**AUTHOR**

Senator DeSalvo, Cody  
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**SPONSORS**

Senator Moncada, David

**Date of First Reading:**

**S.B.**

**A Bill –**

**A bill to be entitled “The Assembly and Senate Procedures Act” which makes updates the las governing the Assembly, Senate, establishment Impeachment procedures and regulates the new Nominations and Appointments Committee to make it compliant with the new the constitution ratified by the Student Body on February 20, 2020.**

**WHEREAS:** The Senate strives to establishes processes which are clear to its members and available to its constituents; and

**WHEREAS:** Students approved a new Student Government Constitution on February 20, 2020; and

**WHEREAS:** The new constitution states that: “Upon ratification and approval, this [new] constitution will supersede all other constitutions and will make void all rules, regulations, and court rulings established before its ratification, unless those rules are specifically paired with this constitution”; and

**WHEREAS:** As a result, it is important that the Senate act in advance of the new constitution’s implementation to pass a set of laws and procedures to govern the organization in accordance with its legislative power under the new and current constitution; NOW, THEREFORE

**BE IT ENACTED:** That this bill is adopted and specifically paired with the new constitution ratified by the students on February 20, 2020 and that this will not be implemented until the constitution has been implemented; and

**BE IT ENACTED:** Upon passage this bill be forwarded to the Student Body President Corey Benbow for further action; and

**BE IT ENACTED:** That the following be established as the new Student Government Code of Laws Title VI and related chapters:

# THE ASSEMBLY

### BILLS, RESOLUTIONS AND STATUTE

#### ADMINISTRATIVE

* + - * 1. **AUTHORIZATION.** This chapter and all its regulations are authorized pursuant to Article VI, Section 17, (a), (d), (g), of the Student Government Constitution.

#### DEFINITIONS

* + - * 1. **CLASSIFICATION OF LEGISLATION.** Legislation or statutes must be classified in three categories: Bills, Resolutions, and Simple Resolutions.
        2. **BILLS.** Bills may embrace more than one topic at a time. Bills must pertain to the expenditure and raising of Student Government funds to regulate Student Government, to establish statutes, or execute other powers of Student Government. All bills written to regulate Student Government must do so as an amendment to this S.G.C. Each bill must be titled as an Act, and be given a brief overall summary of the bill. The legislative writing standard format to be used for Senate Bills must be followed as shown in **Appendix I**.
        3. **SIMPLE RESOLUTIONS.** Simple Resolutions must be used to execute the specific powers granted to one of the legislative branches including confirming nominees, overriding vetoes, accepting its officers or other administrative acts. This resolutions do not impact other areas of the Student Government and are therefore not under Presidential purview to veto. The legislative writing standard format to be used for Simple Resolutions must be followed as shown in **Appendix II**.
        4. **RESOLUTIONS.** Resolutions may not embrace more than one topic and must express the opinion of the student body. Resolutions expressing the opinion of the student body by way of their representatives in Student Government must explicitly state that representative nature and must be the primary vehicle for expressing student opinion to the University and Texas State University System. The legislative writing standard format to be used for Senate Resolutions expressing student opinion. Each resolution must be titled in a similar format to: “A Resolution in Support of…” or other variations and have a brief overall summary of the resolution. The legislative writing standard format to be used for Resolutions expressing student opinion must be followed as shown in **Appendix III**.

#### REGULATION

* + - * 1. **REGULATORY POWERS**. The Senate is vested with the majority of regulatory power as outlined in the Student Government Constitution. This is done through bills which when passed become statute. This is true for House bills as well. However, the Senate is the originator of all statutes relating to regulation outside of the House. The House is the originator of all statutes relating to the regulation of the House, the regulatory power is limited to that purpose. The Constitution vests the House with the power to approve or disapprove of specific changes as outlined in the Constitution, without the power to amend.

### STANDING RULES AND REGULATIONS OF THE SENATE

#### AUTHORIZATION OF STANDING RULES

* + - * 1. **AUTHORIZATION.** This chapter and all its regulations are authorized pursuant to Article VI, Section 17 (a) of the Student Government Constitution.
        2. **SCOPE AND PURPOSE.** The Senate must establish a *Standing Rules and Regulations of the Senate* or Standing Rules, for short, which must be authorized herein by this chapter. The Standing Rules must be confined to the internal rules and operations of the Senate.
        3. **PROCEDURAL PRECEDENT.** The rules in this chapter may not conflict or presume to have any bearing on any statute or provision of law outside the chapter. The Standing Rules must prevail in the event of a conflict with Robert's Rules of Order. General rules not embraced by this chapter must be conducted in accordance with the latest version of Roberts Rules of Order.
        4. **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 must expire upon the conclusion of the meeting in which the rule was suspended.

#### SENATE OFFICERS

* + - * 1. **THE CHAIRPERSON.** The Chairperson must be the Vice President unless the Senate passes a simple resolution by two-thirds vote installing the Senate Leader as Chairperson. The Senate Leader must temporarily act as Chairperson if the Vice President is unable to perform their duties or is absent. The Vice President has the discretion to delegate the duty of Chairperson to the Senate Leader. The Chairperson must preside over all formal meetings of the Senate. Qualifications, powers, and duties must be established and set forth herein:

With the consent of the Senate, set the chambers agenda.

Maintain order at all times.

Be thoroughly versed in parliamentary procedure.

Not debate from the chair except in the case of procedural motion or appeal.

At no time decide on a question involving the constitutionality of a piece of legislation.

