



The Student Senate

Texas A&M University

S.B. 67-85

The Student Senate
67th Session
Texas A&M University

Introduced By: Rules & Regulations Chair Aaron Mitchell, Off-Campus Residencies
Academic Affair Chair Carlos Sonka, Engineering

Action Taken

PASSED

Certified By:

Hannah Weger '15
Hannah G. Weger
Speaker of the Senate

Senate By-law Audit Bill
Special Designation: Senate By-Law Bill

"A bill auditing the Senate By-laws for inaccuracies."

Whereas(1): The Student Senate is the policy-making and representative branch of the Student Government Association; and,

Whereas(2): Several inaccuracies and instances of unnecessary language in the Senate By-Laws.

Therefore
Let it be

Enacted(1): The Student Senate By-Laws shall be amended as follows:



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TITLE III – THE BY-LAWS OF THE BRANCHES AND COUNCILS OF GOVERNMENT

Revised November 19th, 2014

CHAPTER 001a – THE STUDENT SENATE BY-LAWS

Amended by S.B. 09(S)7, S.B. 09(S)12, S.B. 09(S)13, S.B. 09(S)22, S.B. 09(S)23, S.B. 09(S)33, S.B. 09(S)39, S.B. 09(S)41, S.B. 09(S)42, S.B. 09(S)43, S.B. 09(F)07, S.B. 09(F)11, S.B. 09(F)20, S.B. 10(S)47, S.B. 10(S)48, S.B. 10(S)49, S.B. 10(S)63, S.B. 10(S)64, S.B. 10(S)58, S.B. 10(S)84, S.B. 10(S)60, S.B. 10(S)44, S.B. 63-17, S.B. 63-20, S.B. 63-57, S.B. 63-68, S.B. 63-69, S.B. 63-73, S.B. 63-76, S.B. 63-79, S.B. 63-86, S.B. 63-102, S.B. 63-103, S.B. 63-104, S.B. 63-110, S.B. 64-38, S.B. 64-44, S.B. 64-68, S.B. 64-84, S.B. 65-69, SB 67-02

STUDENT GOVERNMENT ASSOCIATION STUDENT SENATE BY-LAWS

Revised March 25, 2015

ARTICLE I. MISSION & VISION STATEMENT

section I.

Mission Statement

(a) The Texas A&M University Student Senate represents all students in order to enhance the Texas A&M experience within our university and communities through research, legislation, and advocacy in accordance with the core values of our institution.

section II.

Vision Statement



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(a) Through a unified effort by the members of Student Senate and by working with the other branches of Student Government, student organizations, administrators and faculty of Texas A&M, and various government officials, we will continue to elevate the experiences of the Texas A&M student body over the next five years.

(b) Our mission will be distinguished by every aspect of the Student Senate embracing the Aggie Spirit.

(c) The Student Senate recognizes the importance of strong relationships with affiliate organizations whose goals are consistent with the Student Senate's. Good relationships among all three branches of Student Government, organizations under the SGA umbrella, and other student organizations is conducive to achievement of the Student Senate vision.

(d) In addition, the Student Senate seeks strong relationships with the various governmental officials who, like us, serve for the common good of their constituents. Secure relations with the Texas A&M administration are fundamental to a clear execution of a shared governance policy among all involved in the betterment of our University. Our pursuit and improvement of these relationships is vital to the promotion of a dynamic educational community.

(e) The Student Senate recognizes the crucial role of the student in the legislative arm of Student Government. Therefore, we will ensure that all students are equipped with the opportunity to play an integral role in the governance of our university. Through utilization of mediums such as focus groups, committee meetings, college-council roundtables, social events, leadership development opportunities, regularly scheduled Senate meetings, cutting-edge information technologies, and other forms of communication we will maintain optimum connectivity with the student body.

(f) The Texas A&M University Student Senate will work diligently to ensure the Texas A&M experience.

ARTICLE II. PARLIAMENTARY AUTHORITY

section I.

Robert's Rules of Order Newly Revised



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(a) The Student Senate will operate under the guidance of *Robert's Rules of Order Newly Revised*. Should *Robert's Rules of Order Newly Revised* conflict with the Student Government Association Constitution or Senate By-Laws, the Constitution will stand as the preeminent document followed by the Senate By-Laws and subsequently *Robert's Rules of Order Newly Revised*.

ARTICLE III. MEMBERSHIP AND JOB DESCRIPTIONS

section I.

Senate Apportionment



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- (a) Student Senate membership shall consist of eighty (80) Senators elected by a plurality vote through the following representational guidelines:
- (b) The thirty-nine (39) college representatives shall be:
- (1) College of Agriculture and Life Sciences- The five (5) seats shall be five (5) currently enrolled students at-large within the College of Agriculture and Life Sciences
 - (2) College of Architecture-The two (2) seats shall be two (2) currently enrolled students at-large within the College of Architecture
 - (3) Lowry Mays School of Business - The four (4) seats shall be four (4) currently enrolled students at-large within the College of Business Administration
 - (4) College of Education-The four (4) seats shall be four (4) currently enrolled students at-large within the College of Education
 - (5) The Dwight Look College of Engineering-The nine (9) seats shall be nine (9) currently enrolled students at-large within the Dwight Look College of Engineering
 - (6) Transition Academic Programs - The two (2) seats shall be two (2) currently enrolled students at large within the Transition Academic Programs at the time of their respective elections.
 - (7) Colleges of Science - The three (3) seats shall be three (3) currently enrolled students at-large within the College of Science
 - (8) College of Geo-Sciences – The two (2) seats shall be two (2) currently enrolled students at-large within the College of Geo-Science
 - (9) College of Veterinary Medicine and Biomedical Sciences - The two (2) seats shall be two (2) currently enrolled students at-large within the College of Veterinary Medicine and Biomedical Sciences
 - (10) College of Liberal Arts-The six (6) seats shall be six (6) currently enrolled students at-large within the College of Liberal Arts and the Bush School of Government and Public Service.



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- (b) The eight (8) on-campus representatives shall be drawn from:
 - (1) On-Campus - Competition for the five (5) at-large seats shall be divided among non-Corps of Cadets members living in Residence Halls managed by Texas A&M Reslife.
 - (2) Corps residence hall- Competition for the two (2) at-large seats shall be divided among members of the Corps of Cadets living on campus.
 - (3) The off-campus Corps members shall vote for and elect off-campus Senators.
 - (4) University Apartments – Competition for the one (1) at-large seat shall be divided among the University Apartments complex.
- (c) Off-Campus representatives-The thirty-one (31) seats shall be thirty-one (31) off-campus residents at-large.
- (d) Freshman representatives-The two (2) seats shall be two (2) students of freshman classification at-large.
- (e) No apportionment bill may be accepted that provides for fewer than two (2) Senate seats for any caucus except University Apartments, without removing that caucus from the Senate.

section II.

