

Standing Rules of the Senate

Undergraduate Student Government

The Ohio State University

For the purposes of establishing conduct and order within the Undergraduate Student Government Senate, these rules are herein created.

Established: 2006

Updated by Resolution of the Senate: Spring 2010-- BNE

I. Acknowledgement of Superseding Documents

- A. All rules contained herein are superseded by and shall not conflict with the Undergraduate Student Government Constitution and the Undergraduate Student Government Bylaws.

II. Quorum

- A. Quorum for Undergraduate Student Government Senate meetings (both general and special/emergency) shall constitute greater than one-half the number of all currently serving Undergraduate Student Government members of the Senate.
- B. Quorum shall be established by a Roll Call at the beginning of each meeting.

III. Agenda

- A. Business shall be conducted according to the agenda approved by the Undergraduate Student Government Senate Steering Committee, constructed pursuant to the Organizational Bylaws.

IV. Rules of Order

- A. At all times the Senate shall abide by the rules of order for parliamentary bodies contained in the most recent edition of *Robert's Revised Rules of Order* except when they are superseded by these Standing Rules or superseding documents thereto.
- B. The Parliamentarian shall have a copy of the most recent edition of Robert's Rules of Order, Undergraduate Student Government constitution, Undergraduate Student Government Organizational Bylaws and these Standing Rules present at all Undergraduate Student Government Senate meetings.
- C. Speech and Debate
 - 1. When a member of the Senate (herein "member") desires to speak, he or she shall motion to the Speaker of the Senate or the presiding officer.
 - a. The Speaker of the Senate or the presiding officer shall recognize and acknowledge the member's request to speak and add that member to a speaking order. The speaking order must be listed according to the order in which the members have expressed their desire to speak, and shall be kept by the Speaker of the Senate or Senate Parliamentarian.

- i. Should a motion to Call the Question be made and adopted by a majority vote of members present, all members currently on the speaking order must be permitted to speak, however no new members may be added to the speaking order. The question shall be called immediately after the last member on the speaking order has yielded the floor,
 - (1) A motion to Reconsider a vote to Call the Question shall be in order, but shall only be made from a member on the speaking list or in time yielded thereto.
 - b. No member shall proceed with speech or debate until recognized by the presiding officer, except in cases of privileged and incidental motions which permit such actions.
 2. No member shall interrupt any other member in debate without his or her consent, except for privileged and incidental motions which permit such actions.
 3. All motions, speech and debate shall be addressed to the presiding officer.
 - a. Any Point of Information may, however, be directed to any party which may answer it, at the discretion of the presiding officer.
 4. If any member, in speaking or otherwise, in the opinion of the presiding officer transgresses the rules of Senate, the presiding officer shall call him or her to order.
 - a. Any member called to order shall comply or may be removed from the Senate meeting.
 5. Only members shall retain full speaking rights on the floor of the Senate.
 - a. The Speaker of the Senate shall have the discretion to permit other members of the Undergraduate Student Government or the public (herein, “non-members”) to speak outside of the Executive Report or Open Forum for the Public.
 - b. Time in debate may only be yielded to members who retain full speaking rights.
 6. The presiding officer shall have the final ruling on what is germane to discussion at any point in the Senate meeting.
 7. If a time limit of discussion is proposed and agreed to by a majority of members present, the Senate Parliamentarian shall monitor the time.
 - a. There shall be no time limit on responses to a Point of Information or Point of Order.
- D. Amendment of Legislation
 1. When amendment to legislation is in order, motions of amendment may only be moved during general discussion on the legislation in question.
 2. “Friendly” amendments shall be granted by consent of the sponsor of given legislation, in agreement with the presiding officer.
 - a. An amendment may be considered as “friendly”, provided it meets the following criteria:
 - i. The amendment does not change the type of vote required for passage of the legislation (i.e. from a simple majority to a 2/3 majority passage).
 - ii. The amendment does not change the substance of the resolution in the judgment of the presiding officer, subject to appeal.
- E. Suspension of these Standing Rules

1. Rules of Order contained in these Standing Rules or in Robert's Rules of Order may be suspended by a two-thirds vote of members present.
- F. Amendment of these Standing Rules
1. The standing rules of the Senate may be amended with a simple majority vote of members present.
 - a. All amendments must be submitted in the form of legislation.