Follow the order of business as prescribed by the agenda unless the rules are suspended.

Remain impartial at all times while conducting meetings.

Make clear to all Senators the issue in question.

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.

Nominate Permanent Committee Chairs with approval of the Senate.

Remove the Chairperson or members of any committees.

Be the only person authorized to recognize individuals wishing to speak during a Senate meeting and doing so in a fair and impartial manner.

During all times, except public forum and guest speakers, not recognize anyone except Senators and *Ex officio* members.

* + - * 1. **THE SENATE LEADER.** The Senate Leader is the highest ranking member of the Senate. The Senate Leader must meet all the same qualifications for office as the Vice President and be elected by a majority of the Senate no later than the second meeting of a new session of the Senate or any specially called meeting for that purpose, using the procedures found in the Standing Rules. The Senate Leader must have powers specific to their office which must include:

Chair the Nominations and Appointments Committee.

Assume the duties of Chairperson in the absence of the Vice President.

Preside as Chairperson when the Senate is moved into Committee of the Whole.

Meet with the chair of all committees as deemed necessary.

Assist the Vice President in the managing and scheduling of the Student Government Senate’s legislative business.

Call the Senate into emergency or special session with three business days’ notice.

* + - * 1. **THE PARLIAMENTARIAN.** The Senate Parliamentarian must be a Senator elected to serve as Parliamentarian by the second meeting of a new session. The Parliamentarian will have final say in all matters of procedural conflict on the Senate floor. They must:

Have first right to answer questions upon Parliamentary Inquiry.

Respond to Points of Order when they are directed at the Parliamentarian or in assisting the Chairperson.

Assist the Chairperson in maintaining order within the Senate.

Call the Senate or Chairperson to order during periods of procedural error and excessive unruliness.

Upon an initial motion to appeal a decision of the Chair, the Parliamentarian will rule on all issues related to proper procedure within the Senate, referencing the Standing Rules, Roberts Rules, and past rulings from Parliamentarians. The Parliamentarian’s final ruling can be overturned by a motion to overrule which attains a majority of Senators voting for that purpose.

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.

Call out Point of Order or errors in procedure to the Chairperson and Senators.

Issue warnings and call to order any Senator found to violate Senate Standing Rules and Roberts Rules of Order.

Record all questions of order and other questions of procedure for future reference.

Keep time during periods of limited debate and/or speech.

Remove from the Senate chamber, any Senator twice deemed out of order.

Act as Sergeant at Arms.

Not rule on procedural matters when the question arises from a motion or legislation they have sponsored, authored, or provided a second.

* + - * 1. **SENATE CLERK.** The Senate Clerk must be appointed or removed by the Chairperson and must assume the duties of Senate secretary. The Clerk must also:

Keep a permanent record of all Senate proceedings in the form of minutes that are to be posted within one week after the meeting.

Keep a record of all tardy, unexcused absences, and excused absences.

Keep an accurate and up-to-date Senate roster.

Be an *ex officio* member of the Senate.

Be responsible for maintaining the Senate voting record.

Have no authority to author, debate, or sponsor legislation.

* + - * 1. **FORFEITURE OF OFFICE.** A Senator must automatically forfeit their membership in the Senate if the Senator ceases to be enrolled in the college which they represent are no longer a student or are no longer constitutionally eligible to serve in their office.
        2. **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 and as needed once the Nominations and Appointments Committee nominated and the Senate has confirmed new Senators to fill vacant seats.

#### GENERAL PROCEDURES

* + - * 1. **OPEN MEETINGS.** All Senate meetings must be open to the public. Should a sensitive matter require a closed meeting, this rule may be suspended by a two-thirds vote of the Senators present.
        2. **QUORUM.** The definition of the quorum is defined in the Student Government Constitution.
        3. **PLEDGE OF ALLEGIANCE.** The Chairperson or Senator they designate must lead the chamber in a pledge of allegiance to the United States of America and the State of Texas.
        4. **MEETING ATTENDANCE.** Senators must be required to attend all Senate and committee meetings. The absence policy must be strictly enforced in accordance with the rules established in this chapter.
        5. **ORDERS OF BUSINESS.** The Order of Business will be determined by the agenda and the agenda must be submitted to the Senate by the Chairperson and confirmed by the Senate prior to any business being conducted.
        6. **GUEST SPEAKERS**. A guest speaker must be on the posted agenda in order to address the Senate for a period not to exceed fifteen (15) minutes. A guest speaker must not be allowed to speak during the Old Business or New Business sections of the agenda.

All persons requesting time on the agenda must be given fair and impartial consideration.

The order of speakers for Senate meetings with multiple speakers must be determined by the Chairperson.

* + - * 1. **PUBLIC FORUM.** Students may address the Senate during the Public Forum for a maximum of five (5) minutes. There is no limit on the number of students who may address the Senate during public forum.
        2. **ANNOUNCEMENTS.** From time to time, an item maybe be added to the agenda for general announcements from the Senate floor on subjects deemed relevant to Senate business as determined by the Chairperson.
        3. **DEBATE AND DECORUM.** Members of the Senate must conduct themselves in an orderly fashion at all times while in the Senate chamber. Excessive unruliness must be defined as any premeditated or persistent distraction which disrupts the normal business of the meeting and is deemed as disorderly. The Chairperson will have first right of authority to decide what action is disorderly and the Senate Parliamentarian will have final authority to decide what is disorderly upon appeal or during periods of excessive unruliness. Other rules of debate and decorum that must be enforced including:

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

Any Senator who has the floor must not be interrupted by another Senator or officer for any purpose except in cases of Points of Order unless the Senator consents to yield the floor to another Senator. In this case, once the Senator for which time has been yielded is done talking the floor must return to the original speaker.

