

OLD

SENATE RULES OF PROCEDURE

ARTICLE I. Quorum

- Section 1. A quorum is a simple majority of the total number of Senators in office and shall be required to conduct business.
- Section 2. If at any time a Senator feels that there is not a quorum present, it is his duty to request a call for quorum. The Chairperson shall then immediately ascertain whether a quorum is present. It shall be within the power of the Chairperson to take necessary actions to ensure the maintenance of a quorum.

ARTICLE II. Decorum

- Section 1. The Chairperson of the Senate shall preserve decorum at all Senate meetings.
- Section 2. The Chairperson may request any observer to leave a meeting of the Senate if said observer is disruptive to the Senate proceedings.
- Section 3. Any Senator who transgresses these Senate Rules of Procedure (hereinafter referred to as Rules) shall be called to order by the Chairperson.
- Section 4. The Chairperson or any member shall have the power to immediately request a censure of any individual for disruptive behavior. The disruptive individual shall be censured from the meeting by a 2/3 majority vote of the Senate membership present.

ARTICLE III. Order of Business

- Section 1. After appropriate opening ceremonies, the Chairperson shall follow an agenda limited to but not necessarily including the following:

Attendance/Determination of Quorum
Amendments to Agenda
Approval of Minutes
Officer Reports
First Reading of Legislation
Second Reading of Legislation
Third Reading of Legislation

Open Business
Board and Committee Reports
Senate Forum/Announcements
Adjournment

ARTICLE IV. Definitions

- Section 1.** Legislation is limited to Bills, Resolutions, Directives and Memorials.
- Section 2.** A Bill is the formal, written draft of a proposed legislative act or amendment to a previously adopted legislative act. Bills are limited to Senate Code amendments, Senate Rules amendments, financial allocations, and approval of the annual budget.
- Section 3.** A Resolution is a formal, written expression of the opinion of the Senate and has no legal or binding effect.
- Section 4.** A Directive is a formal, written instruction of the Senate to other entities for the purpose of adopting a temporary course of action.
- Section 5.** A Memorial is a formal, written expression of the Senate commemorating any person, organization, idea or action and has no legal effect.
- Section 6.** Senate meetings, as used within these rules, shall include all formal Caucus, Regular Session and Special Session meetings of the Senate and shall exclude committee and committee of the whole meetings.

ARTICLE V. Routing of Legislation

- Section 1.** All legislation considered by the Senate must be typewritten and grammatically correct, denote a sponsor, a title and a number, and a statement of purpose.
- Section 2.** All legislation is introduced of the "First Reading" portion of the Senate agenda. The title, author, number and date of introduction are read aloud and the legislation is referred to an appropriate Senate Committee by consensus of the Senate.
- Section 3.** Senate Committees shall hear testimony and amend legislation as they see fit. Legislation referred from a committee to the "Second Reading" portion of the Senate Agenda shall be with a do-pass recommendation or no recommendation.

Section 4. After any legislation has been in a Committee for six (6) school days, it may be called upon for by a majority of the Senate membership and placed on the agenda under the second reading of legislation.

Section 5. The second reading may consist of the following: Senate Committee Report, Senate Committee Minority Report, a motion from the sponsor to refer to the "Third Reading" portion of the Senate Agenda, a motion from a Senate member to refer the legislation back to committee, opening remarks from the sponsor, questions of the sponsor and open discussion. The second reading is intended for initial debate on the measure which allows members to scrutinize the issues before final debate. Final action may not be taken on legislation during second reading. Legislation must be sent on to Third Reading, referred back to committee, or postponed definitely (to a certain time).

Section 6. The third reading may consist of the following: a motion from the sponsor to adopt the legislation, opening remarks from the sponsor, questions of the sponsor and open discussion. The third reading is intended for debate concerning the merits of the legislation.

Section 7. All legislation passed by the Senate in the third reading is referred to the ASBSU President. All vetoes shall be considered by the Senate under the "Open Business" portion of the Senate Agenda.

ARTICLE VI. Miscellaneous Rules

Section 1. The Senate shall hold a Caucus and Regular Session each week while school is in session.

