the Senate and confirmed by the Senate. The general order of business may be as such in [Appendix XX](#).

§3 **GUEST SPEAKERS.** A guest speaker must be on the posted agenda in order to address the Senate. A guest speaker shall not be allowed to speak during the Old Business or New Business sections of the agenda. A guest speaker shall be limited to no more than fifteen minutes of speaking time. All persons requesting time on the agenda shall be given fair and impartial consideration.

(a) The order of speakers for Senate meetings with multiple speakers shall be determined by the Chairperson of the Senate.

§4 **PUBLIC FORUM.** Students may be allowed to address the Senate under the rules for guest speakers if adequate notice is given to the Chairperson of the Senate prior to the start of the meeting. Otherwise, students may address the Senate during the Public Forum for a maximum of two (2) minutes. Public Forum shall be limited to two (2) students for a maximum of four (4) minutes of speaking.

§5 **DEBATE AND DECORUM.** Members of the Senate shall conduct themselves in an orderly fashion at all times while in the Senate chamber. Excessive unruliness shall be defined as any premeditated or persistent distraction which disrupts the normal business of the meeting and is deemed as disorderly. The Chairperson of the Senate and the Parliamentarian of the Senate shall have the authority to decide what action is disorderly.

(a) During debate, all Senators shall confine their remarks to the subject at hand or they shall be ruled out of order.

(b) Any Senator who has the floor shall not be interrupted by another Senator or officer for any purpose except as provided in Robert's Rules of Order or unless he consents to yield the floor to that Senator or officer.

(c) All rules of debate and decorum shall be enforced by the Parliamentarian and Chairperson.

- (d) All Senators ruled out of order shall automatically lose the floor. Any Senator ruled out of order two times may be asked to leave the Senate Chambers by the Chairperson or Parliamentarian.
- (e) Except in the cases of conflict with the Standing Rules, Robert's Rules of Order shall prevail in matters of procedure unless a suspension of the rules has been passed.
- (f) Proper attire is required at Senate meetings in order to vote. Proper attire at a minimum should be business casual for both male and female members. Wardrobe selections should be those that both preserve and honor the dignity of the meeting. Wardrobe selection should include, but is not limited to, a collared shirt, or sweater, with slacks for male members, and either slacks or skirt with a dress for female members. Complimentary footwear should be worn. Proper attire in question will be determined by the Chairperson.

§6 **COMMITTEE OF THE WHOLE.** A Committee of the Whole shall be formed by a motion "to consider the question in the Committee of the Whole" and must pass with a two-thirds vote of the Senate.

- (a) Be a committee composed of the entire Senate.
- (b) Be formed when the assembly decides that a particular question can best be discussed with the more liberal Senate rules.
- (c) Be chaired by the Senate Pro-Tempore.
- (d) Move to "rise and report" when the necessary business is completed.
- (e) Cease to exist upon passage of this motion, which requires a two-thirds vote of the Committee of the Whole.
- (f) Not have its business recorded in the official Senate minutes. However, the Committee of the Whole will submit a report that is to be entered into the minutes.
- (g) Be used to consider disciplinary matters within the Senate, excluding any impeachment hearings.

§7 **EXECUTIVE SESSION.** Executive Session shall be used to consider all disciplinary matters, less than impeachment.

- (a) Be called by the Chairperson of the Senate.
- (b) Follow the guidelines for executive session as outlined in Robert's Rules of Order.

(c) Be placed on the posted agenda and shall follow guidelines for placing legislation on the agenda.

(d) Only have Student Government members and advisors in attendance.

§8 **VOTING.** Senators must be present in the Senate chamber in order to vote.

§9 **ABSTENTION.** Members not wishing to vote may abstain. Members wishing to abstain shall not be counted when determining the number needed to obtain a majority.

§10 **UNDECIDED.** Undecided Senators may pass and then cast their vote at the conclusion of voting before the final vote is announced.