V. Undergraduate Student Government Senate Open Forum

- A. As prescribed in the Organizational Bylaws (*Appendix A*), there shall be time on each Senate agenda for an open forum for the public.
1. Any member of the public not listed on the agenda may address the Undergraduate Student Government Senate for a maximum of two (2) minutes.
 - a. The presiding officer shall call for and hear all members of the public wishing to speak, unless a motion to end 'Open Forum for the Public' is entertained and passed by a three quarters vote of members present.
 - b. The Senate may then, if desired and germane, ask questions to the individual who has addressed the Senate.
 2. The Undergraduate Student Government Senate Steering Committee, by a majority vote, may place a speaker on the agenda under the open forum and allow this individual to speak for more than two (2) minutes.

VI. Undergraduate Student Government Executive Report

- A. As prescribed in the Undergraduate Student Government Constitution, there shall be time on each Senate agenda for an Executive Report to be given.
1. The presiding officer shall recognize the President of the Undergraduate Student Government or designee to give the report.
 - a. There shall be no time limit on this report or questions thereto.
 2. Following the Executive Report, members shall be given the opportunity to address questions to the President or designee.

VII. Undergraduate Student Government Senate Committee Reports

- B. There shall be time on each Senate agenda for members of university-wide or Undergraduate Student Government Senate committees to address the Senate about the actions of their committee.
1. Any member of a university-wide or Undergraduate Student Government Senate committee not listed on the agenda may address the Undergraduate Student Government Senate for a maximum of two (2) minutes.
 - a. The Senate may then, if desired and germane, ask questions to the individual who has addressed the Senate.
 2. The Undergraduate Student Government Senate Steering Committee, by a majority vote, may place a speaker on the agenda under the Committee Reports section and allow this individual to speak for more than two (2) minutes.

VIII. Voting

- A. The presiding officer shall prescribe the voting method on any given vote before the Senate.

1. Any member may demand, prior to the start of voting, a more stringent method of voting, which must then be recognized and carried out by the presiding officer.
- B. The presiding officer shall retain full voting rights respective to his/her position as a member of the Senate.

IX. Format of Legislation

- A. All legislation shall be formatted in accordance with the sample piece of legislation contained in Undergraduate Student Government Organizational Bylaws (*Appendix A*).
 1. Improperly formatted legislation may be rejected by the Speaker of the Senate.
- B. There may only be one primary sponsor per item of legislation.
 1. A sponsor may choose to allow as many members to co-sponsor as desired.
 2. Both co-sponsors and sponsors reserve the right to withdraw their names from legislation at any time prior to passage of the legislation on the Senate floor.

X. Submission of Legislation

- A. Legislation may be submitted or introduced in the following manners:
 1. To appear on the agenda, legislation may be submitted electronically to the Speaker of the Senate six hours prior to the convening of the Undergraduate Student Government Senate Steering Committee.
 2. Introduced onto the floor of the Senate in a time sensitive cases at the discretion of the Chair.
 - a. A 2/3 vote of members of the Senate present is required to introduce legislation to the floor.
 - i. A written copy of any legislation introduced to the floor must be presented to the presiding officer prior to consideration.
 - ii. Introduction of new legislation onto the floor for any purpose shall only be in order during the “New Business” section of the agenda.
 - iii. Where possible, members should provide enough copies to accommodate discussion of the entire Senate.
 - b. Any legislation brought to the Senate floor may be referred to Committee by a 2/3 vote of members present.
 - i. The primary sponsor of any legislation introduced on the floor must send an electronic copy of the legislation and any requisite supporting documents to the entire Senate, prior to its consideration in Committee.
 - (1) No Senate Standing Committee shall evaluate legislation introduced on the floor unless electronic copies of that legislation have been sent to the Senate.

XI. Committee Reports, Passed Legislation and Minutes

- A. Committees shall report on their actions to the Secretary of the Senate, in the form of a Secretary’s Report.
 1. The report should be an overview of all actions taken at the meeting.
 2. Reports are due to the Secretary of the Senate within one week of the Committee approving them.

