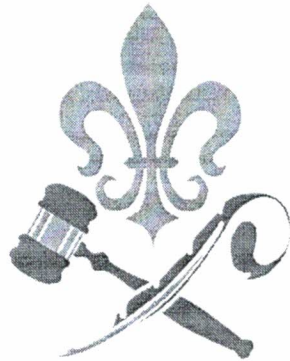

University of New Orleans



Rules and Procedures of the Student Government Association Senate

BE IT ENACTED BY THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT ASSOCIATION SENATE THAT:
The following article shall be Rules and Procedures to guide the actions of the Senate, as revised by the Senate.

Adopted On: *April 29, 2016*

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- I. Officers and Staff of the Senate
 - a. President of the Senate
 - i. The Student Government Association (SGA) Vice President of Legislative Affairs shall be the President of the Senate, also referred to as the Senate Presiding Officer.
 - ii. The Presiding Officer shall abide by the powers and duties laid out in the SGA Constitution.
 - b. President Pro Tempore of the Senate
 - i. The President Pro Tempore is ex-officio chair of the Governance Committee.
 - ii. The President Pro Tempore shall abide by the powers and duties laid out in the SGA Constitution.
 - c. Parliamentarian of the Senate
 - i. The Parliamentarian is the ex-officio chair of the Rules Committee.
 - ii. The Parliamentarian shall abide by the powers and duties laid out in the SGA Constitution.
 - d. Chief Communications Officer
 - i. The Chief Communications Officer is the ex-officio chair of the Student Affairs and Information Committee.
 - ii. The Chief Communications Officer shall abide by the powers and duties laid out in the SGA Constitution.
 - e. Chief Financial Officer
 - i. The Chief Financial Officer is the ex-officio chair of the Finance Committee.
 - ii. The Chief Financial Officer shall abide by the powers and duties laid out in the SGA Constitution.
 - f. Clerk of the Senate
 - i. The Clerk of the Senate shall be nominated by the Presiding Officer and confirmed by a simple majority vote of senators present and voting.
 - ii. If the Clerk of the Senate cannot attend a meeting, he/she must find a replacement, or a senator may serve as the Clerk of the Senate, but will not count as present and voting and must find a proxy.
 - iii. The Clerk of the Senate shall be removed with a Bill of Particulars and a 2/3 majority vote of all seated senators.
 - iv. The Clerk of the Senate shall have the following responsibilities and duties:
 1. To keep the minutes of all senate meetings;
 2. To print all Acts of the Senate, as amended, and to provide them to each Senator upon request;
 3. To make available to each Senator a copy of the Senate meeting minutes no later than 48 hour prior to the next regularly scheduled Senate meeting.
 4. To perform other duties, as requested, by the Presiding Officer, President Pro Tempore, or the Senate.
 - v. The Clerk of the Senate may not serve as clerk to any other branch in the Student Government Association.

II. Rules of Order

a. Definitions

- i. A business day shall consist of a 24-hour period, exclusive of Saturdays, Sunday, and holidays.
- ii. A calendar day shall consist of a 24- hour period.
- iii. A vote shall be one of the following: "Yes" or "No".
- iv. A senator has the option to abstaining from a vote. To abstain from a vote means to not vote. Although the senator is not casting a "yes" or "no" vote, they will still be counted as present and included as a senator present and voting.
- v. A simple majority shall be reached when the number of "yes" votes equal fifty percent plus one of those Senators present and voting.
- vi. The minimum requirement for quorum of the Senate shall be a simple majority of all seated Senators.
- vii. An objection may be raised by any Senator in response to any motion raised by another Senator. The objection must be raised prior to a vote of the motion. The objection ends the motion in question. A simple majority vote of the Senators present and voting may override an objection.
- viii. The Presiding Officer shall be the SGA Vice President of Legislative Affairs. In the absence of the SGA Vice President of Legislative Affairs, the Presiding Officer shall be determined be the following order:
 1. The President Pro Tempore
 2. The Deputy Senate President Pro Tempore
 3. The Chief Financial Officer
 4. The Chief Communications Officer
 5. If no Presiding Officer is determined by the Order, then the SGA Advisor shall have the power to appoint any Senator present as the Presiding Officer for that Senate meeting.
 6. In the case that the SGA Vice President of Legislative Affairs will no longer be able to serve their office or be Presiding Officer, the SGA President reserves the power to appoint someone to the position of SGA Vice President of Legislative Affairs, with a simple majority vote of senators present and voting.

