

The Rules and Procedures of the Butler University Student Government Association Legislative Branch

Ratified: September 22, 2021
Effective: September 22, 2021
Last Amended: -

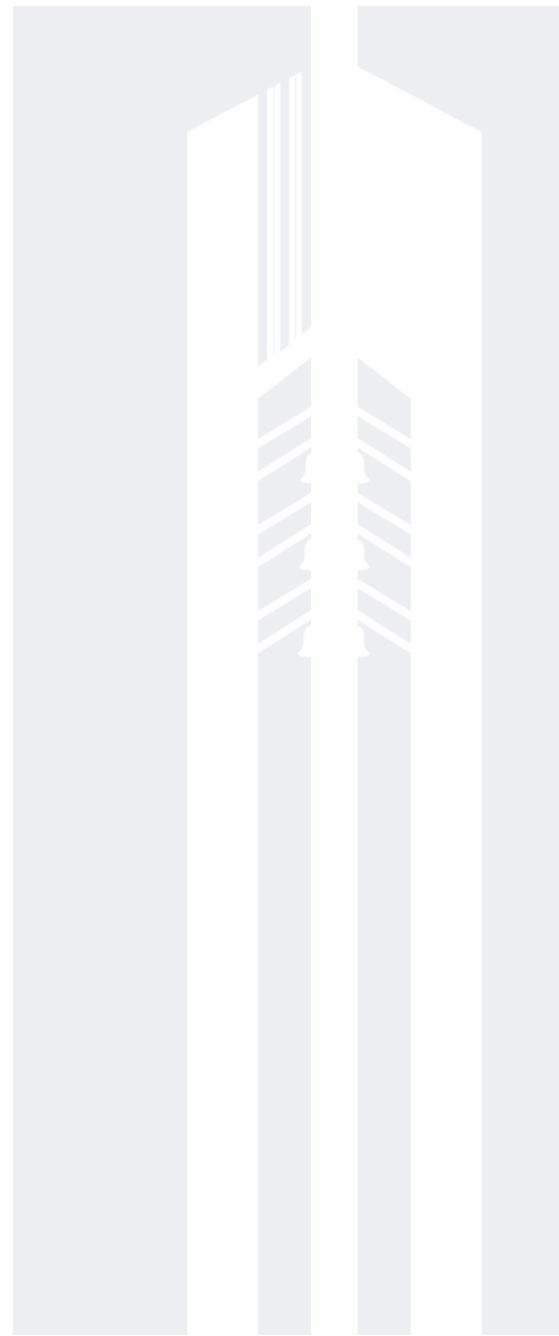
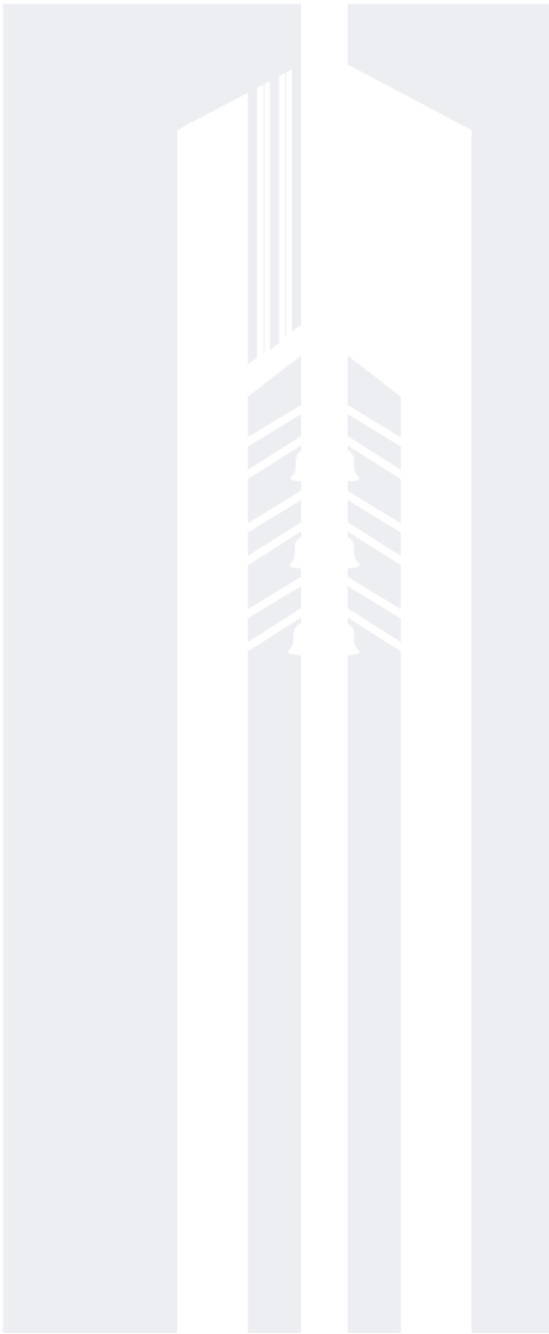