3. Each Committee Secretary shall be responsible for ensuring such reports are submitted to the Secretary of the Senate.
- B. The Secretary of the Senate shall make available a Secretary's Report of all Senate meetings in the format prescribed in the Organizational Bylaws (*Appendix A*).
 1. The Secretary shall submit a copy of the completed minutes to the all members of the Senate, the President and Vice President at least twenty-four (24) hours prior to the next meeting.
- C. Any minutes recorded shall be made available to members of the Senate upon request, but need not be distributed regularly.
- D. All legislation passed by committee, along with any required minutes, reports, or other supporting documentation must be submitted electronically to the Speaker of the Senate prior to the upcoming Undergraduate Student Government Senate Steering Committee meeting.

XII. Conduct in the Senate Chamber

- A. Members of the Senate shall conduct themselves in professional and respectful manners at all times.
- B. Members of the Senate may not be disruptive or distracting at any point during a Senate meeting.
 1. Should the presiding officer find a member to be disruptive or distracting, he or she may ask the member to cease his or her present behavior.
 2. Should the member continue to disrupt or distract Senate business, the presiding officer reserves the right to remove a member from the Senate chamber.
 - a. Should a member refuse a request to leave the Senate Chamber, the Senate Parliamentarian shall contact appropriate authorities to compel such action.
- C. No member of the Senate shall direct remarks at another member of the Senate.
 1. All remarks shall be addressed to the presiding officer.
 2. Points of Information, being the sole exception to this rule, may be directed specifically, at the discretion of the presiding officer.
- D. No member of the Senate shall be hostile or threatening in their words or actions.
- E. Rules of decorum which apply to members of the Senate shall also apply to anyone addressing the Senate.

XIII. Senate Vacancy Procedures

- A. The Steering Committee shall create an application for individuals interested in filling Senate vacancies.
 1. The Speaker of the Senate may first contact former candidates who ran unsuccessfully for the position with a vacancy, but such candidates must complete the application/interview process.
 - a. An application shall be kept on file by the Speaker of the Senate for the remainder of the Senate term.
 2. If the Steering Committee votes to seek out applicants from only the pool of previous candidates, the committee shall then review all such applications and recommend no more than three (3) individuals who submitted an application for consideration on the floor of the Senate.

3. If the Steering Committee decides to seek out applications other than only prior candidates, the committee must make a public announcement and make a good faith effort to ensure that various media outlets are aware of the availability of applications for vacancies.
 4. Applications for vacancies must be posted on the Undergraduate Student Government website.
 5. The Speaker of the Senate shall set a clear deadline for when applications are due.
 - a. Applications may only be accepted after the advertised deadline if the Steering Committee agrees to accept applications by a simple majority vote.
- B. The Steering Committee may begin to review all viable applications.
1. The Steering Committee may send a maximum of three (3) applicants to the floor of the Undergraduate Student Government Senate for consideration.
 2. The Steering Committee is not required to interview or meet with applicants, but may choose to do so if deemed necessary by the Committee.
- C. All applicants shall be informed of whether or not his or her application is accepted for consideration by the Senate.
1. This notification shall be the responsibility of the Speaker of the Senate.
 2. At the time of notification, the Speaker of the Senate shall provide all accepted applicants with a document that shall enumerate suggested topics for applicants to cover in their speeches.
 - a. Topics enumerated in the document shall include applicants' prior Undergraduate Student Government and campus involvement, issues the applicants see facing their constituency, and projects the applicants would like to work on.
 - b. The document shall not provide suggested answers and shall serve only to inform the applicants of the factors that the Undergraduate Student Government Senate is likely to consider when filling a vacancy position. This document shall be preapproved by the Steering Committee and shall be the same for all candidates within a constituency.
- D. Applicants for full Senate Consideration shall then be invited to an upcoming Undergraduate Student Government Senate meeting for review by the Senate.
- E. The confirmation process for prospective applicants shall be conducted on the floor as follows, for each respective constituency seat allotted:
1. The prospective applicants' initial applications shall be distributed by the Speaker of the Senate to the Undergraduate Student Government Senate before the meeting where the vacancy will be filled.
 2. All applicants shall be dismissed from the Senate chamber and the Speaker of the Senate shall call in the first applicant in alphabetical order for a particular constituency.
 3. The applicant shall be afforded no more than three (3) minutes to speak before the Senate.
 4. The floor will be open to a question and answer session for no more than three (3) minutes following each applicant's speech.
 - a. Senators recognized by the Speaker of the Senate shall have the opportunity to ask one (1) question.