b. Order of Business

- i. The Order of Business at all meetings of the SGA Senate shall be as follows:
 1. Call to Order
 - a. The Presiding Officer shall announce the intention to begin the meeting. All voting members shall sit in the front of the room, closest to the Presiding Officer, with their fellow senators of their college. All non-voting participants and guests shall be limited to seating behind the voting members' area.
 2. Roll Call
 - a. The Presiding Officer shall call each Senator's name in alphabetical order. Each Senator shall respond with "present"

or “here”. If no response has been recorded within six seconds, the Senator shall be considered tardy. If a Senator arrives late, the Senator asks to be recognized. Once recognized, the Senator shall announce their name, their college, and “now present” or “now here”. After roll call, the Presiding Officer will announce quorum.

3. Approval of the Minutes

- a. Each senator should read over the previous week’s minutes prior to the following meeting. The Presiding Officer will ask if there are any corrections, amendments, or concerns with the minutes. If there are any corrections, amendments, or concerns, a Senator may be recognized by the Presiding Officer. The Senator will then state the correction, amendment, or concern. If there are no objections, the correction, amendment, or concern is made by general consensus of the Senate. If there is an objection to the stated correction, amendment, or concern, there is no change to the minutes. When all corrections, amendments, and concerns are addressed, the Presiding Officer will approve the minutes without objection. A vote is not required to accept the minutes.

4. Communications and Announcements

- a. This section is open to both senators and guests, but senators will have the priority to speak. An individual will have three minutes to make a presentation without interruption. After they finish, the floor may be opened for a questioning period for no more than three minutes.

5. President Pro Tempore and Committee Reports

- a. The President Pro Tempore will have 3 minutes to give their report followed by 3 minutes for questions. After the President Pro Tempore’s report, each committee will have 3 minutes to present their report followed by 3 minutes for questions.

6. Executive Reports, Judicial Reports, SAC Reports, and Advisor Reports

- a. Any member of the Executive Branch, the Judicial Branch, SAC, or an SGA Advisor who wishes to address the senate will have 6 minutes to give their report followed by three minutes for questions.

7. Old Business

- a. Any Senate Business that requires a veto override or has been tabled back to a committee will be revisited during this time.

8. New Business

- a. The Senate shall consider any legislative instruments, motions, and proposals that have been placed on the agenda as a result of passing through all appropriate committees with the required votes.

- b. Upon recognition by the Presiding Officer, the Senate sponsor and/or author of the bill shall introduce the legislative instrument. This introduction shall proceed, without interruption, for no more than six (6) minutes.
- c. The next ten (10) minutes shall be a period of questioning from the Senate. This questioning period may be extended with a motion from any Senator, a second, and approved by a simple majority vote of Senators present and voting. This questioning period may be ended by the Presiding Officer, without any objection from any Senator.
- d. The instrument will then enter into initial debate.
 - i. An initial debate period shall follow questioning. The time limit for initial debate shall be six (6) minutes: three (3) minutes shall be controlled by the first Senator to rise in opposition and the remaining three (3) minutes shall be controlled by the principal sponsor. If the principal sponsor does not wish to speak for those three minutes, the first Senator to rise in support of the instrument shall be given control of the above three minutes. This time limit for the debate may be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a majority vote of those Senators present and voting. This time shall be divided equally between support and opposition. The Presiding Officer may end initial debate before time has elapsed if there is no objection by any Senator.
- e. The instrument will then enter the amendment process.
 - i. Any Senator who wishes to amend the legislative instrument may motion to do so following initial debate and prior to final debate. The Senator shall provide a written copy of the proposed amendment. A debate period on the amendment shall follow.
 - 1. The time limit for debate shall be six (6) minutes: three (3) minutes shall be controlled by the Senator proposing the amendment and three (3) minutes shall be controlled by the first Senator to rise in opposition to the amendment. The time limit may be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a simple majority vote of those Senators present and voting. The amendment debate period may be ended before the time limits expire by the Presiding Officer, without an objection from any

Senator. A roll call vote shall then be taken on the amendment in question.