Reapportionment



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(a) The Student Senate shall reapportion itself according to the following formula:

(1) The members of Student Senate shall be divided into two (2) freshmen seats and the remaining into an equal number of academic and housing seats as follows:

All seats in the housing and academic groups shall be divided up based on the percentage of students to the total in the group.

After the division of seats, any caucus with fewer than two (2) seats shall be increased to exactly two (2) seats. All other caucuses shall be rounded down to the nearest whole number.

If the total apportioned number of seats to either the academic or housing group is higher than the total number of seats in that group's caucus after subsection (ii), the remaining seats shall be added to each caucus one at a time in the order of which caucus's decimal number was highest before the rounding took place (for instance, a caucus which had 2.9 seats would gain a seat before a caucus with 3.6).

If the total apportioned number of seats to either the academic or housing group is lower than the total number of seats in that group's caucus after subsection (ii), seats shall be subtracted one at a time in the order of which caucus's decimal number was lowest before the rounding took place (for instance, a caucus with 20.3 seats would lose a seat before a caucus with 4.6). No caucus that has only two seats can lose a seat in this way.

section III.

Officers of the Senate



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(a) The Officers of the Senate shall consist of the Speaker of the Senate, the Speaker Pro-Tempore, the Senate Chair for Academic Affairs, the Senate Chair for Community Relations, the Senate Chair for Legislative Affairs, the Senate Chair for Rules and Regulations, the Senate Chair for Student Services, the Senate Chair for Finance, and the Senate Chair for Constituency Affairs. In addition to their senatorial responsibilities of representing their constituents, officers will be responsible for the following:

(1) Speaker

The Speaker Shall:

Preside over the Student Senate General Assembly. The Speaker acts as the primary representative of the Student Senate to all students, faculty, administrators, the media, former students, and the general public

- (i) Disseminate all necessary information to Senators
 - (ii) Organize agendas for Student Senate meetings
 - (iii) Stay in constant communication with the Student Body President as well as all necessary school administrators
 - (iv) Oversee all communication with the media
 - (v) Sign and deliver all legislation as stated in the legislation
 - (vi) Participate in all University Committees where membership is reserved for the Speaker of the Student Senate
 - (vii) Oversee and appoint all necessary liaison positions not provided for in the Student Senate By-Laws to other Senate Officers
 - (viii) Assist all other Senate Officers
- (2) Speaker Pro-Tempore

The Speaker Pro-Tempore shall:

- (i) Preside over the Internal Affairs Committee and Co-Chair the Senate Operations Committee. The Speaker Pro-Tempore handles all internal operations of the Student Senate
- (ii) Disseminate all necessary information to Senators
- (iii) Oversee the development of new Senators
- (iv) Enforce the absence policy and keep a weekly updated list of Senator absences on the website
- (v) Manage Senator resignations
- (vi) Organize Student Government Association Banquet with the members in the Executive Branch
- (vii) Oversee the Executive Director of Operations
- (viii) Maintain all finances of the Student Senate



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- (ix) Be responsible for all official communications to newsletters in the Department of Student Activities
- (x) Serve as the Speaker in the Speaker's Absence
- (xi) Oversee the development of Senators and Senate Fish Aides as well as be responsible for both the Spring and Fall development day workshops
- (xii) Ensure the website and Student Senate Archives is updated regularly with all relevant material
- (xiii) Be responsible for all records that are considered part of the Student Senate Archives
- (xiv) Help establish the yearly Comprehensive Program Review, as described in the Statutes of the Senate
- (xv) Be responsible for the compilation and distribution of a correspondence from the Senate to the Student Body detailing the activities in the last general assembly meeting. This correspondence must be delivered to the Student Body no later than seven (7) days following a general assembly meeting.
- (3) Rules & Regulations Chair
 - The Rules & Regulations Chair shall:
 - (i) Preside over the Rules & Regulations Committee. The Rules & Regulations Chair is responsible for facilitating ideas for the members of the committee concerning the Student Government Associations Constitution, Executive Branch By-Laws, Judicial Court By-Laws, Student Senate By-Laws, and the Election Regulations. The Rules and Regulations Chair acts as the chief interpreter of the Senate By-Laws, *Robert's Rules of Order Newly Revised*, and the Statutes of the Senate
 - (ii) Train all Senators in meeting procedure and rules
 - (iii) Aid the Speaker Pro Tempore in vacancy development days
 - (iv) Disseminate all necessary information to members of their committee and to all Senators
 - (v) Hold regular meetings with members of the committee
 - (vi) Stay in communication with the Election Commissioner
 - (vii) Enforce the committee absence policy
 - (viii) Update the governing documents including the SGA Code
- (4) Academic Affairs Chair
 - The Academic Affairs Chair shall:
 - (i) Preside over the Academic Affairs Committee. The Academic Affairs Chair is responsible for facilitating ideas for the members of the committee concerning all academic policies affecting Texas A&M Students. The Chair works directly with the Academic Affairs Chair of the Faculty Senate and their counterpart in the Executive Branch of Student Government Association



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- (ii) Disseminate all necessary information to members of their committee and to all Senators
- (iii) Hold regular meetings with members of the committee
- (iv) Enforce the committee absence policy
- (v) Work directly with the Faculty Senate Academic Affairs Chair, the Executive Branch's Student Advocate for Academic Affairs, and the Aggie Honor Code Office.
- (vi) Assist with Honor Council interview and selections.
- (vii) Serve as a representative on the Faculty Senate and Academic Operations Committee.
- (5) Community Relations Chair
The Community Relations Chair shall:
 - (i) Preside over the Community Relations Committee. The Community Relations Chair is responsible for facilitating ideas for the members of the committee concerning proposed or current ordinances or other actions by the Cities of Bryan and College Station. The chair works directly with the member or members of the Executive Cabinet charged with overseeing advocacy to local governments.
 - (ii) Disseminate all necessary information to members of their committee and to all Senators
 - (iii) Hold regular meetings with members of committee
 - (iv) Enforce the committee absence policy
 - (v) Attend Bryan and College Station City Council meetings as a representative of the Student Senate.
- (6) Legislative Relations Chair
The Legislative Relations Chair shall:
Preside over the Legislative Affairs Committee. The Legislative Affairs Chair is responsible for facilitating ideas for the members of the committee concerning proposed or current legislation or other action by state and federal governments, as well as monitoring activities at other universities and maintaining communications with their respective governing bodies. The chair works directly with the member or members of the Executive Cabinet charged with overseeing advocacy to state and national governments.
Disseminate all necessary information to members of their committee and to all Senators
Hold regular meetings with members of committee
Enforce the committee absence policy
- (7) Student Services Chair
The Student Services Chair shall:



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- (i) Preside over the Student Services Committee. The Student Services Chair is responsible for facilitating ideas for the members of the committee concerning but not limited to issues such as parking, bus operations, students with and campus safety. The Chair works directly with all appropriate members in the Executive Branch related to student services issues and all directors and vice presidents within the Office of the Vice President for Administration
- (ii) Disseminate all necessary information to members of their committee and to all Senators
- (iii) Hold regular meetings with members of committee
- (iv) Stay in constant communication with the appropriate administrators related to projects and policy changes
- (v) Enforce the committee absence policy
- (vi) Organize and appoint Chairs for any Subcommittees deemed appropriate
- (vii) Attend meetings as a member of the Dining Services and Transportation Services Advisory Councils, as well as any other boards deemed appropriate
- (8) Constituency Affairs Chair
The Constituency Affairs Chair shall:
 - (i) Preside over the Constituency Affairs Committee. The Constituency Affairs Chair is responsible for all constituency relations issues
 - (ii) Disseminate all necessary information to members of their committee and to all Senators
 - (iii) Hold regular meetings with members of committee
 - (iv) Stays in constant communication with the Communications Chairs
 - (v) Enforce the committee absence policy
 - (vi) Establish and maintain a blog and Facebook page
 - (vii) Organize the Student Opinion Booths
 - (viii) Develop and implement methods of constituent communication
 - (ix) Report survey findings to all appropriate stakeholders



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- (x) The Constituency Affairs Chair shall report to the Student Senate, every last Student Senate meeting of both the fall and spring semesters, on all issues, concerns, or ideas received in writing through the AgInput suggestion boxes. These reports must be presented during regular Senate meetings, and shall not include Special Sessions called by the Student Body President. The presentation of the report cannot exceed twenty (20) minutes, unless extended by the Student Senate according to its bylaws. The report must be sent to the Speaker Pro-Tempore for submission to the membership of the Senate before the presentation begins. The presentation shall begin at the discretion of the Speaker in consultation with the Constituency Affairs Chair. If the Constituency Affairs Chair is not available for the meeting, a designated committee member of the Constituency Affairs Committee shall be appointed by the Constituency Affairs Chair to present at the Student Senate meeting. The Constituency Affairs Chair shall make all written suggestions available for public view at the conclusion of each month in the fall and spring semesters. The Constituency Affairs Chair shall have the authority to designate members of the Constituency Affairs Committee to retrieve the suggestion notes from the AgInput boxes and to ensure notepads are available at each box location.
- (9) Finance Chair
The Finance Chair shall:
- (i) Preside over the Finance Committee. The Finance Chair is responsible for overseeing the rates and allocations of tuition and student fees at Texas A&M University, donations made to any entity of the Student Government Association, and any other funds sought by or provided to any entity of the Student Government Association. The Finance Chair is also responsible for overseeing the allocation of Student Government funds and the formulation of the annual Student Government Association budget.
 - (i) Disseminate all necessary information to members of their committee and to all Senators
 - (ii) Hold regular meetings with members of committee
 - (i) Stay in constant communication with the Speaker of the Senate, the Student Body President or his or her cabinet member in charge of the budget, SGA Advisor(s), the SGA Committee Chairs and Finance Chairs, the SGA Commissioners, and the SGA Business Coordinator.
 - (ii) Enforce the committee absence policy



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- (i) Appoint and oversee the Student Service Fee Advisory Board Liaison, the Recreational Sports Fee Liaison, the Student Health and Medical Services Fee Liaison, the Student Center Complex Fee Liaison, and such other liaisons to other Texas A&M University departments as are necessary and proper to facilitate communication with the Senate Finance Committee about tuition and student fees
- (ii) Call such public budget hearings as are necessary to formulate the budget and further allocate funds with at least twenty-four (24) hours notice to the committee
- (10) Caucus Leader
 - The Caucus Leaders shall:
 - (i) Preside over the individual caucus that they belong.
 - (ii) The caucus leaders shall be responsible for meeting with or facilitating meetings between student organizations and their SGA student senate caucus.
 - (iii) The caucus leader shall be elected at the first available general meeting of the session.
 - (iv) One caucus leader shall be elected from thirteen (13) of the caucuses.
 - (v) Prior to the election, a ten (10) minute recess to allow an informal meeting of the caucus shall be ordered by the speaker.
 - (vi) During this meeting, the caucuses shall decide on a caucus leader.
 - (vii) If there is a dispute within one of the caucuses, the caucus shall vote on a Caucus Leader using a ballot system.
 - (viii) If a vote is required, only the senators within the respective caucus may vote for their respective caucus leader. In the occurrence of a tie vote, the Speaker shall decide the caucus leader.

(1)

section IV.

Senator



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(a) Each Senator shall:

- (1) Represent their constituents on all issues
- (2) Attend Senate meetings, mandatory retreats, and development days
- (3) Join exactly one of the seven legislative Senate Committees and attend the meetings as scheduled by the Committee Chairs
The Speaker of the Senate and the Speaker Pro-Tempore are not required to join one of the seven legislative Senate Committees; however, each of these officers can choose to be an official member of a committee and are then subject to all the rules regarding the committee process.
- (4) Share the exclusive right to sponsor legislation, speak on the Senate floor, and vote
- (5) Student Senators should meet with organizations within the caucus that they represent, and work with Caucus Leaders in this effort.

section V.

Ex-Officio Officers:



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- (a) Executive Director of Operations
 - The Executive Director of Operations shall:
 - (1) Assist the Speaker Pro-Tempore in all matters relating to the functioning and internal operations of the Student Senate. The Executive Director of Operations shall attend and is a non-voting member of the Internal Affairs Committee. The Executive Director of Operations shall be Co-Chair of the Operations Committee
 - (2) Oversee all members of the Operations Committee
- (b) Members of the Operations Committee
 - (1) All other Ex-Officio Positions shall be assigned and organized by the Speaker Pro Tempore. These may include, but shall not be limited to, the following positions:
 - (i) Director of Development
 - (ii) Director of Communication
 - (iii) Director of Marketing
 - (iv) Director of Information Technology
 - (i) Director of the Old Army Senate Archives
 - (2) The responsibilities of the members of the Operations Committee shall be documented and updated regularly in the Standard Operating Procedures of the Senate.
- (c) Additional Positions
 - (1) The Speaker has the power to create and appoint liaison positions not provided for in these By-Laws.
 - (2) All such positions will be open to any student of Texas A&M University, not excluding Student Senators.
 - (3) All nominees for said positions be approved by a two-thirds (2/3) vote of the Senate.
- (d) Liaisons
 - (1) Student organizations outside of the Senate may designate liaisons to the Student Senate.



