

# THE UNIVERSITY OF MEMPHIS®

## Student Government Association

### Senate Rules Manual

### On Legislative Modus Operandi

#### **Article I – Committee Structure and Function**

##### **Section 1**

Each committee shall consist of one chairman, one vice chair, one committee clerk and its members.

##### **Section 2**

The duties and privileges of the Chair shall be:

- a. to preside over regular and special committee meetings,
- b. to elect or appoint Vice-Chair,
- c. to elect or appoint the committee Clerk,
  - i. Election/appointment of Vice-Chair and Clerk must be held during first full committee meeting.
- d. to conduct meeting procedure training,
- e. to lead committee bill writing in the absence of a regular bill calendar,
- f. to serve on the Legislative Council.

##### **Section 3**

The duties and privileges of the Vice-Chair shall be:

- a. to carry out all duties and privileges of the chair in his/her absence,
- b. to serve on the Legislative Council.

##### **Section 4**

The duties and privileges of the committee Clerk shall be:

- a. to record minutes of the committee meeting.
- b. to submit meeting minutes to Senate Chief Clerk as the committee report no less than twenty-four (24) hrs prior to regular Senate meeting,
- c. to submit bills, heard and recommended, to Senate Chief Clerk no less than twenty-four (24) hours prior to regular Senate meeting,
- d. to carry out all legislative assignments given to him/her by committee chair/vice-chair or Senate Chief Clerk.

##### **Section 5**

Committee proceedings shall abide by the following agenda:

- i. Call to order
- ii. Roll Call
- iii. Additions to Agenda
- iv. Open Forum (optional)
- v. Old Business vi.
- New Business vii.
- Announcements viii.
- Roll Call
- ix. Adjournment

## **Section 6**

Committee responsibilities:

- a. Committee shall be responsible for hearing and recommending, either for favorable passage or defeat, all bills assigned to that committee by the office of the Speaker.
  - i. Bills heard in committee must receive simple majority vote of voting committee members to receive passage.
- b. Committee must attach official Senate Bill Coversheet to all bills and resolutions heard and recommended. **Pursuant to Article V (section 1)** of this manual.
- c. Committees shall consist of a minimum of one chair and two voting members to conduct official business.

## **Section 7**

Committees reserve the right to amend bills and resolutions assigned to that committee.

- a. Amendments by committee must be passed with simple majority vote of voting members of committee.
- b. Committee must attach official Committee Amendment Form to all bills amended by recommending committee. **Pursuant to Article V (section 2)** of this document.

## **Article II – Bill Flow/Processing**

### **Section 1**

All Bills or Resolutions for introduction shall be filed in the office of the Speaker of the Senate or the Senate Chief Clerk as designated by the Speaker.

- a. Sponsors **MUST** file bills by the second to last regular SGA meeting per semester. **Pursuant to Article Six (section 10) of SGA By-Laws.**

### **Section 2**

Bills and Resolutions shall be referred to an appropriate committee by the Speaker of the Senate.

### **Section 3**

Newly assigned bills and resolutions shall be heard under “New Business” of the initial committee meeting after receipt of bill.

#### **Section 4**

Upon recommendation by committee, committee shall submit heard and recommended bills to the Senate Chief Clerk to be placed on the Senate calendar.

#### **Section 5**

All committee recommended Bills and Resolutions must be submitted at least 24 hours prior to Regular Senate Meeting.

#### **Section 6**

Bills and Resolutions that embrace more than one subject may be considered by multiple committees.

#### **Section 7**

Bills deemed "Urgent" by a 2/3 majority of the Legislative Council may be passed by the Student Senate on the first reading. Upon passing the full Student Senate with a 2/3 majority "Urgent" bills may be sent to the President for signing or veto.

#### **Section 8**

Upon receipt of the veto from the President, the sponsor of the Bill or resolution may bring the legislation to the Senate again. To do this, the sponsor must re-file bill with the Speaker of the Senate within seventy-two (72) hours of notice of veto.

### **Article III – Bill Writing**

#### **Section 1**

Every Act or Resolution, in order to be effective and binding, must contain:

1. The Senate number
2. The title or caption
3. The name of prime sponsor(s)
4. Substance
5. The enacting clause with a date and fiscal impact line

#### **Section 2**

Senators shall be responsible for composing and submitting a minimum of one (1) bill per semester as the prime sponsor.

#### **Section 3**

Committees shall be responsible for composing and submitting a minimum of two (2) bills per semester. Any member of the committee shall sponsor the bill.

#### **Section 2**

Senate shall use Official Bill Writing template **Pursuant to Article V (section 3)** of this document.

### **Article IV – Parliamentary Procedure**

#### **Section 1**

*Robert's Rules of Order Newly Revised* shall be determinative of the

Parliamentary Procedure under which the Senate shall operate.

## **Article V – Templates**

See templates at <http://www.memphis.edu/sga>

## **Article VI – Amendments**

### **Section 1**

Amendments to these Rules shall be introduced in the form of a bill to the Senate.

### **Section 2**

Amendments shall be considered passed by a two-thirds affirmative vote of the Senate membership present at any meeting of the Senate.

### **Section 3**

Said amendments shall take effect at the beginning of the next full academic semester pending Executive approval. Copies of the newly revised, amended, and adopted Rules must be available to the Senators by the next scheduled Senate meeting after passage.