Table of Contents

Table of Contents	1
Article I: Senate Meetings	3
Section 1: General Requirements	3
Section 2: Quorum	3
Section 3: General Meeting Procedures	3
Article II: Office of the Speaker	3
Section 1: Duties of the Speaker	3
Article III: Duties of Senators	4
Section 1: General Senator Duties	4
Section 2: Absence Policies	4
Section 3: Proxies	5
Article IV: Parliamentary Procedure	5
Section 1: Robert's Rules of Order	5
Section 2: Resolution Process	5
Section 3: Expedited Process	6
Section 4: Overruling	6
Section 5: Internal Resolutions	6
Section 6: Emergency Meetings	6
Section 7: Primary Sponsorship	6
Section 8: Voting	7
Section 9: Recusal	7
Section 10: Resolutions on Appointment or Removal from Office	7
Article V: Additional Senate Duties	7
Section 1: Senate Secretary	7
Section 2: Committee Chairs	8
Article VI: Senate Committees	8
Section 1: General Committee Duties	8
Section 2: Committee Appointments	8
Section 3: Committee Removal	8
Section 4: Posting of Times and Locations	9
Section 5: Academic Affairs	9
Section 6: Appropriations	9
Section 7: Diversity, Equity, and Student Belonging	9

	2
Section 8: Student Activities	10
Section 9: University Life	10
Section 10: Senate Steering	10
Section 11: Senate Steering	10
Article VII: Ratification and Amendment	11
Section 1: Ratification	11
Section 2: Amendments	11
Section 3: Amendments	11



Article I: Senate Meetings

Section 1: General Requirements

All Student Government Association Senate meetings must follow the guidelines set by the Student Government Association General Bylaws.

Section 2: Quorum

Quorum will be defined by a simple majority of active members of the Senate. Only physical proxies will count towards quorum, as virtual presence will not suffice for a Senator's right to vote. However, an exception will be made in the case of a virtual meeting. An active member will be defined as one who currently holds a Senate seat.

Section 3: General Meeting Procedures

The Butler University Student Government Association Senate shall meet weekly, on Wednesday evenings, in a space designated by the Speaker of the Senate. The Speaker has the authority to cancel, postpone, and reschedule meetings with just cause. An emergency meeting of the entire Student Senate may be called by the Speaker of the Senate. Members must be given a 12 hour notice prior to the emergency meeting. Any student comments made through the official Student Government Association website Resolution comment portal must be read by the Speaker of the Senate or a designee at the time of the Resolution being discussed. The Speaker is only required to read the first 200 words of a comment and shall not read any hurtful or derogatory comments. Judgment as to what comments constitute as such are left at the full discretion of the Speaker of the Senate.

Article II: Office of the Speaker

Section 1: Duties of the Speaker

The Speaker of the Senate is recognized as the leader of the Legislative Branch. The Speaker is charged with all duties outlined in Article V Section 4 of the Constitution and Article VI Section 1 of the General Bylaws as well as supporting Senators, overseeing the Legislative budget, and communicating with the other branches.



Article III: Duties of Senators

Section 1: General Senator Duties

Student Senators shall exercise their authority in accordance with Article V of the Constitution and uphold the dignity of Student Government Association in their behavior.