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(2) The Constituency Affairs chair may nominate a student as a liaison to a student organization after they have been approved by that organization in accordance with that organization's by-laws or standard operating procedures. All nominees for liaison positions must be confirmed by a two-thirds (2/3) vote of the Senate.

(3) If liaisons are not Senators, they shall serve as nonvoting delegates on the Constituency Affairs Committee, and shall be held responsible for following the delegate attendance policy.

(e) Committee Delegates

(1) Chairs of legislative committees in the Senate shall have the power to nominate delegates to their committees.

(2) Delegate positions shall be open to all students except for Student Senators.

(3) Delegates shall have the ability to make motions in the committee to which they are assigned as regular Senators would, but shall not have the ability to vote. These privileges do not extend to general assembly meetings.

(4) All delegates must be approved by a two-thirds (2/3) vote of the Senate before serving in their positions.

(5) Delegates shall be responsible for attending all meetings of the committee to which they are assigned. If a delegate receives three (3) unexcused absences total, he or she shall be automatically removed from the committee and lose his or her status as a delegate. It is the responsibility of each committee chair to enforce this absence policy.

(f) All ex-officio positions will be open to any Texas A&M student, not excluding Student Senators. All ex officio officers shall be appointed by the officer indicated above and confirmed by a two-thirds (2/3) vote of the Student Senate.

(g) All Ex-Officio members shall have limited speaking privileges at Student Senate General Assembly meetings restricted to periods of question and answer only. These limited speaking privileges shall not extend, for any reason, to periods of debate. The Student Body President and the Chief Justice of the Judicial court shall be considered ex-officio members only for the purpose of the aforementioned limited speaking privileges.



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section V.

Disclaimer

(a) The responsibilities listed above do not enumerate, in any way, the full scope of the duties of these offices, but are rather the absolute minimum expectations for these positions.

(b) No student shall be sworn in as a senator who has applied for graduation in the same semester in which they filed for election. If a Senator-elect is ineligible under this rule, the next eligible candidate who received the highest amount of votes in that caucus shall be sworn in instead. This rule shall not apply to those students who have been accepted to or have applied to and are awaiting a decision on additional schooling at Texas A&M University in their caucus in the following regular semester; those students must sign a statement under penalty of the Aggie Honor Code that they have applied to or been accepted to additional schooling at A&M in the following semester and have not accepted any other offers.

ARTICLE IV. SCHOLASTIC, CONDUCT, AND ATTENDANCE POLICY

section V.

Scholastic and Conduct Policy



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(a) No member of the Student Senate shall be on scholastic or conduct probation with the University. All members must comply with the academic standards as set forth in the University Rules and Regulations, as well as have at least a 2.0 cumulative and term grade point ratio for undergraduate students and at least a 3.00 cumulative and term grade point ratio for graduate students at the time of their election or appointment. All members shall maintain these grade point ratios for every semester (spring, summer, and fall) while in office.

(1) Members who do not meet grade requirements shall be automatically removed from the organization. If a senator does not meet the grade requirements, that Senator may ask for his or her seat to be held in reserve and not be declared vacant for a period of up to fourteen (14) days. If the Senator's grades are still deficient after this time, or if any change in grade was not sufficient to bring the Senator's grades out of deficiency, then that Senator's seat shall be immediately declared vacant and that Senator must go through the vacancy process in order to return as a Senator.

(a) Any candidate who fails to pay their fines prior to the next election will be ineligible to hold any office until their fines have been paid.

(b) Senator Dress Code - All Senators shall be required to adhere to professional dress standards in official Senate Meetings as enforced by the Rules and Regulations Chair. Requirements for meetings outside of the official Senate meetings shall be determined and enforced by the prospective chair. Professional dress is considered the following:

(1) Gentlemen - Slacks with button up shirt tucked in with a belt, tie (formal neckwear), and sports coat; or a suit with belt (or suspenders or braces), and tie (formal neckwear), or other professional dress. The jacket or sports coat may be removed for comfort throughout the meeting, as well as a loosening of the tie. Shirts should remain tucked in throughout the duration. Hats and cultural attire may be worn as long as they meet professional standards.

(2) Corps of Cadets members - Dress determined as business professional by the Corps of Cadets Leadership.



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(3) Ladies - A professional dress, skirt and jacket, pantsuit with appropriate shirt, or other professional dress. Jackets may be removed for comfort throughout the duration of the meeting. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate and unprofessional. Clothing must be modest.

(4) Professional shoes include but are not limited to: dress shoes, oxfords, loafers, boots, flats and dress heels. Tennis shoes, flip-flops, sandals and slippers are unprofessional.

(5) Failure to adhere to the dress standards outlined will result in the following course of action by the Chair: (1st Offense) an advisement on the measures which should be taken to adjust dress appropriately to be adhered to for all following meetings, (2nd Offense) a call to order by the chair, and informed about the nature of the violation, automatic loss of speaking privileges (3rd Offense) further attempts to speak out of order will result in the chairs decision to censure the voting privileges of the member, thereby resulting in their official absence for the duration of the meeting. The body reserves the right to "Appeal to the Decision of the Chair" if they feel the chairs decision is biased or inappropriate. The appeal requires a second and a (2/3) vote to overturn the chairs decision.

(c) Senator Recognition - When recognized by the chair the Senator shall stand, address the chair or presenter, state their name and caucus represented, and proceed. Failure to adhere to protocol will result in two calls to order by the chair, followed by loss of speaking privileges on the third call to order. Further attempts to speak out of order will result in the chairs decision to censure the voting privileges of the member, thereby resulting in their official absence for the duration of the meeting. The body reserves the right to "Appeal to the Decision of the Chair" if they feel the chairs decision is biased or inappropriate.



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(d) The “seating area” of the room in which a general assembly meeting is held shall be defined as the area of and immediately behind all rows of chairs or benches on which Student Senators are assigned to sit, as well as any aisles leading to those areas. The “floor” of the room shall be defined as the area between the Speaker and the body assembled on which individuals are allowed to speak and present.

- (1) No individuals who are not Senators shall be allowed to sit in the seating area without permission from the Speaker or a two-thirds (2/3) vote of the Senate.
- (2) During periods of debate, no individuals who have not been recognized may be present on the floor of the Senate meeting room. During other periods, only those individuals who have speaking privileges may be present on the floor of the Senate.
- (3) Prior to each meeting, the Speaker Pro Tempore shall assign seats to each individual Senator. The Speaker Pro Tempore shall make every effort to accommodate individual Senators’ needs and preferences, and to keep caucuses as close together as possible. After opening roll is taken, Senators may move into seats that belong to Senators who were not present for opening roll call.
- (4) Individuals who do not have speaking privileges may be ordered to leave the room by the Speaker if they make excessive noise or are disruptive during the meeting.
- (5) Rules about seating and presence on the floor shall not apply to members of the Operations Committee.
- (6) All Senators are expected to behave respectfully and in accordance with University policies while attending Senate events and meetings. All Senators should encourage politeness and proper citizenship within the organization.

section VI.