- b. The Speaker of the Senate reserves the right to dismiss a question he or she deems to be unfit.
 - c. The questions need not be standardized for each applicant.
 - 5. The applicant shall then be dismissed from the Senate chamber, and the next applicant for a given seat shall be called in for this process, until the candidate pool for a given constituency is exhausted.
 - 6. The Senate shall then move into discussion on all of the applicants for a given seat.
 - a. The Senate shall move into executive session for the purposes of discussion and voting, and shall return to general meeting at the conclusion of voting.
 - 7. Once discussion has ended, the Senate shall vote on the applicants. The vote shall be conducted by a secret ballot unless the Senate agrees to select an applicant by acclamation.
 - a. The presiding officer and the Senate Parliamentarian (or Senate Parliamentarian *pro tempore*) shall count all votes.
 - b. If no applicant receives a majority vote, the applicant with the fewest votes shall be removed from consideration and the Senate shall vote on the two remaining applicants.
 - i. The candidate with the majority of votes shall be selected.
 - 8. The Speaker of the Senate shall announce the results of the election to the Senate and all applicants, and shall move into consideration of other vacancies.
 - a. After all vacancies are filled, the Speaker of the Senate shall swear in all new members of the Senate.

XIV. Election of Senate Officers

- A. Senate Officer Elections shall be held at the first Senate meeting of a Senate Session.
 - 1. Elections of Senate Officers cannot be held until all members-elect have been sworn in.
 - 2. The filling of an officer vacancy shall be the first order of business at the Undergraduate Student Government Senate meeting following the occurrence of the vacancy.
- B. The Chair *pro tempore*
 - 1. To Chair the meeting of Senate Officer Elections, the Chair must meet the following criteria:
 - a. He/she has not been elected as President/Vice President of the Undergraduate Student Government for the incoming Session of the Senate.
 - b. He/she is not a candidate for re-election to the position of Speaker of the Senate.
 - 2. Selection of the Chair *pro tempore* of the incoming Session of the Senate shall be as follows, in descending order, selecting a member both eligible and interested in serving:
 - a. Speaker of the previous Session of the Senate
 - b. Parliamentarian of the previous Session of the Senate
 - c. Secretary of the previous Session of the Senate
 - d. Chair of the Committee on Academic Affairs of the previous Session of the Senate.

- e. Chair of the Committee on Budget and Finance of the previous Session of the Senate.
 - f. Chair of the Committee on Policy and Governance of the previous Session of the Senate.
 - g. Chair of the Committee on Student Life of the previous Session of the Senate.
 - 3. The Chair *pro tempore* shall not reserve speech and debate privileges unless he or she is a member.
 - 4. The Chair *pro tempore* shall not reserve speech and debate privileges or vote in the election of any student officer of the Senate unless he or she is an elected member of the incoming senate.
- C. The order of positions elected shall be as follows, in descending order:
- 1. Speaker of the Senate
 - 2. Parliamentarian of the Senate
 - 3. Secretary of the Senate
 - 4. Chair of the Committee on Academic Affairs
 - 5. Chair of the Committee on Budget and Finance
 - 6. Chair of the Committee on Policy and Governance
 - 7. Chair of the Committee on Student Life
- D. Election of the Speaker of the Senate
- 1. The procedure for election of the Speaker of the Senate shall be as follows, in order:
 - a. The Chair *pro tempore* shall call for nominations for the Office of Speaker of the Undergraduate Student Government Senate.
 - i. Candidates must be nominated by another member of the Senate.
 - ii. The chair shall ask the nominee if the nomination is accepted. If the nomination is accepted, that nominee is now a candidate for the office of Speaker of the Senate.
 - b. After all nominations have been received, the Chair *pro tempore* shall close nominations.
 - i. After the close of nominations, no motion to recess or adjourn shall be in order until the election of a new Speaker of the Senate.
 - ii. After the close of all nominations, the Senate shall move into Executive Session, until the election of a new Speaker of the Senate.
 - iii. If at the close of nominations only one (1) candidate exists, then that candidate shall be immediately elected to the position of Speaker, and the procedure further herein prescribed shall not be utilized.
 - c. All candidates for the position of Speaker of the Senate shall then be excused from the Senate chamber.
 - d. The speaking order for the candidates shall be randomly determined by the Chair *pro tempore*, in a manner which is visible and agreed upon by the Senate.
 - i. The Chair *pro tempore* shall announce to the candidates the speaking order decided upon.
 - e. In the order determined, each candidate for Speaker of the Undergraduate Student Government Senate shall speak before the Senate.