1. Senators shall attend all Senate meetings and meetings of their assigned standing committee, or name a proxy in their place.
2. Senators shall complete all reasonably assigned onboarding requirements.
3. Senators who are duly elected or appointed may not simultaneously hold any type of leadership position within the Student Government Association Executive or Judicial Branch.
4. Senators are required to complete all outreach guidelines as specified by the Speaker of the Senate. Outreach requirements may not include more than 3 in-person events per semester.
5. Senators are required to complete all guidelines set in their Senator Contract.
 - a. Contracts may be amended prior to signing with a $\frac{2}{3}$ vote of the Student Senate.
6. Senators must complete all Student Government Association Diversity, Equity, and Student Belonging training as collectively determined by the Speaker of the Senate, Diversity, Equity, and Student Belonging Committee Chair, and the Director of Diversity, Equity, and Student Belonging.
7. Senators are encouraged to post two office hours per week. Representatives shall hold these appointments in a place accessible by their constituents.
8. Senators are encouraged to host additional outreach events in a place accessible to their constituents. Senators should report their findings from outreach to the Senate. Funding for such events shall be determined by the Senate Steering Committee.

Section 2: Absence Policies

Absence from one regularly scheduled Senate meeting without a proxy present or a valid excuse shall be grounds for impeachment and removal. For purposes of the absence policy, regularly scheduled committee meetings shall count as Senate meetings. All members of the Senate shall have the opportunity to appeal an absence to the Judicial Branch, which shall have the final decision on the matter as to whether the absence was excusable.



Section 3: Proxies

A proxy shall only be valid for one meeting of the Student Senate. Senators are limited to three proxies per semester. In the case of an emergency or extended absence by a Senator, and with prior notification, the Speaker of the Senate and Senator in need of proxy shall meet to agree upon an appropriate individual to serve as a proxy for a period up to but not exceeding 30 days. No Senator may have more than one proxy at a given time and Senators may not serve as a proxy. No individual may be a proxy for more than one Senator at a given time. Senators must report to the Senate Secretary the name of their proxy a minimum of 24 hours prior to the meeting. The respective Senators must also provide appropriate instructions to the proxy prior to the meeting.

Article IV: Parliamentary Procedure

Section 1: Robert's Rules of Order

The procedural rules contained in Robert's Rules of Order shall govern meetings of the Student Government Association Senate in all cases to which they are applicable, provided they are consistent with the Student Government Association Constitution, any Student Government Association Bylaws, or special rules of order that Student Government Association may adopt. The Senate Secretary shall make a copy of Robert's Rules of Order available for all Senators.

Section 2: Resolution Process

Resolutions may be submitted to the Speaker of the Senate and the Senate Secretary at any time. All Resolutions must have a minimum of two sponsors (one primary and one secondary) at the time of submission. Upon submission, the Speaker of the Senate has two business days to pass the Resolution to the committee chair that best represents the Resolution. The Speaker has complete discretion in selecting the committee. The committee chair must then present the Resolution to the rest of their committee at their next weekly meeting. The committee may then vote to move the Resolution to the Senate floor. This is not a vote of approval, but a vote that signifies the Resolution is qualified to go to the full Student Senate. A simple majority is needed to move the Resolution to the Senate floor. The resulting vote must be reported to the Speaker within 24 hours. The Speaker may add the Resolution to any upcoming Senate meeting that is a minimum of 48 hours after receipt of the Resolution.

Section 3: Expedited Process

The primary sponsor of a Resolution may formally request for an expedited process if they feel their Resolution pertains to a pertinent matter that directly affects the Student Body. If granted, the Resolution may bypass a committee vote. The Speaker has complete discretion as to whether or not a Resolution is granted an expedited process. All Resolutions must be submitted a minimum of 48 hours prior to the next Student Senate meeting to be considered.

Section 4: Overruling

If a Resolution fails or is tabled within a specific committee, a motion may be made on the Senate floor to bypass the committee. The motion will be sustained and the Resolution may come to the Senate floor with an affirmative two-thirds vote of the Student Senate. If the motion is sustained, the Resolution will be discussed at the next scheduled Senate meeting.

Section 5: Internal Resolutions

Internal Resolutions are defined as Resolutions concerning appointments, changes to governing documents, or other Resolutions that relate to only the structure and functions of the Student Government Association. Such Resolutions may skip a committee vote and go directly to the next Senate meeting that is a minimum of 48 hours after the receipt of the Resolution.

Section 6: Emergency Meetings

In the event of an emergency meeting, the specified Resolution or issue to be voted on must be outlined by the Speaker of the Senate when the meeting is called. No matters unrelated to this topic may be discussed.