2. After the vote on the amendment, any additional amendments will then be introduced following the above rules.
- ii. At this point in the debate, the legislative instrument could be assigned to a committee by the Presiding Officer without objection from any Senator or by a motion from any Senator, a second, and approved by a simple majority of those Senators present and voting. If no action is taken on the legislative instrument, the legislative instrument goes through final debate.
- f. The Instrument will then enter into final debate.
 - i. A final debate period for the completed bill (including all approved amendments) shall follow the amendment process. The time limit for debate shall be six (6) minutes: three (3) minutes shall be controlled by the first Senator to rise in opposition and the remaining three (3) minutes shall be controlled by the principal sponsor. If the principal sponsor does not wish to speak for those three (3) minutes, the first Senator to rise in support of the instrument shall be given control of the these three (3) minutes. This time limit may be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a simple majority vote of those Senators present and voting. Final debate may be ended by the Presiding Officer before time has elapsed if there is no objection by any Senator.
- g. Voting on legislative instruments.
 - i. The Presiding Officer shall call for a vote on the legislative instrument, without objection from any Senator, following final debate. Any Senator may also motion for a final vote, a second, and a simple majority vote of those Senators present and voting.
 - ii. All legislative instruments shall be subjected to a final vote. All final votes shall be taken by Roll Call vote by those Senators present and voting at a Senate meeting.
- h. Veto Overrides
 - i. The Senate shall have two (2) calendar weeks, starting from the subsequent Senate meeting following the Presidential veto, to override the said veto. In addition, should a Senator move to override a veto before the two calendar week deadline, that Senator may

withdraw his motion and reserve the right to raise it again before the deadline. Only a Senator may call for a veto override vote. Any Senator who wishes to override a veto or a line-item veto of the SGA President on a legislative instrument shall motion for a veto override vote during Old Business. This motion shall require a second. The Senator who motions for a veto override shall be given six (6) minutes to explain his/her reason(s) for motioning for the override vote. A debate format shall follow the explanation. The time limit for debate shall be six (6) minutes: three (3) minutes shall be controlled by the first Senator to rise in opposition and three (3) minutes shall be controlled by the Senator calling for the override. The time limit shall be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a simple majority of those Senators present and voting. Debate may be waived if there are no objections from any Senator. After the debate process is over, an override vote shall be taken.

9. Nominations and Appointments

- a. The Senate shall consider any nominations and appointments as placed on the agenda by the Presiding Officer or upon motion of any Senator. These nominations and appointments are subject to the requirements laid out in the SGA Constitution. Any Senator has the right to question any nominee or appointment in which a Senate confirmation vote is needed. Any nominee or appointment shall have the opportunity to speak on the matter if they so choose to. Nominations and appointments can only occur after all New Senate business has been completed or tabled.
 - i. During nominations and appointments, a nominee or appointee shall have a three (3) minute time to introduce themselves. Followed by a three (3) minute questioning period.
 - ii. The nominee or appointee shall then be asked to leave the room and the senate will have an open forum discussion on the nominee or appointee.
 1. This shall be a six (6) minute period, limited to 30 seconds per speaker. This time can be extended by another six (6) minutes through a motion, second, and hand vote by the senate. This time can be ended by the Presiding Officer with no objection from any Senator.

- iii. The Presiding Officer will then conduct a roll call vote on the nominee or appointee. The nominee or appointee will be approved by a simple majority vote.
- iv. The nominee or appointee will then reenter the room to hear the result.

10. Open Forum

- a. This time is intended to give members of SGA a chance to discuss matter that were not covered during the regular meeting, make suggestions, and brainstorm. Open Forum is to be used towards the betterment of the SGA. Open Forum will occur for up to twelve (12) minutes. The Presiding Officer may answer any questions raised by a speaker, or yield their time to someone more knowledgeable on the subject. This time does not change with the number of speakers. This time may be extended by another twelve minutes by a simple majority vote of the senators present and voting.

c. Structure of Discussion

- i. The Presiding Officer shall not give an opinion on the merits of any discussion of any pending legislative instruments. However, the Presiding Officer may offer interpretations of the SGA Constitution and these Rules and Procedures.
- ii. No Senator who wishes to speak on any Senate matter shall be denied the right to do so as long as they are following the structure of these Rules and Procedures or unless they have been censured as a result of disciplinary proceedings. All motions, proposals, questions, and comments shall be directed to the Senate or Presiding Officer. Senators who wish to speak will be given the opportunity in accordance with the following procedures:

- 1. A Senator shall announce their intention to speak by raising their hand and quietly waiting to be recognized by the Presiding Officer. Upon recognition, the Senator shall stand and state their name and the college they represent. The Senator will then be granted the opportunity to participate in discussion. The Senator shall remain standing throughout their comments, unless there is a medical reason that will not allow it. At the discretion of the Presiding Officer, the Senator shall be given enough time to participate in the discussion or voice his/her opinion on the subject at hand.
- 2. Any Senator who wishes to yield their recognized time during discussion to a non-senator may do so.
- 3. Senators who speak out of turn, interrupt another speaker, or infringe upon the rights of another Senator to be heard, may be subject to disciplinary measures.

d. Executive Session and Non-members

- i. All Senate meetings and Senate committee meetings shall be open to any interested individual or party. All non-voting participants and guests shall be limited to seating behind the voting members' area.