All rules of debate and decorum must be enforced by the Parliamentarian and Chairperson.

All Senators ruled out of order must 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.

* + - * 1. **VOTING.** Senators must be present in the Senate chamber at the time the vote is called in order to vote.
        2. **ROLL CALL VOTE.** All final votes on legislation must be taken by roll call vote in order to promote transparency to the public about the positions supported by Senators.
        3. **ABSTENTION.** Members not wishing to vote may abstain.
        4. **UNDECIDED.** Undecided Senators may pass and then cast their vote at the conclusion of voting before the final vote is announced.
        5. **TIE VOTES.** A tie vote is considered failed unless the tie is broken by the Vice President.
        6. **DRESS CODE**. Proper attire is required at Senate meetings in order to vote. Proper attire at a minimum should be business casual for all members. Wardrobe selections should respect the honor of the Senate as an institution and pride of position for Senators in attendance. Wardrobe selection may include, but is not limited to, a collared shirt, or sweater, button up long-sleeved shirt, suite jacket, tie, and slacks, skirt, or a dress, as appropriate. Complimentary footwear should be worn. Questions of proper attire will be addressed to the Chairperson.
        7. **COMMITTEE OF THE WHOLE.** A Committee of the Whole must 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. The Committee of the Whole could be used to discuss an internal matter or topic of a complex nature so that the standing debate procedure is suspended to foster a more natural discussion. The Committee of the Whole must:

Be a committee composed of the entire Senate.

Be formed when the assembly decides that a particular question can best be discussed with the more liberal Senate rules.

Be chaired by the Senate Leader.

Move to "rise and report" when the necessary business is completed. The Committee of the Whole will cease to exist upon passage of this motion, which requires a two-thirds vote of the Committee of the Whole.

Not have its business recorded in the official Senate minutes. However, the Senate Leader will submit a report that is to be entered into the minutes.

* + - * 1. **EXECUTIVE SESSION.** Executive Session must be used to consider all disciplinary matters, less than impeachment.

Be called by the Chairperson.

Follow the guidelines for executive session as outlined in Robert's Rules of Order.

Must be placed on the posted agenda prior to the meeting with 72 hours’ notice in order to be valid.

Only have Student Government members and advisors in attendance.

* + - * 1. ***EX OFFICIO* MEMBERS.** The Senate must have *ex officio* members including nine (5) non-voting *ex officio* seats. Three (3) seats for representatives of the Graduate House, and one (1) to be filled by a student who represents the interests of students from the Round Rock campus.

The ex-officio Senators from the Graduate House will be determined internally within the House by whatever process they deem appropriate. Once selected the House Leader will then notify the Vice President of the selected ex-officio Senator.

The Round-Rock ex officio Senators will apply through the Nominations and Appointments Committee and be confirmed by a majority vote of the Senate.

*Ex officio* members have a voice in all debate and discussion and will be encouraged to actively participate in all Senate matters.

*Ex officio* members have no official vote in Senate matters or committees.

*Ex officio* may be exempt from committee participation by the Senate Leader.

*Ex officio* may author legislation so long as it has support by three full Senators.

*Ex officio* may sponsor legislation, so long as it has a second sponsor by a full Senator.

*Ex officio* take an oath of office and comply with all Student Government Rules and Regulations.

#### LEGISLATIVE PROCEDURES

* + - * 1. **CODING LEGISLATION.** Each measure will receive a code determined by its type, and set by the Chairperson, the legislation must 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 Leader. Each measure will be numbered successively, according to its type, beginning at the start of each school year. Every resolution or bill must carry:

The name(s) of any author(s).

The name(s) of sponsor(s).

A title, in accordance with the naming convention found in S.G.C. VI §100.2(2),(3),(4) and **Appendix I, II, III**.

The date it was first read to the Senate.

A place for the date on which the legislation passed the Senate.

A place to indicate committee assignment should the legislation be sent to a committee.

* + - * 1. **REQUIREMENTS FOR LEGISLATION.**  To be eligible for placement on the Senate agenda legislation must conform to the following procedures:

The legislation must be submitted to the Chairperson by no later than 5:00 PM on the Wednesday preceding the Senate meeting so that it may be coded and formatted for presentation. Thereafter, legislation to be placed on the agenda must require special permission of the Chairperson and must not be accepted at all after 2:00 PM on Friday.

The legislation must include a Senator who is Lead Author, responsible for answering questions about and managing the legislation, and; with the exception of Simple Resolutions, at a minimum of four (4) Senators to serve as co-sponsors.

Legislation must comply with legislative writing standard, naming convention and format in accordance with the examples found in S.G.C. VI §100.2(2),(3),(4) and **Appendix I, II, III.**

The Vice President may correct legislation so that it fits the legislative writing standard including naming and formatting by renaming and/or reformatting in accordance with applicable rules or they may reject its inclusion on the agenda and return it to the Senator for correction.