Section 2. Miscellaneous rules of debate.

- a.** Debate of legislation shall not begin until there are no Senators who wish to question the sponsor or until the sponsor yields the floor to discussion.
- b.** Senators should be recognized by the Chairperson in the order in which they have sought recognition. No Senator shall be recognized by the Chairperson for a second time if a Senator who has not spoken seeks recognition. The sponsor should be given the right of rebuttal at any point in the discussion.
- c.** No Senator may speak more than ten (10) minutes at a time.

- d. Should the Chairperson wish to participate in discussion, he must relinquish the chair until the question has been resolved.

Section 3. Miscellaneous Rules of Motions

- a. After the Chairperson has submitted a question or there has been a vote of the Senate, he shall not entertain or recognize a member on any motions, points or otherwise until a decision of the Senate has been declared by the Chairperson.
- b. The Senate shall operate according to Parliamentary Procedure as outlined in Robert's Rules of Order. This rule may not be suspended.
- c. Motions which conflict with the Constitution or Laws of the United States of America, the State of Idaho (to include the Idaho State Open Meeting Law), or Boise State University shall be out of order. This rule may not be suspended.

ARTICLE VII. Voting

Section 1. Methods of Voting

- a. All Senators must be aware of what is being voted on prior to a vote being taken. The Chairperson should give all Senators a reasonable chance to cast their vote and change it if necessary.
- b. All Senators have the right to abstain from any vote and they shall not be counted in determining the outcome.
- c. Any question or motion except final passage of legislation may be put to the Senate by a voice vote at the discretion of the Chairperson.
- d. A vote by show of hands shall be used: (1) whenever requested by at least one Senator or the Chairperson, (2) to determine a Division of the Assembly, or (3) to determine the outcome of any vote which requires a two-thirds majority for passage.
- e. A vote by roll call shall be used: (1) whenever requested by at least three Senators, (2) whenever called for by the Chairperson and at least one Senator, or (3) whenever final passage of legislation is in question.

- f. The Chairperson shall not accept votes from any Senator not present at the time that the vote is being conducted.

Section 2. Types of Majority

- a. A simple majority shall be defined as one more than half of the Senate membership present and voting.
- b. A two-thirds majority shall be defined as a minimum of two-thirds of the Senate membership present and voting.
- c. The Chairperson may vote only to make or break a simple or two-thirds majority.

ARTICLE VIII. Senate Officers

Section 1. The Chairperson shall:

- a. be the ASBSU Vice President;
- b. provide direct communication from the Senate to the Executive and Judicial branches of the ASBSU and all other appropriate parties;
- c. be responsible for the administrative functions of the Senate;
- d. be responsible for the proper and timely preparation of agendas, minutes, legislation and all other materials pertinent to the operation of the Senate;
- e. preside over all formal Senate meetings, preserve order and decorum, decide all points of order subject to an appeal to the Senate, conduct and declare all votes, and recognize members of the Senate and gallery to speak;
- f. verify and sign all legislation passed by the Senate;
- g. make a reasonable attempt to notify all members at least one week prior to the occurrence of any Senate meeting not during the regular school year;
- h. and establish a comprehensive training program for all new Senate members.

Section 2. The President Pro Tempore shall:

- a. be a member of the Senate and be elected by a majority of the current senate membership;
- b. in the absence of the Vice-President, assume the duties of the Vice-President;
- c. be the highest ranking member of the Senate;
- d. be responsible for Senate committee appointments;

Section 3. The Assistant President Pro Tempore shall:

- a. be a member of the Senate appointed by the President Pro Tempore with the concurrence of a majority of current Senate membership;
- c. fulfill the requirements of the President Pro Tempore when the Pro Tempore assumes the duties of the Chairperson.
- d. call Senators out of committee meetings and hearings for quorum call at regular Senate meetings.

ARTICLE IX. The Members

Section 1. A member is any person meeting the requirements set forth by the ASBSU Constitution.

Section 2. Members are required to attend all Caucus and formal meetings of the Senate, all committee meetings of which they are members, and at least five office hours per week while school is in session.