- ii. The Senate and/or its committees may go into an executive session pursuant to Louisiana State Law.
 - iii. Non-members whose conduct disrupts a meeting of the Senate or a Senate Committee meeting may be expelled from said Senate meeting or Committee meeting by the Presiding Officer with a simple majority vote of those Senators present and voting or upon a motion and a second by any Senator and a simple majority vote of those Senators present and voting.
- e. Proxies
 - i. Any Senator may appoint a proxy to act in that Senator's place in any meeting. The proxy must meet all requirements of a senator in order to serve as a proxy. No individual shall proxy for more than two senators at a time. No member of the Judiciary Branch or Executive Branch may serve as a proxy. The Proxy shall have all rights and responsibilities as the senator whose place they are taking.
 - ii. A senator shall inform the Presiding Officer of their intention to have a proxy by filling out a proxy form and delivering it to the Presiding Officer no later than the Call to Order of the Senate meeting at which the proxy will sit. The proxy form must include the name of the proxy, the date of the meeting for which the proxy will sit, and the reason for requiring the proxy.
- f. Decorum
 - i. All SGA Senators shall conduct themselves with dignity and respect. All officers, staff, and Senators are expected to demonstrate respect for the rights and opinions of other members of the SGA Senate. Officers, Staff, and Senators who fail to do so shall be subject to senatorial discipline as set out in these Rules and Procedures.
- g. Discipline of Senators and Officers
 - i. Absences – Senators are allowed one unexcused absence per semester. If a Senators is listed as absent from a second Senate session, they shall forfeit their membership in the SGA Senate.
 - 1. An absence shall only be counted as excused if the Senator notifies the Presiding Officer prior to the Call to Order of the meeting and provides proper documentation as to why they missed. If the meeting is excused is up to the discretion of the Presiding Officer.
 - a. Examples of excusable reasons for missing a meeting are illness, car accident, or a family emergency. Work will not be an excusable reason to miss a meeting.
 - ii. Late Attendance - Any Senator who arrives after roll has been called will be marked as late. After three unexcused late listings, the senator will forfeit their membership in the SGA Senate.
 - 1. Unexcused late listings follow the same protocol as absences.
 - iii. Speech and Debate – Any Senator or Officer whose conduct disrupts a meeting of the Senate or it's committees, including, but not limited to, the points enumerated below, shall be subject to disciplinary measures as detailed in these Rules and Procedures:

1. Infringing upon the rights of another individual as detailed in the SGA Constitution or these Rules and Procedures;
 2. Making derogatory remarks about an individual;
 3. Knowingly misrepresenting any individual's intentions to the Senate or committee;
 4. Any other questionable conduct as determined by law.
- iv. Disciplinary Measures:
1. Any member of the Senate, including proxies, may question the conduct of a senator or an officer by raising a Point of Order. The Presiding Officer, with the advice from the Parliamentarian, shall rule on the Point of Order and, of appropriate, issue a warning to the Senator or Officer. If the Presiding Officer is the subject of the Point of Order, then the Parliamentarian with the advice of the Pro Tempore, shall rule on the Point of Order and, if appropriate, issue a warning.
 2. Any Senator or Officer whose conduct has been questioned after receiving a warning or has been called to order repeatedly in the same meeting may be censured by the Presiding Officer with the required advice from the Parliamentarian and a simple majority vote of the Senate excluding the senator or officer in question. If a Senator is censured, the Senator shall be prohibited from being recognized by the Presiding Officer for any further discussion at said meeting. If the Presiding Officer is the subject of the censure, the Presiding Officer shall be censured by the Parliamentarian with a simple majority vote of those Senators present and voting. If the Presiding Officer is censured, they must step down for the remainder of the meeting.
 - a. Disciplinary criteria includes:
 - i. Lying or knowingly misrepresenting the truth while acting in capacity of his/her Senate position;
 - ii. Refusing a summons of the Senate or any of its Committees, either personal or informational;
 - iii. Knowingly misrepresenting the actions or intentions of the Senate to the Student Body;
 - iv. A blatant disregard of the SGA Constitution or SGA Law;
 - v. Anything the Presiding Officer of the Senate, after consultation with the Parliamentarian, establishes as precedent, appropriate or inappropriate within the meetings for their duration of their term or overturned by their own will.
 3. Any Senator or Officer, whose conduct is questioned, after being censured, may be expelled from the said meeting by the Presiding Officer with a simple majority vote of those senators present and voting.
 4. Any senator who has been expelled from a meeting shall be subject to impeachment proceedings as detailed in the SGA Constitution.