Section 7: Primary Sponsorship

A primary sponsor must be designated by being placed on the Resolution. In the absence of a clearly designated primary sponsor, the Resolution will not be presented. The primary sponsor has full rights to withdraw their Resolution at any time in the Resolution process until it is called upon at the Student Senate meeting in which it is being considered on the floor. If a Resolution is tabled, the primary sponsor has the right to withdraw it prior to the next meeting.

Section 8: Voting

Resolutions shall be decided by roll call vote, except for when a member motions for a blind vote. A blind vote will only occur if the Senate votes with an affirmative simple majority. Resolutions of confirmation shall always be decided by a blind vote.

Section 9: Recusal

In the event that a Senator has a conflict of interest (e.g. being an executive member of an organization applying for Endorsement or a Student Government Association Grant), the Senator must not actively take part in the discussion or vote on that Resolution. If a Senator fails to recuse themselves, the Senate may motion and vote with an affirmative two-thirds majority to remove a Senator from the voting process and discussion on a certain Resolution. Matters of recusal are subject to judicial review.

Section 10: Resolutions on Appointment or Removal from Office

If a Resolution is an appointment or removal from office, the Speaker of the Senate shall place the individual(s) to be appointed or removed on the Senate meeting's speaker list in order for them to speak on their own behalf before a vote is called. An individual placed on the speaker's list in this fashion may request that their name be removed from the list should they elect not to speak. The Senate may subpoena witnesses to testify in the matter of a Resolution for appointment, removal, or censure. The Senate may also subpoena any records deemed necessary by members of the Senate. All official subpoenas may occur with a simple majority vote. Subpoenas are subject to appeal. All appeals must be presented to the full Senate and will be sustained by a simple majority vote.

Article V: Additional Senate Duties

Section 1: Senate Secretary

The Senate Secretary will be responsible for the administrative tasks within the Student Senate, including but not limited to:

1. Keeping and posting the minutes of all Senate meetings on Engage and the Student Government Association website.
2. Tracking outreach and attendance for each Senator.
3. Ensure proper recording minutes are made of Student Senate meetings and are sent to the Court Clerk.
4. Working with the Speaker of the Senate weekly to prepare and create an agenda

for each meeting. Agendas shall be made available to the Student Body 24 hours before the meeting through the use of Engage, the Student Government Association website, and any other means deemed necessary by the Speaker of the Senate.

5. Completing all other tasks delegated by the Speaker of the Senate.

Section 2: Committee Chairs

Committee chairs as specified in Article V Section 5 of the Student Government Association Constitution shall coordinate committee meetings, hold members accountable, set the direction and agenda for projects and meetings, as well as carry out directives set by the Speaker of the Senate.

1. The committee chair, or an appointed representative, shall report weekly to the Student Senate on the status of projects. Committee reports shall include any Resolution or initiative that they are a part of, its progress, and next steps.
2. The committee chair shall attend weekly Senate Steering meetings.
3. The committee chair shall carry out all other reasonable tasks assigned by the Speaker of the Senate.

Article VI: Senate Committees

Section 1: General Committee Duties

The standing committees of the Student Body Senate shall operate as defined in this Article. The Speaker of the Senate reserves the right to create other committees prior to the start of the Fall Legislative Session. However, all committees outlined in Article V Section 5 of the Student Government Association Constitution must remain standing.

Section 2: Committee Appointments

Senate members shall indicate their preference for a standing committee, but the Speaker of the Senate shall have final say on all committee appointments. Committee Chairs shall be appointed by the Speaker of the Senate prior to serving in the following Fall and Spring Legislative Sessions.

Section 3: Committee Removal

The Speaker of the Senate reserves the right to remove any committee member and reassign them to another committee if issues arise. Such issues may be reported by

the Committee Chair or members of the committee in question. The Speaker of the Senate reserves the right to remove a Committee Chair. Senators may also petition the Speaker to remove a Committee Chair for just cause.

Section 4: Posting of Times and Locations

Meeting times, places, and subject matter for committees shall be posted by the Committee Chair in an area known and easily accessible to committee members in the following ways:

1. An email/official communication sent to all committee members.
2. Any other additional means as the committee chair sees fit.
3. Posting shall occur at least twenty four hours before the scheduled meeting time.
4. Committee chairs shall maintain a consistent weekly meeting schedule.

Section 5: Academic Affairs

The Academic Affairs Committee shall be responsible for issues pertaining to academic life (Center for Global Education, Student Disability Services, Libraries, Registration and Records, etc.), faculty-student relations, and campus improvement with the intent of improving the educational experience. As a standing committee, they will have the power to write and adopt Resolutions pertaining to their committee so long as two committee members act as sponsors.