§11 **TIE VOTES.** A tie vote is considered a lost vote unless the tie is broken by the Chairperson.

§12 **DIVISION OF THE HOUSE.** At the desire of any Senator present, a division of the house can be called as prescribed in Robert's Rules of Order.

§13 **ROLL CALL.** All final votes on legislation shall be taken by roll call vote.

§14 **EX OFFICIO MEMBERS.** The Senate shall have *ex officio* members including twelve (12) non-voting *ex officio* seats. Two (2) to be filled by members of the Freshmen Council, two (2) to be filled by Texas State transfer students, six (6) seat for the Graduate House, one (1) to be filled by a Representative from the Residence Hall Association, and one (1) to be filled by a student who represents the interests of students from the Round Rock campus. Each of the freshmen and transfer *ex officio* members must have fewer than thirty (30) Texas State credit hours. Other *ex officio* members may be commissioned in accordance with the Constitution and Student Government Code. All *ex officio* members of the Senate shall:

- (1) Serve as advisors to the Senate, President, and Vice-President in freshmen, transfer, graduate student or other special issues.
- (2) Have a voice in all debate and discussion and will be encouraged to actively participate in all Senate matters.
- (3) Have no official vote in Senate matters or committees.
- (4) May be exempt from committee participation by the Select Committee on Selections and Appointments or the President.
- (5) May author legislation.
- (6) May sponsor legislation, so long as it has a second sponsor by a full Senator.
- (7) Take an oath of office and comply with all Student Government Rules and Regulations.

- (8) The Transfer and Freshman *ex officio* members will apply through the Select Committee on Selection and Appointments and be confirmed by two-thirds majority vote of the Senate.

§15 **SUSPENSION OF RULES.** The Rules contained in this chapter may be suspended by a two-thirds majority vote of the Senate in specific instances, which shall expire upon the conclusion of the meeting in which the rule was suspended.

#### **ARTICLE IV. LEGISLATION**

§1 **CODING LEGISLATION.** Each measure will receive a code determined by its type, and set by the Senate Clerk, the legislation shall thereafter be referenced to, in any formal capacity, by this code. Senate Resolutions will be designated by the "SR"; Simple Senate Resolutions will be designated by the "SSR"; Senate Bills will be designated by the "SB"; and Constitutional Amendments will be designated by "CA"; Joint Resolutions will be designated by the "JR". Following this there will be the last two (2) digits of the two (2) years constituting the academic year in which the measure is introduced. Following these two digits will be the number assigned by the Senate Clerk. Each measure will be numbered successively, according to its type, beginning at the start of each school year. Every resolution or bill shall carry:

- (a) The name(s) of any author(s).
- (b) The name(s) of sponsor(s).
- (c) A title, in accordance with the naming convention found in S.G.C. VI §100.2(2),(3),(4) and Appendix I, II, III. Each piece of legislation passed by the Senate shall carry:
  - (1) The date it was first introduced by the Senate.
  - (2) A place for the date on which the legislation passed the Senate.
  - (3) A place to indicate committee assignment should the legislation be sent to a committee.
  - (4) Any amendments approved by the Senate.

§2 **SUBMITTING LEGISLATION.** All legislation to be placed on the agenda must be submitted to the Senate Clerk no later than 5:00 PM on the Wednesday preceding the Senate

meeting. Thereafter, legislation to be placed on the agenda shall require special permission of the Chairman of the Senate and shall not be accepted at all after 2:00 PM on Monday.

- (a) All legislation must be submitted to the Chairman of the Senate for his/her signature by 3 PM of the Monday meeting.

§3 **PATH OF LEGISLATION.** All legislation shall have a first reading under New Business during formal meetings with quorum present. At this time the Chairperson of the Senate shall assign the legislation to the appropriate committee(s) to consider the proposed legislation and report back to the Senate at the next formal meeting.