* + - * 1. **PATH OF LEGISLATION.** All legislation must have a first reading under New Business during formal meetings with quorum present. At this time the Chairperson may assign the legislation to the appropriate committee(s) to consider the proposed legislation so that the committee may report back to the Senate at the next formal meeting.
        2. **SECOND READING.** At the next formal meeting, following the meeting in which legislation was first read and after the proposed legislation has received Committee attention, legislation must have a second reading under Old Business.
        3. **COMMITTEE REPORT.** After the second reading, but before debate and discussion, the chair of any relevant committee having been referred the legislation may rise and report on the committee’s disposition toward the legislation.
        4. **ADOPTION.** A majority of the Senate must agree to continue to debate and discussion prior to proceeding any further with the legislation. The motion must pass by a majority. If it fails to attain a majority the legislation will be tabled indefinitely.
        5. **DEBATE AND DISCISSION.** After the committee report, debate may occur and amendments to the legislation may be proposed and voted on.
        6. **AMENDMENTS.** All amendments must be submitted in writing to the Chairperson and be pertinent to the legislation in order to being considered. Motions, Resolutions, and associated amendments may only be carried to three levels at any given time.
        7. **FRIENDLY AMENDMENTS.** A Senator may propose up to two amendments considered “friendly amendment” which must be made as a motion in the presence of a quorum and accepted by the author without objection from the Senate; at which point the amendments will be considered adopted and pass without debate, discussion, or vote. If an objection is registered from the Senate then the amendments will go through the standard amendment process.
        8. **VOTING.** Upon termination of debate, if the bill has not been taken from the floor, a vote must be taken to determine passage or failure of the legislation.
        9. **LIMITATIONS OF RESOLUTIONS.** No legislation, except bills, may embrace more than one subject.
        10. **LIMITING SCOPE OF RESOLUTIONS.** No legislation, except bills, must embrace more than one subject.
        11. **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. 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 a Senator wishes the 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.
        12. **PATH OF PASSED LEGISLATION.** Upon passage of a piece of legislation, except for the case in which the piece is vetoed by the President, the Vice President will forward the piece to the Student Government Advisor within five business days. The advisor will then review the piece and forward it to the Vice President for Student Affairs for distribution to the appropriate University division Vice Presidents.
        13. **DEFEATED LEGISLATION.** Once legislation has been considered and defeated no legislation containing the same principle subject matter must be considered again during the same semester it was presented. However, the original legislation may be reconsidered once.

#### SPECIAL PROCEDURES

* + - * 1. **APPEALING A DECISION.** Decisions of the Chair may first be appealed to the Senate Parliamentarian. The Parliamentarians decision can be overridden by a majority vote of Senators present.
        2. **JUDICIAL PROTECTION.** The Chairperson must at no time decide on a question involving the constitutionality of a piece of legislation, though if legislation is not duly presented to the Senate in accordance with the Student Government Constitution or Student Government law, the Vice President may withhold it from the agenda.
        3. **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 must be taken.
        4. **DIVISION OF THE HOUSE.** At the desire of any Senator present, and upon a passage of a motion therein, a division of the house into non-binding affirmative negative voting blocs can be called to ascertain the disposition of the Senators on any motion placed before them prior to taking an official final vote. Abstentions will be prohibited for the purposes of this polling.
        5. **SPECIAL ELECTIONS.** Special elections must be elections which fill vacancies for convention delegates, selection of the Outstanding Senator Award, superlative awards and other elections of the Senate.
        6. **ELECTION OF SENATE LEADER AND PARLIAMENTARIAN.** All elections of the Senate Leader and Parliamentarian must be presided over by the Chairperson.

The presiding officer must be aided by the Clerk.

Equal time will be allocated for each candidate introductions, speeches, questions, and discussions must immediately precede balloting.

All elections must be by a secret ballot.

Winners must be determined by a majority vote.

In the event of a tie the Vice President must break the tie. If no candidate attains a majority vote then the candidates with the two highest vote totals will be placed on a secret ballot for a run-off election to occur immediately.

This procedure must be used in the event of a special election when a vacancy occurs in the Office of Senate Leader or Parliamentarian.

* + - * 1. **CENSURE.** Censure is a form of punishment for disorderly behavior or violations of the decorum, respect, or dignity of the Senate including minor violations of the Student Government Code. This form of punishment is applicable in any case where a Senator is accused of such acts. Censure can be applied if expulsion fails to attain the required number of votes to succeed. A motion to censure can be made at any time during the meeting, must name the specific Senator calling under censure, will require a second, is debatable and requires a majority vote of the Senate to be approved. A censure can only address one Senator at a time.Passage of censuremust result in the Senators removal from the chamber for the remaining of the meeting and in the subsequent meeting the Senator will lose their privilege to speak.
        2. **VOTE OF NO CONFEDENCE IN THE SENATE LEADER AND PARLIAMENTARIAN.** The Senate Leader or Parliamentarian will be removed from office upon the passage of a Vote of No Confidence Resolution by a majority vote of their peers. The passage of a Vote of No Confidence Resolution expresses the view of the Senate that the officer no longer has the confidence of their peers and that the Senate believes the person cannot be effective in the performance of their duties. A Vote of No Confidence may be due to conduct unbecoming of their office, dereliction of duty, violation of the Constitution or laws of Student Government, crisis, scandal or other situation; which in the view of their peers, markedly restricts the Senate Leader or Parliamentarians ability to function as a legitimate representative of the Senate.

A Resolution on a Vote of No Confidence must never be submitted as emergency legislation and must always be read twice to the Senate.

On the first reading, the Resolution shall only be read to the Senate. On the second reading, debate, discussion and a vote shall occur on the Resolution.

