

# **2016-2017 House Rules**

*for the*

## **James Madison University Student Senate**

### **Rule I. Responsibilities of Student Senators**

- A. All Senators are required to attend all Student Senate meetings.
- B. All Senators are required to attend all respective committee meetings.
- C. All first semester Senators are required to attend at least one parliamentary workshop given by the Parliamentarian during the fall semester.
- D. All Senators are required to attend all meetings assigned to them by the Speaker of the Student Senate.

### **Rule II. Responsibilities of Student Representatives**

- A. All Representatives are required to attend any four Senate meetings per semester.
- B. All Representatives are required to attend all respective committee meetings.
- C. All first semester Representatives are required to attend at least one parliamentary workshop given by the Parliamentarian during the fall semester.

### **Rule III. Conduct in the Senate**

- A. All Senators and Representatives are required to listen to and be respectful of their colleagues and all guest speakers.
- B. All Senators, Representatives, Executive Officers, Executive Staff and guests will be recognized to speak at the discretion of the Speaker of the Student Senate.
- C. All Senators, Representatives, Executive Officers, Executive Staff and guests shall not use electronic devices at the discretion of the Speaker of the Student Senate.

### **Rule IV. Submission of Bills and Amendments**

- A. An electronic copy of all bills must be submitted to the Speaker of the Student Senate no later than 5 p.m. Sunday before Senate meetings.
- B. No bills submitted after the above time will be accepted for that week's meeting.
- C. The Speaker of the Student Senate shall make all relevant Senate meeting materials (ex. Bills, previous minutes, agenda, etc.) no later than 24 hours prior to the Senate meeting.

### **Rule V. Student Senate – Attendance Requirements**

- A. Absences
  - 1. Any unexcused absence from a Student Senate meeting or a parliamentary workshop will constitute one absence.
  - 2. Any excused absence from a Student Senate meeting, or a parliamentary workshop will not constitute an absence.
  - 3. If one is absent during a roll call vote or quorum call, this will constitute one half of an absence. Quorum calls will be executed through a roll call.

4. Any Senator with more than four absences per year will be subject to removal from the organization by the Membership Committee. Membership Committee shall inform all members upon their third absence no later than 5pm Sunday following the occurrence of the third absence.
  5. Any Representative who does not attend the required four senate meetings per semester will be subject to removal from the organization by the Membership Committee.
- B. Excuses
1. Excuses for absences, late arrivals and/or early departures are to be submitted to the Membership Chairperson's e-mail before the following Sunday at 5 p.m. Excuses not received before the above time will not be accepted.
  2. Excuses are to be as specific as possible and will be reviewed and decided at the discretion of the Membership Committee.
  3. Appeals for unexcused absences, late arrivals and/or early departures are to be submitted electronically no later than one week after the notification by the Membership Committee to the Membership Committee Chairperson who will then present it to the Speaker of the Student Senate.

## **Rule VI. Senate Standing Committees – Attendance Requirements and Secretaries**

- A. Absences
1. Recording attendance at committee meetings is the responsibility of the committee secretary or the acting substitute.
  2. Attendance records are to be recorded every meeting on the assigned Spreadsheet for the committee.
- B. Excuses
1. All absence excuses must be recorded on the attendance spreadsheet by the committee secretary.
  2. After the third absence, the Membership Committee will review the absences and excuses and may take further action if deemed necessary.
  3. Appeals for absences are to be submitted in written form to the Membership Committee Chairperson no later than one week after the notification from the Membership Committee.
- C. Committee Secretary
1. A committee secretary shall be appointed by a majority vote from the committee. If the committee secretary is absent, the respective committee chairperson shall assume the responsibilities of the secretary or appoint a member of the committee to do so.
  2. The duties of the committee secretary include, but are not limited to:
    - i. Keeping accurate minutes and attendance records of all committee meetings.
    - ii. Submit committee attendance to the Membership Secretary's assigned spreadsheet.
    - iii. Submit minutes to the committee Chairperson within one week of the committee meeting.

**Rule VII. Excused Absences**

- A. New members, for their first semester, will not be penalized for late arrivals and/or early departures from Senate and/or missed senate meetings due to the uncontrollable scheduling of classes.
- B. Extenuating circumstances will be determined at the discretion of the Membership Committee.
- C. In the case of an extenuating circumstances and if the Membership Committee receives an excuse in time to review it prior to Senate and they deem it as excused, then that Senator won't be counted in quorum.

**Rule VIII. Unexcused Absences**

- A. If an excuse is not approved by the Membership Committee, it will be considered an unexcused absence.
- B. The Membership Committee shall inform the member within one week of receiving the excuse whether it is excused or not excused.
- C. The Membership Committee shall issue an e-mail warning to any Senator who has accumulated three total absences.

**Rule IX. Proxy Votes**

- A. Only Senators are allowed to hold a proxy.
- B. In the event of an unexcused absence, late arrival and/or early departure from a Senate meeting, the Senator who will be absent may declare another Senator to act as their proxy.
- C. The Senator requesting the proxy must submit a written proxy by 5 p.m. Tuesday before the intended meeting—specifically naming a proxy and signed by both the Senator and named proxy—to the Membership Chairperson or their designated representative.
- D. The Membership Chairperson, or their designated representative, will then decide whether the proxy is approved or not approved.
- E. The Membership Chairperson, or their designated representative, shall inform the proxy, before voting begins, if the proxy is approved or not approved.
- F. Senators are only allowed to hold one proxy per meeting.
- G. Each proxy will constitute one half of an absence.
- H. Proxies will count towards establishing quorum.

**Rule X. Recorded Vote**

- A. A recorded vote shall be ordered on:
  - 1. Any bill of opinion
  - 2. Any matter on which one-fifth of Senators present order it
- B. The Speaker of the Student Senate or a designee shall call the roll call vote.
- C. The Membership Committee Chairperson shall compose a table of all roll call votes, noting the specific vote of each Senator.

**Rule XII. Conducting the Senate**

- A. In the absence of the Speaker of the Senate, the Membership Chairperson, or a Senator designated by the Student Speaker, shall undertake the responsibility of conducting the meeting.
- B. At the start of the Senate year, the Student Government Parliamentarian shall preside over the Student Senate meetings until a Speaker of the Senate has been elected and confirmed.
- C. The Speaker of the Senate must adjourn the Senate meeting before the building closes.
- D. At the start of every Student Senate meeting, the Senate will recite the pledge of allegiance, recognize a moment of silence. After the moment of silence, the Membership Chairperson, or a designated member of the Membership Committee, shall call the Senate roster.

**Rule XIII. Rules of Succession**

- A. In the absence of House Rules, the Student Senate shall be governed by the processes enumerated in the Student Government Association Constitution, Student Government Association Bylaws, and the most newly revised edition of *Robert's Rules of Order*.