§4 **READING AND DEBATE PROCEDURE.** At the next formal meeting, following the meeting in which legislation was first read and after the proposed legislation has received Committee attention, legislation shall have a second reading under Old Business. At this time, amendments to the legislation may be proposed and voted on. A motion for Adoption must occur after the second reading under Old Business. It may then be moved and seconded for adoption. At this time, debate may occur and amendments to the legislation may be proposed and voted on. All amendments must be pertinent to the legislation being considered. Upon termination of debate, if the bill has not been taken from the floor, a vote shall be taken to determine passage or failure of the legislation.

§5 **EMERGENCY STATUS.** A piece of legislation may be granted emergency status by a two-thirds vote of the Senate or by declaration of the Chairperson of the Senate. A piece of legislation successfully granted emergency status will not require a second reading. A senator wishing to make a piece of legislation emergency must give proper justification as to why the legislation needs to be made emergency. Each piece of legislation successfully granted emergency status must contain all necessary legislation coding in order to be immediately considered. If the senator wishes his/her legislation to be considered for emergency status, it is the senator's responsibility to provide no fewer than one copy of proposed legislation for every two members of the current Senate, to be available at the commencement of all Senate committee meetings.

## **ARTICLE V. COMMITTEES OF THE SENATE**

§1 **DEFINITION.** A committee reviews legislation specific to its jurisdiction, investigates student concerns, does research on behalf of its members to help create new legislation, makes recommendations on how to improve campus life, or performs Senate administrative functions as necessary.

§2 **STANDING COMMITTEES.** The Senate may authorize, disband, or reauthorize standing committees through Simple Senate Resolution.

§3 **SELECT COMMITTEES.** Senate Select committees may meet on an as needed basis as business warrants and must be granted all necessary powers to execute their charge herein:

- (a) The Senate Select Committee on Selections and Appointments will oversee the selection of senators to fill vacant senate seats and follow procedures to ensure fair nomination of qualified applications.
  - 1) The committee will establish a Senate Application each year and publish the application in the event of senate vacancy. The application will be open to any eligible student so that interested persons can apply to fill the seat.
  - 2) The committee may establish a reasonable screening process for applicants.
  - 3) The committee must review all applicants, determine which of them meets the committee's criteria for nomination, and forward approved names to the Senate Pro-Tempore.
  - 4) The senate Pro-Tempore will make nominations via formal memorandum from the list of committee-approved candidates and transmit tis memorandum to the cabinet or senate.
  - 5) The Cabinet has the option to review the list of accepted candidates and either den or ascent to the list; the President may waive this review, resulting in automatic transmittal of the approved candidates to the senate.
  - 6) The senate Pro-tempore will ensure that the final candidate list is transmitted to the senate
  - 7) The senate will have final say on who of the recommended candidates is confirmed to the senate by a way of majority vote.
  - 8) The Senate Po-tempore is responsible for the execution of this subsection
- (b) The Conference Committee shall meet on an as needed basis to discuss, review, plan for, and follow up on pieces of legislation that have or will be brought to the senate floor. The committee will work alongside the Student Services Commission to ensure communication and effective organization within Student Government.

- 1) The committee shall be assembled by the Vice President and the Senate Pro Tempore
- 2) The committee shall include Senators who have shown the interest in the topic(s) which are to be discussed. There is no limit to the number of senators in the committee.
- 3) The Committee will meet at a time and place chosen by the Vice President and Senate Pro Tempore
- 4) The Committee can also invite members of the House to collaborate on efforts being taken. The House leader shall be in charge of gathering members from the House to join meetings set by the Vice President and Senate Pro Tempore.
- 5) All meetings shall be classified as Senate Conference Meetings, must have an agenda, and will be chaired by the Vice President, Senate Pro Tempore, and if present, the House Leader.
- 6) Chairs of the meeting shall assign a member to take minutes at these meetings, and all minutes shall include any action plans the committee has drafted. All minutes shall then be forwarded to the Student Services Director.
- 7) These meetings shall be considered close meetings, unless otherwise decided by the chairs of the meeting.