Vote of No Confidence Resolutions must provide, in detail, the justification for the removal.

Passage of a Vote of No Confidence will result in the removal from their officer position, though they may retain their position as a Senator. This section does not prohibit the issuance of further charges or proceedings including but not limited to Articles of Impeachment.

#### COMMITTEES OF THE SENATE

* + - * 1. **PERMANENT COMMITTEES.** Permanent Committees must be constituted each year and must make recommendations on their specific area of oversight. The following permanent committees are hereby established, and their purposes are set herein:

The Academic Affairs Committee must review all legislation concerning academic issues including but not limited to course descriptions, course availability, new courses, curriculum, syllabus, the Honor Code, and advising. The Committee must recommend action upon all potential academic issues effecting students to the Senate.

The Auxiliary Services Committee will review and create all legislation concern issues related to the University Bookstore, Dining Services, Student ID Services, Copy Cats, and Print and Mail Services. The committee must recommend improvements to these important services for students and provide legislation to improve therein.

The Health and Safety Committee will review and create all legislation concern issues related to the health and safety of the campus and community including University Police Department, Student Health Center, and Student Recreation Center, campus lighting, Emergency Call Boxes, cameras, emergency response, Dining Services, Student ID Services, Copy Cats, and Print and Mail Services. The committee must recommend improvements to these health and safety factors in student life and provide legislation to improve therein.

The Campus Sustainability Committee will review and create all legislation concern issues related to the sustainability on campus including the environmental service fee and related projects, composting, recycling, waste and and renewable energy programs. The committee must recommend other legislation that improves environmental safety and promotes sustainability.

The Transportation and Parking Committee will review and create all legislation concern issues related to the mobility on campus including parking services, the university bus system, inter-agency or inter-organization transportation agreements, and ADA accessibility. The committee must recommend other legislation that improves campus transportation, parking, and mobility.

* + - * 1. **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:

The committee chair must be nominated from among the Senate and be confirmed by a majority vote of the members.

Membership of the committee must be proposed by the committee chair and confirmed by the Senate.

Will be dissolved upon a motion of the Senate, end of the Senate session or the completion of the temporary assignment.

* + - * 1. **COMMITTEE CHAIRS.** The chair of permanent committees must be nominated by the Chairperson with approval of two-thirds of the Senate. The Committee Chair must outline the purpose of the committee and coordinate the committee’s function. They must also:

Give periodic reports of the committees’ findings to the Senate according to deadlines established by the Senate or the Senate Chairperson.

Preside over all committee meetings.

Be responsible for the recording of all committee member's absences and minutes of the committee meetings and must forward them to the Senate Clerk.

Be Student Senators.

Meet with the Chairperson and the Senate Leader.

* + - * 1. **VICE CHAIR.** Committee Vice Chair must be an assistant to the Committee Chair and preside at meetings when the Committee Chair is absent. The Vice Chair must also;

Assist the Committee Chair.

Keep record of attendance of members.

Maintain a record of excuses for absences by committee members.

Keep the Chairperson informed of attendance violations.

Enforce absence policy as outlined in this chapter.

* + - * 1. **COMMITTEE MEMBERSHIP.** Committee Members must be appointed or removed by the Chairperson at their discretion and must attend all committee meetings scheduled by the Committee Chair. Committee members must also study, research, revise, and propose legislation.
        2. **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.
        3. **POWERS OF COMMITTEES.** Amendments to any bill or resolution must require a full vote of the Senate to be adopted. Committees must have legislative review power over all legislation submitted to their committee.
        4. **MEETING TIME AND PLACE.** Committees may meet every week or on a regular basis as determined by the Committee Chair.

#### ABSENCE POLICY

* + - * 1. **AUTHORITY.** Authority and responsibility for this policy must rest with the Senate Chairperson with oversight and assistance from the Parliamentarian.
        2. **UNIVERSAL APPLICATION.** The rules and limitations on absences found in this Article are applicable to the regularly called meetings of the Senate, any committee meetings, and any duly required events.
        3. **ENFORCEMENT.** Enforcement of the provisions of this absence policy rests with the Chairperson. Should the Chairperson fail to properly enforce the rules under these provisions it is the duty of the Parliamentarian to do so.
        4. **UNEXCUSED ABSENCE LIMIT.** When a Senator acquires one unexcused absence they must be given a written warning by the Chairperson or their designee. This notification must inform the Senator that they have one more unexcused absence before the Chairperson will ask for their resignation. If a Senator receives a second unexcused absence they will qualify for Impeachment.

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

After a Senator has received a second absence or four (4) absences from a committee the Chairperson must inform the Senator as such and ask for the Senators resignation in writing.

Should the Senator refuse to resign or is not contactable, the Chairperson may caucus with as many Senators as they deem appropriate so that they may work to develop Articles of Impeachment.

* + - * 1. **EXCUSED ABSENCES.** Each Senator is allowed a limited number of absences from Senate or Committee per Senate session, exceeding these limits will result in an unexcused absence. Excused absences are permitted in accordance with certain criteria which include:

Two (2) excused absence for undocumented sickness. A sickness absence must be reported to the Chairperson, by email, by 4:00 p.m. on Monday prior to the start of the Senate meeting in order for the excused absence to be considered to be valid.

Two (2) excused absences for an academic related activity which is set to occur at the same time as the Senate meeting. An academic related absence must be reported to the Chairperson in email by Sunday at 5:00 p.m. prior to the expected absence in order for the excused absence to be considered valid.