Attendance Policy



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- (a) If a Senator accumulates six (6) unexcused absences during one full term of the Senate, they are automatically removed from their position following the sixth unexcused absence regardless of the reason.
- (1) A senator shall have an unexcused absence removed from his or her record if he or she completes two (2) non-consecutive hours of tabling on days established by the IA Committee. A senator can accrue no more than one (1) hour per a two (2) week period.
- (b) An excused absence shall be defined as:
- (1) An excused university absence as defined in the University Regulations
- (2) An absence due to a departmentally scheduled exam
- (3) An absence that the Officers of the Senate deem of merit. All such excused absences must be approved by a majority vote of the Internal Affairs Committee.
- (4) An absence received as a result of attendance at a professional interview or dinner, provided that the senator provides notification of attendance to the Speaker Pro Tempore and has not previously used this excuse more than twice during the current Session.
- (c) All absences are to be considered conditionally unexcused. For an excused absence to be granted, the Senator must show reasonable cause for the absence. The Senator must present his/her case to the Speaker Pro Tempore within forty-eight (48) hours for a determination of the status of the absence in question. If this absence is not reviewed before the next Senate meeting, the absence will automatically be considered an unexcused absence regardless of the reason.
- (d) Two roll calls will be taken during the General Assembly meetings of the Student Senate, after calling the meeting to order and prior to adjournment. If a motion to adjourn is approved by the body, the second roll call will take place immediately after the motion to adjourn but before the body is declared adjourned. Missing one (1) roll call will result in one (1) absence.



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(e) Each Senator must serve on exactly one (1) of the Legislative Committees (Rules and Regulations Committee, Student Services Committee, Academic Affairs Committee, Community Relations Committee, Constituency Affairs Committee, Finance Committee, and Legislative Affairs Committee). Committee Chairmen shall be responsible for holding a meeting between each Senate meeting. In the event that a Committee Chairman considers meeting unnecessary, he or she shall report such to the Speaker and announce the cancellation at the prior week's Senate meeting.

(1) Excused and unexcused absences must be reported by the committee chair to the Speaker Pro-Tempore three days following the meeting missed.

(2) Members of these committees who miss a meeting without excuse will receive one (1) unexcused absence.

(3) If a committee chair does not turn in an attendance sheet for a committee meeting before three days after his or her committee meeting, or fails to hold a committee meeting in any period between two general assembly meetings without cancelling that meeting in the manner proscribed above, the committee chair, shall receive one (1) absence regardless of his or her attendance at any committee meetings during that time.

(4) A Senator who expects to be absent for a committee meeting for any reason may inform that committee's Chair and the Speaker Pro Tempore ahead of time that he or she has already, or plans to, attend the meeting of a different committee during the same period between general assembly meetings. If that Senator attends that meeting, they shall receive one excused absence for the committee meeting missed.

(f) Committee Chairs shall be required to attend all Internal Affairs Committee Meetings. Failing to attend an Internal Affairs Committee Meeting without an approved excuse shall result in one (1) absence.

(g) All absences shall remain permanently attached to Senators through the entire Senate Session, regardless if he/she is to change positions within the Senate.

section II. Absence Policy Enforcement Procedures



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(g) If the Speaker Pro-Tempore is unable to contact a Senator in violation of the absence policy by phone or email within forty-eight (48) hours after the sixth un-excused absence, this officer shall announce this Senator as having been removed from their seat and their seat announced as a vacancy.

section III. Disciplinary Motion to Censure

(g) **GROUNDS FOR CENSURE.** The Student Senate may censure any Senator, Ex-Officio Officer, Liaison, or other official serving in the Legislative Branch for failure to uphold the duties or honor of his office, improper conduct, or any other grounds for impeachment.

(h) **MAIN MOTION AND EXECUTIVE SESSION.** The motion to censure shall be a main motion requiring a one-fifth (1/5) second and a two-thirds (2/3) vote to pass. The motion shall move the Senate into executive session upon receipt of the required second until the motion to censure and any motion for additional punishment are completed.

(i) **LIMIT ON MOTION.** Only one individual may be the subject of a motion to censure at a time, an individual may only be the subject of a motion to censure once for any particular offense or charge, and an individual may be the subject of a motion to censure only once per any general assembly meeting.

(j) **DISQUALIFICATION OF CHAIR.** Should the Speaker of the Senate be the subject of the motion to censure, not be present, or have made or seconded the motion, he shall be disqualified from presiding over the motion, and the Speaker Pro Tempore shall chair the disposition of the motion. If the Speaker Pro Tempore is disqualified for any of the same reasons as the Speaker of the Senate, then the Rules and Regulations Chair shall chair the disposition of the motion. If all of the above mentioned individuals are disqualified, the Senate shall nominate and approve a Senator to preside over the motion who shall not be disqualified.

(k) **PROCEDURE FOR THE MOTION TO CENSURE.** Upon completion of the qualification of the presiding chair,



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- (1) The moving Senator shall have a five (5) minute presentation period outlining the grounds for the motion to censure, followed by a three (3) minute period of question and answer. The individual subject to the motion to censure will then have the same allotment of time for a defending presentation and question and answer period. There shall be no rules governing the content of any presentation, except that such content shall not violate any standing rules of the Senate or Robert's Rules of Order on decorum.
- (2) A ten (10) minute period of debate will then follow. The movant and individual subject to the motion for censure will be given no special or superseding right in debate.
- (3) All presentations, question and answer, and debate periods will be held in accordance with the Standing Rules of Debate as provided for in these By-Laws.
- (4) Voting shall be conducted by secret ballot vote, with no privilege of moving otherwise.

(l) MOTION TO RECONSIDER. A motion to reconsider is not in order upon passage of a motion to censure.

(m) AUTOMATIC PUNISHMENT. Should the motion to censure pass, the individual censured shall automatically lose all speaking and debate privileges and the right to make motions for the remainder of the general assembly meeting, except to debate for or against any additional punishment moved for as provided in this Section, to debate for or against any motion to amend or remove censure.

(n) PROCEDURE FOR THE MOTION FOR ADDITIONAL PUNISHMENT.

- (1) The Senator who made the motion to censure, upon its passage, may make one (1) motion for additional punishment to the Senate according to the restrictions on punishment below, which shall not require a second, but shall be subject to a period of five (5) minutes of debate, shall be amendable by formal amendment subject to the restrictions on punishment in sub-section (i), and shall require a two-thirds (2/3) vote to pass.



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- (2) Should the Senator who made the motion to censure not make a motion for additional punishment, any Senator may make a motion for additional punishment. In no case, however, shall there be more than one (1) motion for additional punishment considered for any censured individual.