Section 3. Members may be excused from any formal meeting of the Senate, committee meeting or office hour only for:

- a. death in the family;
- b. personal illness;
- c. unavoidable emergency (excluding work)
- d. school or organized school activities.

- Section 4. Three or more unexcused absences from any Caucus or formal meeting shall be grounds for impeachment.
- Section 5. Members must serve on at least two Senate standing committees.
- Section 6. New members should attend a comprehensive training program established by the Chairperson.
- Section 7. Members shall be assigned an appropriate number of ASBSU clubs and organizations, as delegated by the Chairperson. They shall also contact each club or organization they are assigned and report information on the activities of each to the Senate at reasonable intervals.

ARTICLE X. Committees

- Section 1. All committees are, in part, work committees, and as such have a strong duty to research student-oriented projects and draw up necessary legislation in their area of interest.
- Section 2. The Senate shall have five standing committees designated as follows:
- a. Senate Ways and Means Committee.
 - b. Senate Budget and Finance Committee.
 - c. Senate Public Liaison Committee.
 - d. Senate Student Affairs Committee.
 - e. Senate Appointment Review Committee.
- Section 3. All Senate Standing Committees shall operate within guidelines prepared internally that are consistent with these Senate Rules of Procedure.
- Section 4. Committee members shall be appointed by the President Pro Tempore with the approval of a simple majority of the Senate .
- Section 5. The President Pro Tempore shall designate a member of the committee to act as Chairperson.
- Section 6. Committees shall be required to report to the Senate a minimum of once per week concerning the activities, actions and ideas of the committee.

- Section 7. Committee Chairpersons and members may be removed from said committee with a two-thirds majority approval of the Senate.
- Section 8. On occasions when committees are required to report on any subject referred to them, and the vote out of committee is not unanimous, the majority and minority may each make a report to the Senate under Committee Report.
- Section 9. The Senate Student Affairs Committee shall be responsible for the maintenance, budgeting, and the implementation of the ASBSU voluntary bicycle registration program. This program shall be made available to all BSU students and faculty in a manner the committee shall decide is most beneficial and can reach the most students. The committee shall submit to the Senate a plan of implementation no later than the second week of each semester including a week long campaign in the Student Union eating areas.
- Section 10. Any committee wishing to go into an executive session must follow the guidelines set forth by the Idaho Code, Section 67-2341 to Section 67-2346 (Open Meeting Law).
- Section 11. No committee may go into an executive session for the consideration of an appointee to an elective position.
- Section 12. The President Pro Tempore and the Chairman of each committee shall meet as soon as feasible at the beginning of each Senate term and/or semester, to establish a standard time, and day of week for the convening of a meeting of each Senate committee, with the exception of Appointment and Review. Each Committee meeting shall not conflict with formal, caucus, or other Senate committee meetings.

ARTICLE XI. Minutes

- Section 1. The Senate shall keep minutes of its meetings.
- Section 2. The Recording Secretary shall prepare the minutes and enter the record of each meeting's proceedings.
- Section 3. Every motion made and entertained by the Chairperson shall be entered in the minutes denoting the last name of the persons making and seconding the motion.
- Section 4. The Recording Secretary shall enter the hour of each commencement, recess and adjournment in the minutes.

Section 5. The opinion of any member or group of members, not exceeding five hundred words, may be entered in the minutes, but the language thereof shall not transgress the rules of the Senate relating to language used in debate.

ARTICLE XII. Correspondence

Section 1. Petitions requests, or correspondence requiring legislative action shall be appropriately considered by the Chairperson. Such items may be referred to a committee or acted upon under the open business portion of the agenda. All written correspondence to the Senate shall be communicated by the Chairperson to the Senate at the earliest possible meeting.

ARTICLE XIII. Amendments

Section 1. Amendments to these Rules must be proposed through a Bill presented to and approved by a two-thirds majority of the Senate.

Section 2. Unless otherwise stated, amendments to these Rules shall take effect immediately upon passage and may not be used ex post facto.

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