An event which qualifies as an “academic related activity” is defined as an officially sanctioned academic event worth course credit.

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 they are empowered to require documentation (i.e. course syllabus, professors note, etc.) from the Senator proving it meets the definition.

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 in email by Thursday at 5:00 p.m. prior to the expected absences in order for the excused absence to be considered valid.

Two (2) absences for 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.

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. Upon the expiration of a total of six (6) missed meetings due to documented illness the Chairperson must ask for the Senators resignation.

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. Upon the expiration of a total of six (6) missed meetings due to bereavement the Chairpersons must ask for the Senators resignation.

Should the Chairperson or other officer record an absence as unexcused and the Senator feels their excuse is justified, the Senator may appeal to the Senate to amend the decision.

* + - * 1. **RECORD KEEPING.** The Senate Clerk must keep a continuous record for the Senate and Committee meetings of those present, absent, early leave, and tardy. Each committee chairperson must keep an attendance record and report it to the clerk every Monday.
        2. **ABSENCES.** Any Senator not reporting as present during roll call must be considered absent. Any Senator more than 30 minutes late will be considered tardy.
        3. **EARLY LEAVE.** Any Senator who wishes to permanently leave the meeting during regular business must make a request to the Chairperson that they be removed from the roll. The time the Senator left will be recorded in the minutes. A Senator who is granted leave will be marked as absent if they leave and the meeting continues for a time greater than the amount of time they were present.
        4. **TARDY.** A Senator who enters the meeting after roll call must 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 tardiness must constitute one (1) absences.
        5. **REPORTING.** The Chairperson must ensure that the Clerk keeps the attendance record and will keep on file all excuses reported to them. The attendance record will be transmitted to the Senate Leader and Parliamentarian each Friday.

#### EXPULSION

* + - * 1. **PROCESS.** A Senator is subject to removal through expulsion for behavior contrary to the Student Government Code of Laws, ethics or violating the code of student conduct, federal or state law, misrepresenting the will or official position of the Student Government, the abandonment of duty, or abuse of power in their position.

Expulsion must follow the same process as a resolution and may be given emergency status.

The Senate must enter executive session. Entering executive session does not require a vote when expulsion is being considered.

While in executive session, the Senate will debate the expulsion resolution

The Senate will leave executive session and publicly vote on the current version of the expulsion resolution.

An expulsion resolution requires a two-thirds vote to pass.

* + - * 1. **SENATE LEADER EXPULSION.** Should the Senate Leader be expelled they are immediately removed from Student Government. Their duties are temporarily executed by the Parliamentarian until a new Senate Leader is elected.
        2. **SENATOR EXPULSION.** Should a Senator be expelled they are immediately removed from Student Government. Any Committee or Department duties may be reassigned to another member of the Senate.

### SENATE RULES OF IMPEACHMENT TRIAL

#### IMPEACHMENT PROCEDURE

* + - * 1. **AUTHORIZATION.** This chapter and all its regulations are authorized pursuant to Article VI, Section 13 and Section 17 (e) of the Student Government Constitution.
        2. **DEFINITION.** Articles of Impeachment must be defined under this code as a special kind of Senate Simple Resolution and shall only cite one respondent and shall be formatted similarly as found in **Appendix XVI.** Articles of Impeachment will list the following information:

Name of complainant(s), which are the filers and authors of the Articles of Impeachment.

Name and position of the respondent.

Charges with specific citation of rules or instances of violations. Each violation listed will constitute a new Article.

Facts related to each charge under each Article.

#### ARTICLE II. PROCESS

* + - * 1. **RESPONSIBLE PARTIES.** In the context of this chapter there are two parties to any impeachment whose roles are defined in this section. The “Impeachment Managers” are defined as those who sign on to the Articles of Impeachment. The “Respondent” is defined as the person charged under the Articles of Impeachment. The roles of these two parties are as follows:

The “Impeachment Managers” are responsible for managing the Articles of Impeachment as authors and providing testimony and evidence in favor of the Articles of Impeachment, primarily seeking a verdict of guilty from the Senate.

The “Respondent” is responsible for providing evidence and testimony which counters the argument of the “Complainants” and primarily seeks a verdict of not guilty from the Senate.

* + - * 1. **FILING.** Articles of Impeachment must first be filed with the House Leader and upon the decision of the House. Any approved Articles will be transmitted from the House Leader to the Chair of the Senate, the accused, and the Senators with a copy of the approved Articles therein. The Articles of Impeachment must be placed on the Senate agenda 72 hours prior to the meeting and must be placed under the New Business section of the agenda. At this time the Chair of the Senate will certify that the Articles of Impeachment meet all constitutional and regulatory requirements to be placed on the agenda.
        2. **READING.** Once the Articles of Impeachment have been forwarded from the House to the Senate the process for Impeachment Trial will start in accordance with the constitution. After being certified as properly filed the Articles of Impeachment will be read to the Senate.
        3. **TRIAL.** Immediately after the reading of the Articles of Impeachment the Senate will conduct a trial. During the trial the Senate with jurisdiction will be governed by the rules found in Roberts Rules of Order and all statutory trial rules. After the presentation of opening statements, evidence, witnesses, testimony, cross examination and closing statements the legislative body with jurisdiction will proceed with debate and discussion on the Articles of Impeachment. At the next regular or specially called meeting of the Senate must convene a trial. All other business will be automatically tabled, and the trial will commence.
        4. **VOTING FOR THE TRIAL**. Each charge listed under the Articles of Impeachment must be voted on as distinct motions with the members present having one of two options for each vote; guilty or not guilty. Such votes will be done by roll call vote and shall be reflected in the official voting records for the legislative body with jurisdiction. Those articles which the respondent is found not guilty will be struck from the Articles of Impeachment. If the legislative body with jurisdiction finds the respondent guilty on any one of the Articles, it must constitute conviction and removal.