(o) RESTRICTIONS ON ADDITIONAL PUNISHMENT. Additional punishment for a censured individual shall be limited to any individual or combination of punishments listed below:

- (1) Loss of speaking privileges for any number of subsequent meetings.
- (2) Loss of debate privileges for any number of subsequent meetings.
- (3) Loss of the right to make motions for any number of subsequent meetings.

(p) MOTION TO AMEND OR REMOVE CENSURE. Any additional punishment received by motion may be amended or removed by a subsequent main motion to amend or remove censure requiring a one-fourth (1/4) second and a two-thirds (2/3) vote to pass. Such a motion shall require a one-third plus one (1/3 + 1) second and a two-thirds (2/3) vote to pass if it is made during the same general assembly meeting as passage of the related motion to censure.

- (1) The motion shall move the Senate into executive session upon receipt of the required second until the motion is completed.
- (2) The motion shall be disposed of according to the procedures for a Motion to Censure, except all time limits shall be half (1/2) of their enumerated length.

(q) RECORDING. Only the outcome of a motion to censure, a motion for additional punishment, and a motion to amend or remove censure shall be in the minutes, including the movant, the individual subject to the motion, any punishment rendered under this Section, and the voting record.



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(r) ENFORCEMENT. All punishments shall be enforced by the Speaker of the Senate or his appointed Sergeant at Arms for the duration of the session of the Student Senate. Failure to adhere to a punishment approved by this Section, and by the Senate for additional punishments, shall be grounds for impeachment or removal through any relevant provision under the Student Senate By-Laws. Should the Speaker of the Senate be the subject of the motion to censure, punishments shall be enforced by the Rules and Regulations Chair.

(s) RIGHTS RETAINED TO INDIVIDUALS. Nothing in this Section shall be construed as to prohibit any censured individual from attending any Senate committee meeting, assembly meeting, or event, being counted presented at such a meeting or event. Nothing in this Section shall also be construed in the case of a censured Student Senator as prohibiting the Senator from authoring or sponsoring legislation or voting after the punishment period has elapsed. Any individual censured by the Senate shall retain his or her office.

ARTICLE V. REMOVAL PROCESS

section V.

Resignation Process

(a) A Senator, Senate Officer, Ex-Officio Officer, or Liaison must present a letter of resignation to the Speaker Pro-Tempore or a majority of the Senate Officers stating their reasons for resignation. The resignation may be retracted until the next meeting of the Internal Affairs Committee is held at which point the resigning individual is relieved of all applicable privileges and responsibilities including but not limited to speaking and voting at Senate functions and then the appropriate officer may begin the process of filing the vacancy.

section VI.

Impeachment Procedures



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(a) Definitions

For the purposes of Section II, the following definitions shall apply:

- (1) "Senator(s)":
 - (i) Those elected or selected (see Article III) to the position of Senator, representing a college, area of residency, or the Freshman class at Texas A&M.
- (2) "Official(s)":
 - (i) Those persons specifically stated to be eligible for impeachment under Article VI of the SGA Constitution.
- (3) "Student Senate":
 - (i) Any and all Senators present and voting in impeachment hearings.
- (4) "Accused/Accusing":
 - (i) Those members either submitting the charge of misconduct or that person charged with the indictment; the "accusing" party may consist of one or more persons, and all reference time allotments apply to the "accusing" party as a whole.

(b) Impeachments Allowance

- (1) Senators and officials may be impeached and removed from office for reasons including, but not limited to, any substantial failure to fulfill the duties and responsibilities mandated by the Texas A&M University Student Government Constitution or the bylaws of the respective branch.
- (2) Only one Senator or Official may be considered for impeachment at any given time.
- (3) Once a motion for impeachment is made and approved, the Senate shall immediately proceed in special executive session. For the duration of this executive session, no one shall be allowed in the same room as the proceedings except for the following:
 - (i) All Senators, Senate Officers and Ex-Officio Officers



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- (ii) The Chief Justice of the Judicial Court and, if necessary as per subsection (d) (3) below, one Justice of the Judicial Court
- (iii) The Student Body President
- (iv) The accused official and any students he wishes to call to represent him
- (v) The advisor for the Senate, and should the accused official be from another branch, another advisor of his choosing

(c) Impeachment Motions

(1) Impeachment by Petition

To bring a motion of impeachment against an Official, any Senator may at any time file a petition with the Speaker of the Senate or the Rules and Regulations Chair containing the signatures of at least one-third (1/3) of the Senators.

The Senator who files the petition and any petition signers who wish to join him shall be considered the accusing party during the impeachment trial.

The impeachment trial shall be added to the agenda of the next general meeting of the Senate after the receipt of the petition, unless that meeting takes place less than seventy-two (72) hours after the vote of the Committee, in which case it shall be added to the following meeting's agenda. Every effort must be made to inform the Official of his impending trial immediately after receipt of the petition. The petition shall be filed in the Archives of the Senate after the conclusion of the trial.

(2) Impeachment by Resolution

To bring a motion of impeachment against an Official, the Senate may pass a resolution by a majority vote of those Senators assembled at a general meeting detailing the charges against that official.

Any and all Senators who are authors or sponsors of the resolution shall be considered the accusing party during the impeachment trial.

The impeachment trial shall be added to the agenda of the next general meeting of the Senate after the passage of the resolution, unless that meeting takes place less than seventy-two (72) hours after the passage of the resolution, in which case it shall be added to the following meeting's agenda. Every effort must be made to inform the Official of his impending trial immediately after the passage of the resolution.

(d) Procedures



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- (1) The Rules & Regulations chair is the only officials permitted to interpret Section II.
- (2) The Rules & Regulations chair shall preside over impeachment hearings, unless withdrawn voluntarily or deemed unable to do so by a simple majority vote. Successive presiding officers will be considered in the following order:
 - (i) The Speaker of the Senate
 - (ii) The Speaker Pro-Tempore
 - (iii) The Committee Chairs in increasing order of committee size
 - (iv) The Executive Director of Operations
- (3) If any of the aforementioned officers are the accused or members of the accusing party in the impeachment hearings they will automatically be disqualified from chairing the impeachment hearing. If no officer of the Student Senate is deemed able to judiciously chair said impeachment proceedings, a Justice of the Judicial Court shall be called to chair the proceedings. Any Justice that presides over hearings shall not participate in Judicial Court hearings regarding the impeachment.
- (4) At the onset of the impeachment hearing, the specified chair will briefly explain these procedures, answer any pertinent questions, and proclaim specific rules and regulations.
- (5) The accusing party will have a ten minute presentation period, followed by a five minute period of question and answer. The accused will then have the same allotment of time for a defending presentation and question and answer period, respectively. A twenty-minute period of debate will follow. The accused and accusing parties will be given no special or superseding right in debate. All presentations, question and answer, and debate periods will be held in accordance with the Standing Rules and Debate as adopted by the Student Senate.