- h. Calling of a Recess
 - i. During a Senate meeting, the Presiding Officer, without objection from any Senator, or upon motion and second by any Senator and a simple majority vote of those Senators present and voting, may call for a recess, during which no official Senate business shall be conducted. This recess shall last for a specified length of time as stated by the Presiding Officer or Senator making the motion.
 - i. Suspension of Rules and Procedures
 - i. The Senate shall have the right to suspend its Rules & Procedures upon formal motion, second, and a simple majority vote of those Senators present and voting. Rules regarding a fixed number of votes or quorum may not be suspended for any reason
 - ii. When suspending Rules and Procedures the reason for suspension must be clearly stated and after the occurrence of the stated reason the Senate shall go back under the Rules and Procedures.
- III. Legislative Instruments
- a. Guidelines to Writing Legislative Instruments
 - i. Any organization or department requesting funding from the SGA must abide by the guidelines set forth in this section. Any organization or department that does not adhere to these guidelines shall result in nullification of said legislative instrument.
 - ii. Any organization requesting funding from the SGA must be registered with the office of Student Involvement and Leadership and be in good standing with the SGA and the University of New Orleans as stated in the Constitution.
 - iii. All legislative instruments must be submitted either as a hard copy or e-mail to the Vice President of Legislative Affairs, Chair of Student Affairs and Information Committee, and Student Affairs Sub-Committee of the Student Affairs and Information Committee. If turned in via hard copy, the instrument must be time-stamped and initialed by an SGA office worker, executive, or an SGA advisor.
 - iv. A current Senator must sponsor all legislative instruments, unless the author is a senator, then no further sponsor is needed. The SGA budget is except from this requirement. All legislative instruments must be filed seven (7) calendar days prior to the Senate meeting in which the matter will be introduced so that they will be included on the agenda.
 - 1. If the sponsor has become ineligible to sponsor the instrument, the author is responsible for finding a sponsor for the instrument before the Call to Order of the first meeting following the ineligibility of the sponsor. If a sponsor is not found, the legislative instrument will be removed from Senate business.
 - 2. Any legislative instrument that is presented to the SGA to be placed on the agenda shall be placed on the agenda by the Presiding Officer of the Senate.
 - 3. All legislative instruments must have the following:
 - a. At the top of the document,

- i. In the upper left-hand corner a space or a line for the document number, which the SGA Vice President of Legislative Affairs will fill in.
 - ii. Separated by a space, below the "document number," the label "Author:" followed by the author(s)'s name and contact information (email address and/or phone number).
 - iii. Below "Author," the label "Sponsor:" followed by the sponsor(s)'s name(s) and contact information (email address and/or phone number) (if a sponsor is needed)
- b. A line shall separate the top of the document from the title. The title shall be one of the following types of legislative instruments:

b. Bills

- i. Any bill which requests funding authorization from the SGA Senate must specify in writing which account those funds are being requested from, and each request must be in agreement with any and all guidelines placed on the specific account(s);
- ii. Any bill which requests funding authorization from the SGA Senate must specify in writing which account those funds are being requested from in the "enactment" portion of the bill, and each request must be in agreement with any and all guidelines placed on the specific account(s).
- iii. If SGA grants an organization or department \$1000.00 or more for an annual event, function, competition, etc. the group or person requesting the funds must submit a budget request to the Budget Committee for the following fiscal year for the event for which they received funds.

c. Bills of Particulars

- i. Actions which do not require the signature of the SGA President, which list charges against an officer for the purpose of removing that officer from office;

d. Binding Resolutions

- i. Actions, which do not require the signature of the SGA President, which bind the Senate with the force of these rules for a specified period of time, not to exceed the current term.

e. Non-binding Resolutions

- i. Actions which do not require the signature of the SGA President and are issued solely by the Legislative Department and express the opinions of the Senate.

f. Student Referendum

- i. Actions, which, after passing the SGA Senate and signed by the SGA President, or passes via veto override, must be put to a vote of the entire student body during regular elections or a special election as set forth in the SGA Constitution. Such items may be, but are not limited to, an amendment to the SGA Constitution or a request to fund something by increase in tuition.