§4 **COMMITTEE CHAIRS.** Committee Chairs shall be nominated by the Chairperson of the Senate with approval of two-thirds of the Senate and shall outline the purpose of the committee and coordinate the committees function. They shall also:

- (a) Determine the time, place, and frequency of meetings and notify members according to guidelines established by the Chairperson of the Senate.
- (b) Give periodic reports of the committees' findings to the Senate according to deadlines established by the Chairperson of the Senate.
- (c) Preside over all committee meetings.
- (d) Be responsible for the recording of all committee member's absences and minutes of the committee meetings and shall forward them to the Senate Clerk.
- (e) Be Student Senators.
- (f) Meet with the Chairperson of the Senate and the Senate Pro-Tempore as deemed necessary by the Chairperson of the Senate.
- (g) Appoint a Co-Chairperson with two-thirds approval of the committee.

(h) A Committee Secretary shall be appointed by the Committee Chairperson to take minutes.

§5 **VICE CHAIR.** Committee Vice Chairperson shall be an assistant to the Chairperson and preside at meetings when the Chairperson is absent. The Vice Chairperson shall also;

- (a) Assist the Chairperson.
- (b) Keep record of attendance of members.
- (c) Maintain a record of excuses for absences by committee members.
- (d) Keep the Chairperson informed of attendance violations.
- (e) Enforce absence policy as outlined in Article VI of this document.

§6 **SECRETARY.** Committee Secretary shall take minutes and attendance at each meeting and submit them to the Senate Clerk every Monday.

§7 **COMMITTEE MEMBERSHIP.** Committee Members shall be appointed and removed by the Chairperson of the Senate at his discretion and shall attend all committee meetings scheduled by the Committee Chairperson. Committee members shall also study, research, revise, and propose legislation.

§8 **LIMITS ON NUMBER OF COMMITTEES.** Senate members may serve on no more than two (2) standing Senate committees and two temporary, select, ad-hoc, or special committees at one time.

§9 **LIMITS ON NUMBER OF COMMISSIONS.** Senate members may serve on no more than one (1) commission at any one time.

§10 **POWERS OF COMMITTEES.** Amendments to any bill or resolution shall require a full vote of the Senate to be adopted. Committees shall have legislative review power over all legislation submitted to their committee.

§11 **MEETING TIME AND PLACE.** Committees will meet every week or on a regular basis as determined by the committee Chairperson.

§12 **SUBCOMMITTEES.** Senate Committee Chairpersons may form sub-committees to address special project and issues that are being undertaken by their respective Senate Committees.

- (a) Senate sub-committees may contain persons who are not members of the Senate upon approval of the Chairperson of the Senate.
- (b) Each Senate sub-committee non-Senate members shall be allowed to fully participate in the discussion within the sub-committee, and shall attend all meetings, and shall act in an advisory capacity.
- (c) Senate sub-committee non-senate members shall not have an official vote on the sub-committee.

§13 **AD-HOC, TEMPORARY, AND SPECIAL COMMITTEES.** Ad-hoc, temporary, and special committees are created by the Senate by a motion or legislation when the need arises for a committee of a temporary nature. The following provisions apply to these temporary committees:

- (a) Be appointed by the Chairperson of the Senate with two-thirds approval of the Senate.
- (b) Chair shall be nominated by the Senate Chairperson and confirmed by the committee members by a majority vote.
- (c) Will be dissolved upon a motion of the Senate, end of the Senate session or the completion of the temporary assignment.

## **ARTICLE VI. SPECIAL PROVISIONS**

§1 **LEVELS OF AMENDMENTS.** A motion may be carried to only three levels at one given time.

§2 **APPEALING A DECISION.** Decisions of the Chair may be overridden by the majority vote of those Senators present.