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(6) The Director of Communication on the Senate Operations Committee, or another designated member of the Senate Operations Committee, shall compile a report of the proceedings, limited to minutes of factual statements. This individual shall not be a voting Senator, and shall not participate otherwise in the impeachment hearing.

(7) A (2/3) majority vote of the Student Senate shall be required for the impeachment and removal from office. Voting shall be conducted by ballot vote, with no privilege of moving otherwise.

(b) Post-proceedings

(1) If impeachment constitutes a Senator's removal from office, the resulting vacancy will be filled according to the Senate By-Laws, Article IX, Section II. Vacancies stemming from the removal of officials from other branches will be filled according to the governing documents and practices of that branch.

(2) A public disclosure of the outcome of impeachment hearings is left to the discretion of the Internal Affairs Committee. The Internal Affairs Committee shall notify the removed Officer and the Chief Justice of the Judicial Court of the course of public action to be taken. This concluding action shall be compiled in a brief report to be kept with minutes and other records gathered throughout the course of the impeachment hearing.

(3) Minutes and reports compiled during and after hearings shall not be posted or made public domain.

(4) Motions to rescind and reconsider will not be entertained subsequent to an impeachment motion.

(5) In reference to a single occurrence of a specified impeachable offense, two (or more) impeachment indictments may not be served to a single Senator or official during any one Senate session, or within three months, whichever is longer. This regulation does not apply to a repeat or new offense.



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(6) The specific charges brought may not be disclosed outside of executive session by anyone other than the accused. Violating this subsection constitutes grounds for impeachment.

section VII.

Ex-Officio Performance Review



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- (a) A complaint regarding an Ex-Officio Officer's performance shall be filed with the Speaker Pro-Tempore.
- (b) The Internal Affairs committee shall meet in closed session during the week following filing to consider the complaint and determine if removal of the Ex-Officio Officer is warranted.

section II. Vote of No Confidence

- (a) **GROUNDS FOR A VOTE OF NO CONFIDENCE.** The Senate may remove any Officer of the Senate or any ad hoc committee chair, from his or her officer position, but not his Student Senate seat, for failure to uphold the duties and honor of his office, improper conduct, or any other grounds for impeachment.
- (b) **MAIN MOTION AND EXECUTIVE SESSION.** The motion for a vote of no confidence shall be a main motion requiring a one-fourth (1/4) second and a two-thirds (2/3) vote to pass. The motion shall move the Senate into executive session upon receipt of the required second until the motion is completed.
- (c) **LIMIT ON MOTION.** Only one individual may be the subject of a motion for a vote of no confidence at a time, an individual may only be the subject of a motion for a vote of no confidence once for any particular offense or charge, and an individual may be the subject of a motion for a vote of no confidence only once per any general assembly meeting.
- (d) **DISQUALIFICATION OF CHAIR.** Should the Speaker of the Senate be the subject of the motion for a vote of no confidence, not be present, or have made or seconded the motion, he shall be disqualified from presiding over the motion, and the Speaker Pro Tempore shall chair the disposition of the motion. If the Speaker Pro Tempore is disqualified for any of the same reasons as the Speaker of the Senate, then the Rules and Regulations Chair shall chair the disposition of the motion. If all of the above mentioned individuals are disqualified, the Senate shall nominate and approve a Senator to preside over the motion by a majority vote who shall not be disqualified.
- (e) **PROCEDURE FOR THE MOTION FOR A VOTE OF NO CONFIDENCE.** Upon completion of the qualification of the presiding chair,



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- (1) The moving Senator shall have a ten (10) minute presentation period outlining the grounds for the motion for a vote of no confidence, followed by a five (5) minute period of question and answer. The individual subject to the motion for a vote of no confidence will then have the same allotment of time for a defending presentation and question and answer period.

There shall be no rules governing the content of any presentation, except that such content shall not violate any standing rules of the Senate or Robert's Rules of Order on decorum.

- (2) A fifteen (15) minute period of debate will then follow. The movant and the individual subject to the motion for censure will be given no special or superseding right in debate.
- (3) All presentations, question and answer, and debate periods will be held in accordance with the Standing Rules of Debate as provided for in these By-Laws.
- (4) Voting shall be conducted by secret ballot vote, with no privilege of moving otherwise.

(f) **MOTION TO RECONSIDER.** A motion to reconsider is not in order upon passage of a motion for a vote of no confidence.

(g) **AUTOMATIC REMOVAL.** Should the motion for a vote of no confidence pass, the individual shall be immediately relieved of his or her officer position and its corresponding rights, privileges, and obligations. The officer position shall be declared vacant and filled according to the procedures for filling a vacancy for the position under these By-Laws.

(h) **RECORDING.** Only the outcome of a motion for a vote of no confidence shall be in the minutes, including the movant, the individual subject to the motion, and the voting record.

(i) **RIGHTS RETAINED TO INDIVIDUALS.** Nothing in this Section shall be construed as to relieve any individual removed of his or her officer position from retaining all rights, privileges, and obligations of a Student Senator.



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section III. No Senator who is removed for any reason from one session of the Student Senate shall be removed for that same infraction from another separate session of the Senate, unless he or she is impeached and a motion is passed to bar him or her completely from service in the Student Government Association for a definite or indefinite amount of time.

ARTICLE VI. LEGISLATION

section V. Legislation



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- (a) Any student or students may write a piece of legislation for consideration by the Student Senate. These students will be credited as "Authors" in the legislation. If any Author holds a title at Texas A&M University, that title may be included on the bill.
- (b) To be brought to the floor for a first reading, one (1) or more Student Senators must sponsor the bill. They will be credited as "Sponsors" in the legislation at the consent of the Authors. Should a Sponsor also be an author of the bill they will only be credited as an Author.
- (c) The total number of Authors and Sponsors on any piece of legislation shall not exceed fifteen (15). If desired a petition including names, signatures, titles, and demographic information of additional supporters who are students may be attached to any piece of legislation.
- (d) Bill Authors may participate in Bill presentations and will have speaking privileges for the periods of presentation and question and answer. They shall not be granted speaking privileges for periods of debate.
- (e) Any student or students intending to lobby or represent the Texas A&M University Student Senate with the authority of a passed bill, resolution, or act who is not a Student Senator or a member of the Executive Council must be accompanied by an appropriate Senator or member of the Executive Council.
- (f) All legislation shall be made available to the members of the Senate, no less than one (1) class day prior to the day of the Senate meeting at which time it is to be considered
- (g) Legislation must be read in its entirety to the Senate before consideration unless by unanimous consent the Senate agrees to consider the bill as read. A bill presentation shall count as a reading in order to satisfy this requirement, but any Senator may still request that a bill be read in its entirety.