g. Proclamations

- i. Actions, which do not require the signature of the SGA President, which formally and officially announce and declare the special respect and gratitude of the SGA Senate;
- h. Summons
 - i. Actions, which do not require the signature of the SGA President, which formally request an individual, group, or organization or department to appear before the Senate or a Senate Committee to provide information requested by the Senate or Senate Committee.
- i. Procedural Amendments
 - i. Actions, which do not require the signature of the SGA President, which are a formal motions to Amend Rules and Procedures. This legislative instrument requires a two-thirds (2/3) vote of those senators present and voting.
- j. Records of legislative instruments
 - i. Each legislative instrument shall be numbered with the following format: The first character shall be the letter(s) designating the legislative instrument. The first and second character shall be separated by a decimal. The second character shall be a letter designating the semester or a special session. The third and fourth characters shall be the last two digits of the year. The fifth character shall designate the month, and characters six, seven, and eight shall designate the number of the legislative instrument:
 1. The legislative instrument character shall be: "B" for bills; "BP" for bills of particulars; "SR" for simple resolutions; "CR" for compound resolutions; "BR" for binding resolutions; "P" for proclamations; "S" for summons; "RF" for referendums; and "PA" for procedural amendment.
 2. The semester character shall be: "F" for Fall; "S" for Spring; and "X" for a special session.
 3. The year characters shall be the last two digits of the current year.
 4. The month character shall be a letter of the alphabet starting with "A" for January, "B" for February, "C" for March ... and end with "L" for December.
 5. The number characters designating legislative instrument shall be three digits starting with "001" and restart at the beginning of each Fall semester.
 - ii. An example of a correctly numbered legislative instrument would be as follows:
 1. "B.S04C024" This would be Bill number 24 filed in the month of March 2004 in the Spring Semester.
- k. Legislative Instrument Format
 - i. A line shall separate the title from the body of the legislative instrument. The body of the legislative instrument shall start with a brief paragraph stating the purpose of the document. Each statement hereafter shall begin with WHEREAS. These statements shall serve as a means to prove the worthiness of this document.
 - ii. A line shall separate the body of the legislative instrument from the enactment. The enactment must begin with: "BE IT ENACTED BY THE UNIVERSITY OF NEW

ORLEANS STUDENT GOVERNMENT ASSOCIATION THAT:”, For Resolutions—“BE IT RESOLVED THAT THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT ASSOCIATION TAKE THE POSITION THAT:”, and must include, but is not limited to, the following under “BE IT...” and shall be numbered in order:

1. The actual enactment (there may be more than one) which can be, but is not limited to, a request for funding, an amendment, or one of the other items mentioned above.
2. Instruments requesting funding shall have the statement “All unused funds shall revert back to SGA at the end of the current fiscal year.”
3. Instruments requesting funding shall have the statement “See attached Budget.” A budget must be submitted.
4. Instruments requesting funding shall have the statement “shall report back to SGA within 30 days upon completion of the event.”
5. A line shall separate the enactment from the signature line area, which shall be at the end of the document. Signature lines at the end of the document shall be in the following format:

Senate Action: _____ Vote: _____	
_____ PRESIDING OFFICER’S SIGNATURE	_____ DATE
SGA President’s Action: _____	
_____ SGA PRESIDENT’S SIGNATURE	_____ DATE
VETO OVERRIDE	
Senate Action on Veto: _____ Vote: _____	
_____ PRESIDING OFFICER’S SIGNATURE	_____ DATE

IV. Senate Committees

- a. Each committee is only to review legislative instruments within their purview and vote before presentation on the Senate floor.
- b. Rules Committee
 - i. Legislative Instruments
 1. Prior to a legislative instrument being introduced on the Senate floor, it must pass through a hearing of the Rules committee. This hearing will determine via simple majority of the committee whether a legislative instrument is consistent with both the SGA Constitution as well as local, state, and federal laws.
 2. In the event that the committee decides that a legislative instrument will not go to the Senate floor they will immediately conduct a second vote to determine whether a legislative instrument is returned to the appropriate committee for further revisions with the rules committees

recommendations or if the purpose of the legislative instrument is itself illegal.

c. Finance Committee

i. Monetary Allocations

1. The purpose of this committee is to debate the merits of the allocation request and if they are in keeping with the spirit and mission of the UNOSGA. As such is the case, Finance hearings shall examine allocation requests objectively upon their own merits rather than their merits relative to other allocation requests.