- i. Each candidate shall be afforded up to five (5) minutes of time in which they may speak.
 - ii. The Senate may ask up to five (5) questions of each candidate.
 - (1) All questions asked must be asked of each candidate.
 - (2) The Chair *pro tempore* shall rule any question which cannot be asked of all candidates out of order.
 - (3) The Chair *pro tempore* shall select the five (5) questions from the first five (5) Members of the Senate on the Speaker's List (one question per Member of the Senate).
 - iii. After all questions have been asked and responded to, each candidate shall leave the Senate Chamber.
 - f. After all candidates have spoken before the Senate, the Senate shall move into discussion.
 - g. The Senate shall vote by secret ballot.
 - h. The Chair *pro tempore* and the Parliamentarian of the prior Senate shall count the votes.
 - i. The Chair *pro tempore* shall read each vote to the Parliamentarian of the prior Senate.
 - ii. The Parliamentarian of the prior Senate shall record each vote.
 - iii. Should the Parliamentarian of the previous Senate be excused from the Senate Chamber, the President shall assist the Chair *pro tempore* with the vote count.
 - i. Once a Speaker has been determined, the Chair *pro tempore* shall inform all candidates and the Senate in tandem.
 - i. The Chair *pro tempore* shall relinquish the seat of Speaker of the Undergraduate, and the newly-elected Speaker shall take the seat of Chair immediately.
- E. Election of all other Senate Officers
1. The procedure for election of all other Senate Officers shall be as follows, in order:
 - a. The Speaker (or presiding officer accordingly) shall call for nominations for each office.
 - i. Candidates must be nominated by another member of the Senate.
 - ii. The chair shall ask the nominee if the nomination is "accepted". If the nomination is accepted, that nominee is now a candidate.
 - b. After all nominations have been received, the Speaker shall close nominations.
 - i. After the close of nominations, no motion to recess or adjourn shall be in order until the election is completed.
 - ii. If at the close of nominations only one (1) candidate exists, then that candidate shall be immediately elected to the position of election and the procedure further herein prescribed shall not be utilized for that office.
 - c. All candidates for the Officer position shall then be excused from the Senate chamber.

- d. The order of the speaking positions for the candidates shall be randomly determined by the Speaker, in a manner which is visible and agreed upon by the Senate.
 - i. The Speaker shall announce to the candidates the speaking order decided upon.
- e. In the order determined, each candidate for the election shall speak before the Senate.
 - i. Each candidate shall be afforded up to two (2) minutes of time in which they may speak.
 - ii. The Senate may ask up to three (3) questions of each candidate.
 - (1) All questions asked must be asked of each candidate.
 - (2) The Speaker shall rule any question which cannot be asked of all candidates out of order.
 - (3) The Speaker shall select the three (3) questions from the first three (3) Members of the Senate on the Speaker's List (one question per Member of the Senate).
 - iii. After all questions have been asked and responded to, each candidate shall leave the Senate Chamber.
- f. After all candidates have spoken before the Senate, the Senate shall move into discussion.
 - i. During discussion and voting, the Senate shall move into Executive Session, until the election is completed.
- g. The Senate shall vote by secret ballot.
- h. The Speaker and the Parliamentarian of the Senate or Secretary of the Senate shall count the votes.
 - i. Any motion to reconsider shall not be in order from this point until the end of the elections of all Senate Officers.
 - ii. To be elected, a candidate shall receive a simple majority vote of those members of the Senate present.
 - (1) In the event that no candidate earns a simple majority of the votes, the candidate who has received the lowest number of votes shall be eliminated from the election, and shall retake his or her seat in the Senate chamber.
 - (2) Any [seconded] motion for discussion shall be entertained, and may be granted by a simple majority's vote.
 - (3) After all discussion is exhausted, or in the event there is no discussion, the Senate shall vote again in the aforementioned manner.
- i. Once a Candidate has received a simple majority vote of all members of the Senate present, the Speaker shall inform all candidates and the Senate. Any Candidate elected shall assume their position immediately upon election.
 - i. The Senate, after voting, shall move from executive session into regular session.