### NOMINATION AND CANDIDATE REVIEW PROCESS

#### ADMINISTRATIVE

* + - * 1. **AUTHORIZATION.** This chapter and all its regulations are authorized pursuant to Article VI, Section 17 (j) and (g) of the Student Government Constitution.
        2. **PURPOSE.** The purpose of this chapter is to ensure that positions of Student Government are made available to the student body and that qualified nominees are given equal opportunity to apply for a position, that they are substantially vetted, and information related to committee inquiry is available to the Senate.
        3. **APPLICATION PREFERENCES.** The President is to report to the Nominations and Appointments Committee their preferred application requirements, questions, and qualifications for Cabinet and judicial positions.
        4. **DATE TO COMPLY.** Applications for positions must be made public during the first week after spring elections have concluded and may close within ten (10) business days. The President or Nominations and Appointments Committee may reopen the application for a period of their discretion if a vacancy occurs, a position is not filled or if the original nominees are not satisfactory.

#### APPLICALION FOR OFFICE

* + - * 1. **BASIC REQUIREMENTS.** Each application pursuant to this chapter must be required to contain basic information to be provided by the applicant to the President and reviewable by the Nominations and Appointments Committee or Senate. Review responsibility must be vested in the Nominations and Appointments Committee. This application must include the following items for completion by the applicant:

Name

Date

Student ID

Texas State Email

* + - * 1. **POSITION SPECIFICREQUIREMENTS.** Depending on the position additional information regarding qualification of ability may be required including:

A resume or Vita.

Cover Letter.

#### NOMINATIONS AND APPOINTMENTS COMMITTEE

* + - * 1. **PURPOSE.** The purpose of the Nominations and Appointments Committee is to investigate to discover if nominees to fill vacant Senate seats as well as cabinet level and judicial nominees meet a high standard of capability, have all the desired qualifications, and are not improperly entangled in any activities which may result in a loss of public trust in nominated and properly confirmed officials. Resolutions for the nomination of any such position must first be reviewed by the committee and can only be advanced to the full Senate upon passing by a majority vote of the committee, as provided by the procedures set forth in Article IV.
        2. **POWERS.** The committee must review the nomination of any person proposed to fill a Senate vacancy, cabinet position, or judicial position. The committee must exercise such powers that allow it to fulfill its purpose including:

Establish a standardized questionnaire or disclosure forms for all positions under its jurisdiction to review.

Request and require a nominees or candidate to produce written statements of qualification, deliver an updated resume, answer question in writing, in person or by tele-conference, produce documentation relevant to the interview process, and appear in person to answer questions as it deems appropriate.

Require the President to present any relevant information they may have in their possession about the nominee and may require them to report on the nominee’s qualifications.

* + - * 1. **CHAIR.** The Senate Leader must serve as chair of the committee.
        2. **Vice Chair.** The Senate Parliamentarian will serve as Vice Chair of the Committee and serve as chair when the Senate Leader is absent or unable to preform their duties.
        3. **MEMBERSHIP.** The committee will be made up of seven (6) Senators and one (1) member of the House. The committee must always include the Senate Leader as chair and the Senate Parliamentarian as Vice Chair. Four (4) other members will be Senators selected by the Senate Leader and confirmed by two-thirds of the Senate. One position will be selected by the House Leader.

#### NOMINATIONS AND APPLICATIONS

* + - * 1. **SENATE APPLICATION.** When a vacancy occurs in the Senate, the Senate will select the replacement. The committee will establish the application for Senator each year, collect and process the applications as deemed appropriate, and select those nominees they deem qualified to fill vacancies in the Senate. The Senate Leader will issue a Resolution for Confirmation for each qualified applicant accepted by the committee and forward it to the Vice President for consideration at the next meeting.
        2. **PRESIDENTIAL NOMINATION.** The President will select from the nominees to cabinet and judicial position to forward to the Nominations and Appointments Committee. For all cabinet and judicial nominations, the President must submit a nomination in writing to the Senate via a formal memorandum including the name of the nominee and the position they wish the nominee to fill. The nomination is read on the Senate floor and the nominee will be referred to the Nominations and Appointments Committee for consideration at that point.