§3 **JUDICIAL PROTECTION.** The Chairperson of the Senate shall at no time decide on a question involving the constitutionality of a piece of legislation or other issues of actions of the Senate.

§4 **OPEN MEETINGS.** All Senate meetings shall be open to the public. Should a sensitive matter require a closed meeting, this rule may be suspended by a two-thirds vote of those Senators present.

§5 **ORIGINAL INTENT.** No legislation may be amended so as to change the original purpose.

§6 **LIMITING SCOPE OF RESOLUTIONS.** No legislation, except bills, shall embrace more than one subject.

§7 **DEFEATED LEGISLATION.** Once legislation has been considered and defeated no legislation containing the same principle subject matter shall be considered again during the same semester it was presented. However, the original legislation may be reconsidered once.

§8 **RECONSIDERATION.** A motion to reconsider may be made and seconded only by Senators who vote on the prevailing side in the original vote. A motion to reconsider is debatable if the item to be reconsidered is debatable. A motion to reconsider requires a majority vote for passage. Upon passage of a motion to reconsider, the legislation may be debated and amended. Upon termination of debate on the legislation, a new vote shall be taken.

§9 **SPECIAL ELECTIONS.** Special elections shall be elections which fill vacancies for convention delegates, selection of the Outstanding Senator Award, superlative awards and other elections of Senate Officers.

§10 **ELECTIONS OF OFFICERS.** All elections and special elections of the Pro-Tempore or Committee Chairperson shall be presided over by the Chairperson of the Senate unless the Chairperson is a candidate, whereby the Senate Pro-Tempore shall preside over the election. Thereafter, the Chief Justice shall preside over the meeting as soon as his/her candidacy has ended.

- (a) Nominations and Election of officers shall happen at two separate meetings of the Senate.
- (b) Nominations shall fall under new business and shall occur at the meeting immediately following the vacancy or as required by other statute. No speeches shall be made at the time of nomination and nominations are not debatable.
- (c) Elections shall fall under old business and shall occur at the next meeting of the Senate, following nominations. The candidates will each rise in order of their nomination and provide an introduction and candidate speech. Upon conclusion of the candidate speeches the candidates will answer questions of the Senate. Once every nominee has spoken and answered questions the Senate will initiate a debate on the slate of candidates before them. Once the debate has ended ballots will be handed out and voting shall occur.
- (d) The Chairperson shall be aided by the Parliamentarian, Senate Clerk and any other Student Government member who is not a senator.

- (e) All elections shall be by a secret ballot.
- (f) The Parliamentarian will certify the election results
- (g) Winners shall be determined by a majority vote.
- (h) In the event of a tie, the run-off will be immediately broken by way of a secret ballot until the tie is broken.

## **ARTICLE VII. ATTENDANCE POLICY**

*Amended by: S.B 2014-2015.05 "Senate Attendance Policy Act"*

- §1 **AUTHORITY.** Authority and responsibility for this policy shall rest with the Senate Chairperson with oversight and assistance from the Supreme Court Chief Justice.
- §2 **UNIVERSAL APPLICATION.** The rules and limitations on absences found in this Article are applicable to the General Meeting of the Senate each Monday and any committee meetings, including required events.
- §3 **EXCUSED ABSENCES.** Each Senator is allowed a limited number of absences from Senate or Committee per semester so long as the absence meets certain criteria which include:
- (a) One (1) excused absence for sickness. A sickness absence must be reported to the Chairperson, in writing, by 6:00 p.m. on Monday prior to the start of the Senate meeting in order for the excused absence to be considered to be valid.
  - (b) One (1) excused absences for an academic related activity which is set to occur at the same time as the Senate meeting. An academic related absences must be reported to the Chairperson by the Sunday at 5:00 p.m. prior to the expected absence in order for the excused absence to be considered valid.
    - (1) An event which qualifies as an "academic related activity" is defined as an officially sanctioned academic event worth course credit.
    - (2) If the Chairperson has reasonable cause to suspect that the academic event being used to justify an excused absence does not fit the definition as provided he shall be empowered to require documentation from the Senator proving it meets the definition.
  - (c) One (1) excused absences for university, student organization, work or other kind of conference or event. An excuse for university, student organization, work or other

kind of conference or event must be submitted to the Chairperson by Thursday at 5:00 p.m. prior to the expected absences in order for the excused absence to be considered valid.