XV. Seating of Members; Seating of the President & Vice President

- A. During the first meeting of the Undergraduate Student Government Senate in a given session, duly elected members of the Senate and the Executive Branch shall be seated. The process shall be as follows:
1. With the appropriate presiding officer (per Article XIII) presiding, a quorum of members-elect shall be determined.
 2. A proper quorum being present, the President-elect and Vice President-elect shall take the oath of office, unless the election for these offices has been tied.
 - a. In the event of a tie, the President-elect and Vice President-elect shall be sworn in after the tie has been resolved, per Section 4 below.
 3. Duly elected Members-elect of the Senate shall take the oath of office.
 - a. If more than the number of candidates to be elected as a member of the Senate received the largest and an equal number of votes, such tie shall be resolved by the following method:
 - i. Uncontested members-elect shall be sworn in.
 - ii. All candidates (for all tied elections) shall be dismissed from the Senate chamber and the presiding officer shall call in the first candidate in alphabetical order for a particular constituency.
 - iii. The candidate shall be afforded no more than two (2) minutes to speak before the Senate.
 - iv. The Senate may ask no more than two (2) questions to the candidate, though such questions must be posed to every candidate for the same seat.
 - (1) The presiding officer reserves the right to dismiss a question he or she deems to be unfit.
 - v. The candidate shall then be dismissed from the Senate chamber, and the next candidate for a given seat shall be called in for this process, until the candidate pool for a given constituency is exhausted.
 - vi. The Senate shall then move into discussion on all of the candidates for a given seat.
 - (1) The Senate shall move into executive session for the purposes of discussion and voting, and shall return to general meeting at the conclusion of voting.
 - vii. Once discussion has ended, the Senate shall vote on the candidates. The vote shall be conducted by a secret ballot unless the Senate agrees to select a candidate by acclamation.
 - (1) The presiding officer and the Senate Parliamentarian (or Senate Parliamentarian *pro tempore*) shall count all votes.
 - (2) If no candidate receives a majority vote, the candidate with the fewest votes shall be removed from consideration and the Senate shall vote on the remaining candidates. This shall continue until a candidate is elected.
 - (i) The candidate with the majority of votes shall be elected.
 - viii. The presiding officer shall announce the results of the election to the Senate and all candidates for the seat, and shall move into consideration of other tied votes if applicable.
 - (1) After all seats are filled, the presiding officer shall swear in all new members of the Senate.

4. Tied Elections for the Presidency
 - a. If more than the number of candidates to be elected to the office of President or Vice President received the largest and an equal number of votes, such tie shall be resolved by the following method:
 - i. All candidate teams shall be dismissed from the Senate chamber and the presiding officer shall randomly determine the order and call in the first candidate team.
 - ii. The candidate team shall be afforded no more than seven (7) minutes to speak before the Senate.
 - iii. The Senate may ask no more than seven (7) questions to the candidate team, though such questions must be posed to every candidate team
 - (1) The presiding officer reserves the right to dismiss a question he or she deems to be unfit.
 - (2) Either or both the Presidential candidate or Vice Presidential candidate may respond to questions posed.
 - iv. The candidate team shall then be dismissed from the Senate chamber, and the next candidate team shall be called in for this same process, until the candidate pool is exhausted.
 - v. The Senate shall then move into discussion on all of the candidate teams.
 - (1) The Senate shall move into executive session for the purposes of discussion and voting, and shall return to general meeting at the conclusion of voting.
 - (2) No motion to recess or adjourn, at this point, shall be in order.
 - vi. Once discussion has ended, the Senate shall vote on the candidates. The vote shall be conducted by a secret ballot.
 - (1) The presiding officer and the Senate Parliamentarian (or Senate Parliamentarian *pro tempore*) shall count all votes. Votes shall be counted aloud, and announced publicly.
 - (2) Motions for acclamation shall not be in order.
 - (3) If no candidate team receives a majority vote, the candidate team with the fewest votes shall be removed from consideration and the Senate shall vote on the remaining candidate teams. This shall continue until a candidate team is elected.
 - (i) The candidate team with the majority of votes shall be elected.
 - vii. The presiding officer shall announce the results of the election to the Senate and all candidate teams.
 - (1) Once the tie has been broken, the President-elect and Vice President-elect shall be sworn in.