#### INTERVIEW, REPORTING, AND CONFIRMATION PROCEDURE

* + - * 1. **NOMINEE CONSIDERATION AND INTERVIEW.** For Presidential nominations once written notification by the President has been received the committee may take the steps within its power to assess the qualifications and acceptability of the nominee and must report its final disposition on the nominee to the Senate in writing within six (6) days. During this time period the committee may conduct interviews. The committee must provide seventy-two hours’ notice to nominees about any hearing time. The interviews will be open to the public but only the committee and the nominee may participate in the interview. If the committee fails to provide seventy-two-hour notice to the nominee or fails to meet and provide final disposition in writing, then the nominee will automatically be referred to the Senate at the next regular meeting.
        2. **SENATE APPLICANT CONSIDERATION AND INTERVIEW.** For Senate vacancies the committee will review the applicant and report its final disposition on the application to the Senate within six (6) days. All positions subject to review under this chapter must appear before the committee and answer questions if asked to do so either in person or via teleconference. The dates, times, and locations of such interviews must be posted 24 hours in advance on the Student Government website. The interviews will be open to the public but only the committee and the nominee may participate in the interview.
        3. **EXPEDITED PROCESS.** The committee may opt, by majority vote, to advance a nominee or applicant without any formal hearing, interview or process if they deem it appropriate in which case the nominee or applicant’s confirmation can occur at the next regularly scheduled meeting of the Senate.
        4. **OPEN RECORDS.** Any student may request records in connection with the transaction of official business of the committee if the information is created by, transmitted to, received by, or maintained by a member of the committee in their official capacity, or a person or entity performing official business or function on behalf of the committee, and pertains to official business of the committee, except those protected as privileged by federal and state law or university policy, by addressing in writing via Texas State University email such request for information to the Senate Leader. The Leader is required to respond with information they deem relevant and applicable under the standards herein to the requestor within five (5) business days.
        5. **TRANSCRIPTION OF PROCEEDINGS.** All proceedings of the committee must be recorded with an audio or audio/visual recorder or written transcript. Anything recorded during the hearing will be stored in an archive for 2 years.
        6. **RULE FOR RECUSAL.** Any member of the committee must recuse themselves from participation in a hearing when by virtue of their relationship or association with a nominee they are unable to decide the case impartially. A motion for recusal of a specific member may be made by a member of the committee during a hearing and upon majority vote affirming therein will require the committee member to recuse themselves from the hearing.
        7. **MEETINGS.** All meetings of the Nominations and Appointment Committee will be open to the public, though only the Senators my participate in the discussion, questions, deliberation and voting. The dates, times, and locations of the meeting will be set 3by the Senate Leader, so long as three (3) days’ notice is given to the committee members. All means necessary should be taken by the Senate Leader to ensure the meeting occurs in the Student Center or other on campus location. In addition, notice as to the meeting date, time, and location must be posted on the Student Government website 24 hours before it occurs.
        8. **COMMITTEE REPORTING.** Upon a majority vote of the committee the Senate Leader must report to the Senate in writing the disposition of the nominee. The committee may report to the Senate favorably, unfavorably, or without recommendation in accordance with the following:

Reporting a candidate or nominee’s disposition favorably means that a majority of the committee agrees with the nomination. In this case, the Senate Leader and at least one member of the committee they select will serve as author and lead sponsor on a Resolution for Confirmation and submit it within the 7-day period to the Vice President for placement on the next Senate agenda. Other members of the committee may also choose to serve as sponsor. If the Senate Leader objects to the nominee, they must delegate resolution authorship to someone on the committee who is in the majority.

Reporting a candidate or nominee’s disposition without a recommendation may mean the committee is tied on advancing the nominee to the full Senate or unsure of the nominee’s qualification. Reporting without recommendation will advance the nomination to the full Senate. When reporting without a recommendation at least two Senators from the committee, one as author and the other as lead sponsor, must submit a Resolution of Confirmation for the nominee within the 6-day period to the Vice President for placement on the next Senate agenda.

Reporting a candidate or nominee’s disposition unfavorably means that the committee does not consider the candidate or nominee qualified, has found conflicts of interest, unacceptable entanglements or other activities which may damage the legitimacy of their office or in the event a nominee or candidate misses an interview. A nominee or candidate that is reported unfavorably will not advance for a full vote in the Senate, unless the Senate passes “A Motion to Discharge from the Committee on Nominations and Appointments the Consideration of the Nomination to [Position Title]”. This motion must be made immediately after the Senate Leader reports the disposition to be valid. If this motion passes, any Senator wishing to do so may author a Resolution of Confirmation.

Regardless of the committees reported disposition the Senate Leader has a responsibility to speak before the Senate begins debate and discussion on the Resolution of Confirmation to provide relevant and timely information about the nominee and the committee’s findings.

If the Committee returns a judicial or cabinet nominee with an unfavorable disposition any Senator may propose A Resolution of Confirmation once the Senate Leader has reported the committees findings. This bypass of the Committee decision is only possible once the disposition of the committee has been reported to the Senate.

If the Committee returns a Senate candidate unfavorable disposition any Senator may propose A Resolution of Confirmation once the Pro-Tempore has reported the committee’s findings. This bypass of the Committee decision is only possible once the disposition of the committee has been reported to the Senate.

* + - * 1. **CONFIRMATION BY THE SENATE.** A Resolution for Confirmation that has been reported to the Senate favorably may be read and voted on in the same meeting, bypassing the standard “two meeting-two reading” rule. A Resolution for Confirmation that has been issued without a recommendation or has been caused to be on the agenda by a motion to discharge from the committee must follow standard rules whereby two readings in sperate meetings are required prior to a vote. When the committee reports without recommendation or unfavorably considering the resolution under emergency status rules is prohibited.
        2. **INSTALLATION.** Upon passage of a Resolution of Confirmation the nominee will be installed into their duly nominated and confirmed office. Approved Senate nominees will be installed through a reading of the oath of office administered by the Vice President at the same meeting for which they were confirmed. Approved judicial and cabinet nominees will be installed through a reading of the oath of office administered by the President at the same meeting for which they were confirmed.
        3. **REJECTED NOMINEES.** If the Senate rejects a candidate or nominee, the same person may not be re-nominated to the same position in the same session and will not be permitted serve in recess appointment for which their nomination was rejected.