(d) Two (2) documented illnesses will be excused so long as documentation from a medical service provider is presented to the Chairperson any reasonable time prior to the missed meeting, or within 72 hours after the absence in order for the excused absence to be considered valid.

(1) If a Senator is to be absent for more than two (2) meetings because of documented illness they must send a written request for a temporary leave of absence which will excuse up to four (4) additional missed meetings due to documented illness.

(e) A reasonable number of excused absences, as defined by the Chairperson, will be allowed for bereavement in the event of a death in the family, so long as there is no probable cause for Chairperson to suspect abuse of this policy.

(f) Should the Chairperson or other officer record an absence as unexcused and the Senator feels his excuse is justified he may appeal to the Supreme Court to amend the decision. An appeal will be filed with the Supreme Court Chief Justice in writing or other format as he prescribes.

§4 **RECORD KEEPING.** The Senate Clerk shall keep a continuous record for the Senate and Committee meetings of those present, absent, early leave, and tardy.

(a) Each committee chairperson shall keep an attendance record and report it to the clerk every Monday.

§5 **ABSENCES.** Any Senator not reporting as present during roll call shall be considered absent. Any Senator more than 30 minutes late will be considered absent and not allowed to speak or vote.

§6 **EARLY LEAVE.** Any Senator who wishes to leave the meeting during regular business shall make a request to the Chairperson that they be removed the roll. The time the Senator left will be recorded in the minutes. A Senator who is granted leave will be marked as tardy if they leave and the meeting continues for a time greater than the amount of time they were present.

§7 **TARDY.** A Senator who enters the meeting after roll call shall request to be added to the roll, the request will be marked in the minutes and a tardy recorded on the Senators attendance record. Any two (2) recorded tardy shall constitute one (1) absences.

§8 **REPORTING.** The Chairperson shall ensure that the clerk keeps the attendance record and will keep on file all excuses reported to him. The attendance record will be transmitted to the Supreme Court Chief Justice and Senate Pro-Tempore each Friday.

§9 **ABSENCE LIMIT.** When a Senator acquires on unexcused absence he shall be given a written warning by the Chairperson or designee. This notification shall inform the Senator that he has one more unexcused absences before referral to the Supreme Court Chief Justice, and the possibility of impeachment. If a Senator receives a second absences they will qualify for Impeachment.

(a) Any four (4) absences from committee meetings each semester shall qualify a Senator for impeachment.

(b) After a Senator has received a second absence the Chairperson shall forward their name to the Supreme Court Chief Justice.

(c) Upon being informed of a violation of the two absence limit the Supreme Court Chief Justice will ask for that Senator's resignation, in writing. Should the Senator refuse to resign or is not contactable, the Supreme Court Chief Justice may work with Senators to prepare Articles of Impeachment. Should the Supreme Court Chief Justice fail to do this it shall be the responsibility of either the Senate Pro-Tempore or Chairperson ensure it is done.

## **ARTICLE VIII. IMPEACHMENT TRIAL**

§1 **CHAIR IMPEACHED.** Should the Chairperson of the Senate be impeached he shall relinquish the chair to the Chief Justice. If the Pro-Tempore is acting as chair they shall relinquish the chair to the Chief Justice. Should the chair be held by any other member or officer, and under impeachment, the Senate is to refer to the Roberts Rules of Order for proper remedy.

§2 **SENATOR IMPEACHED.** Should a Senator be impeached he shall have no vote until all removal proceedings are completed.