XVI. Impeachment and Censure Hearings

- A. With due notice given (as prescribed in the Constitution and Organizational Bylaws), censure and impeachment hearings shall be heard on the Senate floor after being passed by Committee.
- B. If a member of Senate is removed from a hearing by the presiding officer due to breach of decorum, the hearing shall continue without that member.
- C. The order of impeachment/censure proceedings shall be as follows:

1. The presiding officer shall announce the consideration of the resolution containing the Articles of Impeachment/Censure.
 - a. The Senate shall move into Executive Session after this announcement.
2. The Secretary of the Senate shall read aloud the Articles of Impeachment/Censure.
 - a. If the Speaker of the Senate is the subject of impeachment the Parliamentarian shall be appointed the Chair *pro tempore*.
 - b. If the Secretary of the Senate is the subject of impeachment, the presiding officer shall appoint a Secretary *pro tempore*, whose name shall be entered into the Secretary's Report as such.
3. The sponsor of the Articles of Impeachment/Censure shall be given seven (7) minutes to speak and present evidence before the Senate
 - a. No questions from the Senate shall be in order during this time.
4. Any co-sponsors of the Resolution shall be given one (1) minute to speak before the Senate.
 - a. No questions from the Senate shall be in order during this time.
5. The accused shall be given ten (10) minutes to speak and present evidence before the Senate.
 - a. No questions from the Senate shall be in order during this time.
6. After all parties have spoken, questions shall be entertained from the Senate, and may be directed to any sponsor, co-sponsor, or the accused.
 - a. There shall be no limit on the time or number of questions, however the chair may, at his or her discretion, call for the close of discussion, subject to appeal.
7. After questioning has finished, the Senate shall move into closed discussion.
 - a. The sponsor and co-sponsors of the Articles of Impeachment/Censure and the accused shall be dismissed from the chamber during the closed discussion.
 - b. At this point, no motion to reconsider or motion to recess shall be in order.
8. The sponsors/co-sponsors of the articles of impeachment/censure and the accused may be called back into the chamber by a majority vote.
9. At the conclusion of discussion, the Senate shall vote by method of Secret Ballot.
 - a. The accused and any sponsors or co-sponsors of the Articles of Impeachment/Censure shall be invited back into the chamber after discussion, and shall be permitted to vote on the Articles of Impeachment/Censure, if eligible.
 - b. The votes shall be read aloud by the presiding officer and the Secretary of the Senate or Secretary *pro tempore* shall keep official tally of the votes, to be confirmed by the presiding officer and either the Vice President or Senate Parliamentarian.
10. The Senate, after voting, shall return from executive session to regular session.
 - a. Upon receiving a 2/3 majority of votes of members present in favor of the impeachment, the accused shall be removed as a member of the Senate and/or any position(s) or committee membership(s) thereto, which shall be immediately reflected in the record.
 - b. Upon receiving a majority vote of members present in favor of the censure, the accused shall be formally admonished as a member of the Senate, which shall be immediately reflected in the record, and released to the public.

XVII. Vetoed Legislation

- A. Vetoed legislation shall enter the agenda as part of old business in the next regular meeting's agenda.
- B. Vetoed legislation must be considered as it was given to the President for consideration; there shall be no amendments to vetoed legislation..
- C. The President must make a good faith effort to deliver vetoed legislation to the Speaker within one academic week of passage.