

Procedural Motion

-A procedural motion to define the Standing Rules for The 47th Session University of Toledo Student Government.

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Let the following be adopted as the standing rules for the University of Toledo Student Senate:

1. Causes for censure shall include:
 - 1.1 Disruptions of procedure. Disruptions of procedure shall be defined as any knowing action that hinders or obstructs the orderliness, efficient procedure, and/or effectiveness of our legislative body. Such actions include, but are not limited to: objecting to a motion with no intention of further debate, repetitively speaking without being called upon by the Chair, resorting to vituperative ad hominem attacks that shame our body, or obstructing the passage of a piece of legislation through a committee on account of personal animus, etc.
2. All personal communication devices will be on silent or turned off.
 - 2.1 All Senators will refrain from using any electronic device during a presentation by a guest speaker. All Senators will give the guest speaker their entire
3. All votes on legislation will be taken by roll call, unless the chair deems it unnecessary, or unless a motion to approve by acclamation passes.
 - 3.1 If a roll call vote is deemed unnecessary, votes can be taken by standing, voice, or ballot votes at the discretion of the Chair.
4. Debate will adhere to the following rules:
 - 4.1. Debate will taken the following format:
 - 4.1.1 The author of the legislation or motion (“the matter”) will present to the legislation and answer questions
 - 4.1.2 Motions will have a three (3) minutes time limit to explain and answer questions. The committee to which the matter was previously referred will be allotted three (3) minutes to present its recommendation and answer questions.
 - 4.1.3 Any guest may speak on the matter for three (3) minutes prior to senate debate.
 - 4.1.4 Guests may continue to offer points of information and answer questions at the discretion of the Chair but may not otherwise participate in debate.
 - 4.2 Yielding the floor is not permitted.
 - 4.3 Should the President, Vice-President, or Advisor wish to speak during debate, they may request to do so prior to debate. Their request may be granted by a majority vote of present members.
5. All agenda items for Senate must be submitted in electronic format to the Legislative Secretary no later than 5:00 pm on Monday for consideration at the general meeting on the following Tuesday.

- 5.1 Legislation that has been sent to a Standing Committee will remain on the agenda as old business. Once the Committee has made all necessary changes the legislation will be placed before the Senate. The Senate will then vote to hear the legislation with the changes or to hear it as it was originally written.
- 5.2 The Steering Committee shall have jurisdiction over the items on the weekly Senate agenda.
- 5.3 The Steering Committee will act as a rules committee for the Student Senate, in order to set the standards for debate.
6. Each Senator, excluding members of the Steering Committee, will be assigned by the Chair to one Student Senate Standing Committee.
- 6.1 Committee meetings times will be set for the entire semester and will not be altered without the prior consent of the Steering Committee.
- 6.1.1 Standing committee meetings will be held once weekly.
- 6.1.2 Steering committee will meet weekly Monday evenings. The meeting time will be announced in Senate and will be posted in the Student Government office.
- 6.2 Committee Chairs will submit reports of attendance to Standing Committee meetings electronically to the Chair or Vice-Chair.
- 6.2.1 If a Committee Chair fails to submit a committee's report he/she will be penalized one "absence" as defined in the Code of Conduct.
- 6.2.2 In the event that a Committee Chair is absent to a Standing Committee meeting, the committee members will appoint a temporary chair for that meeting. The formally elected Committee Chair retains responsibility for delivering a report and attendance to the Executive Committee.
- 6.3 At the Chair's discretion, a Senator may be able to opt out of serving a committee time should the following conditions hold:
- 6.3.1 If a newly approved at-large senator has class during all current Senate Standing Committees' meeting times AND
- 6.3.2 changes to any current Senate Standing Committees' meeting times would be inconvenient to the committee members.
7. Legislation shall be assigned a serial number by the Legislative Secretary for purposes of internal tracking.
- 7.1 Serial numbers shall be in the following format: "C-NNN-Q-MMDDYY"
- 7.1.1 "C" shall correspond to the committee to which the legislation was originally referred. Committees are assigned the following numbers: Academic Affairs as "1," Administrative Affairs as "2," Housing and Residence Life as "3," Student Services/ Information/ Public Safety as "4," Finance as "5," Steering as "6," and miscellaneous (not applicable to a specific committee) as "7." Any proposed amendments to the Constitution or Bylaws will be assigned to "8."
- 7.1.2 "NNN" shall correspond to the chronological order in which the legislation was submitted, with the first as "001" and the second as "002," and so on.
- 7.1.3 "Q" shall correspond to the type of the legislation, with Resolutions as "R," Bills as "B," proposed Constitution and Bylaw amendments

as “A,” and Procedural Motions as “P.”

7.1.4 “MMDDYY” shall correspond to the date on which the legislation was first read on the Senate floor, with two digits each for day, month, and year. I.e., “August 4, 2011” would read “080411.”

8. A footer shall be added to each piece of legislation by the Legislative Secretary containing a history of the legislation. I.e., “First reading at Student Senate- Tuesday, April 18, 2010; referred to Finance Committee by Student Senate – Tuesday, April 18, 2010; Passed with amendments by Finance Committee – Thursday, April 20, 2010;” etc.

9. Any portion of these standing rules may be suspended by the Senate upon a 2/3 vote of the total present membership of Senate.

9.1 The motion for suspension of these rules will be exhausted on the one purpose specified in the motion.

10. All official meeting business must be concluded by 10:55 pm ET, with announcements and final roll call being completed by 11:00 pm ET.

10.1 Should it be deemed necessary that a meeting continue past 10:55 pm ET, the meeting may be extended by a majority vote of the present members of the Senate.

10.2 Under no circumstances should a Senate meeting last longer than 12:00 am ET.

Read 1st-8/23/11

Read 2nd-8/30/11

Passed 8/30/11