Section 6: Appropriations

The Appropriations Committee shall be tasked with overseeing the student organization Grant approval process and serving as a representative of student opinion on University and student organization expenditures. The Appropriations Committee shall help prepare student organizations for Grant requests and presentations and abide by the Grant approval process as defined in Appendices D and E of the General Bylaws. As a standing committee, they will have the power to write and adopt Resolutions pertaining to their committee so long as two committee members act as sponsors.

Section 7: Diversity, Equity, and Student Belonging

The Diversity, Equity, and Student Belonging Committee is tasked with acting as a representative of student opinion on all matters relating to diversity, equity, and student belonging initiatives on campus and in the Indianapolis Community. The DESB Committee shall ensure the Senate advocates for traditionally underserved students in the university community and work with the Speaker of the Senate and Senate Steering Committee to enhance diversity, equity, and student belonging

training and initiatives in the Senate as a whole. As a standing committee, they will have the power to write and adopt Resolutions pertaining to their committee so long as two committee members act as sponsors.

Section 8: Student Activities

The Student Activities Committee shall be responsible for projects and concerns related to the division of Student Activities, including Health and Recreation, Rights and Responsibilities, and Student Involvement and Leadership. This committee will also be tasked with the student organization endorsement process. As a standing committee, they will have the power to write and adopt Resolutions pertaining to their committee so long as two committee members act as sponsors.

Section 9: University Life

The University Life Committee shall be tasked with working alongside University Operations and Facilities, the Office of Student Activities, the Office of the Dean of Students, the Butler University Department of Public Safety, and the Office of Residence Life. This committee will handle concerns and projects related to the respective areas of facilities, environmental affairs, residential life, and other campus life related issues. As a standing committee, they will have the power to write and adopt Resolutions pertaining to their committee so long as two committee members act as sponsors.

Section 10: Senate Steering

The Senate Steering Committee shall be composed of all committee chairs of the Senate Standing Committees, the Senate Secretary, and the Speaker of the Senate, who shall chair the committee. The Senate Steering Committee shall act as a body for the exchange of information between leadership members and committees as well as serve as an informational source for Senate members concerning executive matters. Resolutions of reprimand or censure shall be adopted by the Senate Steering Committee.

Section 11: Senate Steering

1. Ad-hoc committees shall be created by the Speaker of the Senate to study topics that either do not fall under the jurisdiction of any standing committee or are very specific in nature.
2. Ad-hoc committees shall follow the same guidelines as all other committees, except that Student Senators may be members of multiple ad-hoc committees

as well as exactly one standing committee.

- a. All Student Senators may choose to be members of any ad-hoc committee.
- b. Two days before the first meeting of an ad-hoc committee, the Senate Secretary shall publicly announce the ad-hoc committee in the following ways:
 - i. An email/official communication sent to all Student Senators.
 - ii. Any other additional means chosen by the Speaker of the Senate.
3. The Speaker of the Senate shall appoint the Chairperson of any ad-hoc committee.
4. The Chairperson of any ad-hoc committee shall have the power to set the agenda of a meeting, call a meeting to order, and present Resolutions pertaining to the committee to the Senate.
5. The Speaker of the Senate has the ability to propose the dissolution of an ad-hoc committee with majority approval of the Senate, if there is no longer a need or interest displayed by Senators, or in interest of the Student Body.

Article VII: Ratification and Amendment

Section 1: Ratification

The Legislative Branch Rules and Procedures shall be ratified by an affirmative two-thirds vote of the Student Senate and go into effect on the date approved for implementation. Upon ratification, the Legislative Branch Rules and Procedures shall be sent to the Student Body President and the Chief Justice.

Section 2: Amendments

Once ratified, the Legislative Branch Rules and Procedures may be amended by a simple majority vote of the Student Senate. The Speaker of the Senate must be notified of any proposed amendments at least one week prior to them being discussed on the Senate floor. Upon amendment, the Legislative Branch Rules and Procedures shall be sent to the Student Body President and Chief Justice.

Section 3: Amendments

Any friendly amendment to the Legislative Branch Rules and Procedures (e.g. renumbering, grammatical changes, or something that does not change the spirit of the policy) may be submitted to the Speaker of the Senate and can be made without a vote.