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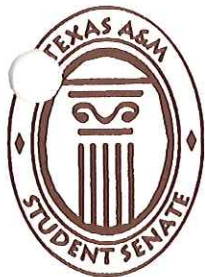
- (1) Bills: A bill is a binding statement of the Senate calling for a specific action in its implementation. A bill requires a majority vote of the members present and voting. A bill must be presented to the Senate for the first reading and may be voted on only upon its second reading unless it is considered emergency legislation

Bills: A bill is a binding statement of the Senate calling for a specific action in its implementation. To pass, a bill requires a majority vote of the members present and voting. All bills must be presented to the Senate for a first reading, and may be voted on only upon a second reading unless being considered by the body as emergency legislation pursuant to Article VI, Section II of the Student Senate Bylaws. A bill's first reading shall consist of a presentation and a period of questions and answers only, with no debate except in the case of emergency legislation as outlined above.

At the conclusion of a bill's first reading, the Speaker of the Senate shall assign the bill to the appropriate legislative committee as outlined in Article VII, Section I, Subsection (e) of the Senate Bylaws. Each bill must pass through this committee process before being brought to the floor for a second reading unless a motion to take the bill from committee to the floor as outlined in Article VII Section II is approved by a two-thirds (2/3) majority of the Senate. A bill must be in its finalized form when it comes up for a first reading.

All changes made between the first and second reading of a bill must be highlighted on the document when it is sent out to the Senators and when it is brought to the floor for the second reading. During the second reading, the bill author(s) must also accentuate to the body the changes made in his or her presentation.

If any Senator wishes, the changes must all be read aloud. The markings signifying changes will be removed once the bill is passed or failed for archiving purposes.



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- (2) Renewed Bills: a renewed bill is exactly the same as a standard enacted bill. To create one, any Senator or Senators who wish to renew a bill must inform the Speaker of their intention by the same deadline at which new legislation to be read at the following meeting is due. The motion to renew will be placed on the agenda for that meeting and treated as the second reading of that bill. The main motion to be considered at that time will be a bill exactly the same as the old bill except as follows: the authors will remain the same; the sponsors will be replaced by the Senators who ask for the bill to be renewed; the bill will have a subtitle of "Special Designation: Renewed Bill"; and the bill number will be that of the original bill followed by an "RX", where X is the number of the session in which the bill is being renewed. This new bill may only be amended formally by a majority vote of those present at the meeting. The bill requires a majority vote to pass. A renewed bill may not itself be renewed, nor may a renewed bill be sent to committee.
- (3) Resolutions: A resolution is a non-binding statement of opinion of the Student Senate. A resolution requires a majority vote of the members present and voting. A resolution may be voted upon at the meeting in which it is introduced and is not subject to approval or veto by the Student Body President
- (4) Consent Resolution: A consent resolution is a resolution, as defined in (2) above. A consent resolution will not be open to questions and answers, presentation, or debate. Consent resolutions shall be considered such by unanimous consent. If at any time one or more Senators object to the resolution being in consent form, the resolution will be considered as a normal resolution as described above. All of the Consent Agenda items will then be passed without objection.

(h) All legislation passed by the Senate subject to Presidential Approval shall be certified by the Speaker on all pages and forwarded to the Student Body President for approval within two (2) class days.



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- (i) All legislation passed by the Senate not subject to Presidential Approval, failed by the Senate, or referred to committee or tabled by the Senate and never returned to the floor by the end of an academic semester, shall be certified on all pages by the Speaker within two (2) class days.

section VI.

Emergency Legislation

- (a) Emergency Legislation shall be defined as, "any bill which requires immediate action and should therefore be acted upon without a second reading"
- (b) A bill may acquire emergency legislation status:
 - (1) Prior to the Senate meeting: If such action is approved by a majority of the Officers of the Senate
 - (2) During a Senate Meeting: If such action is called for by the author of the bill and approved by a 2/3 majority of the members of the Senate present and voting.
- (c) No bill that would amend the Student Government Association Code may be considered as emergency legislation. All such bills must be read at two separate, regularly scheduled general assembly meetings before passage.

ARTICLE VII. COMMITTEE PROCESS

section V.

Legislative Committees



The Student Senate

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- (a) MEMBERSHIP. Each Senator may only be a member of one (1) of the Legislative Committees. Senators may switch committees no more than two (2) times during a session and only with the approval of a majority of the Senate officers.
- (b) SPEAKING PRIVILEGES. Any Texas A&M University student may attend the meetings of, and shall have speaking privileges on, all Senate Legislative Committees.
- (c) THE LEGISLATIVE COMMITTEES. The Legislative Committees of the Texas A&M Student Senate shall be assigned by the Speaker to consider legislation as outlined in this Subsection, and may retain or release such legislation to the floor as they so determine, as outlined in Subsection (d) of this Section. The Legislative Committees and their duties are outlined herein:

(1) THE RULES AND REGULATIONS COMMITTEE: The Rules and Regulations Committee shall be chaired by the Senate Rules and Regulations Chair. This committee shall be assigned to consider all legislation pertaining to the operations of the Texas A&M Student Government Association and the Student Senate, including but not limited to proposed amendments and additions to the SGA Constitution and the Senate Bylaws, Statutes not reasonably related to any other legislative committee, and standing Rules of Order, as well as any other legislation that might affect the rules, regulations, or procedures of the SGA and its affiliates or subcommittees.

(2) THE COMMUNITY RELATIONS COMMITTEE: The Community Relations Committee shall be chaired by the Senate Community Relations Chair. This committee shall be assigned to consider all legislation pertaining to interactions between the Student Government Association and the local government, as well as legislation pertaining to issues of community relations, outreach and student involvement in local issues. The Community Relations committee shall also compose a bimonthly press release, informing local media about legislation passed and introduced in the Student Senate.



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(3) THE LEGISLATIVE AFFAIRS COMMITTEE: The Legislative Affairs Committee shall be chaired by the Senate Legislative Affairs Chair. This committee shall be assigned to consider all legislation pertaining to interactions between the Student Government Association and the state and federal governments, as well as legislation pertaining to other statewide or national issues affecting the students of Texas A&M.

(4) THE ACADEMIC AFFAIRS COMMITTEE: The Academic Affairs Committee shall be chaired by the Senate Academic Affairs Chair. This committee shall be assigned to consider all legislation pertaining to interactions between the Student Government Association and the faculty and academic administration of Texas A&M University, as well as legislation pertaining to issues of academic advocacy, curricula, grading, assessment, research, and student involvement in the academic sphere.

(5) THE STUDENT SERVICES COMMITTEE: The Student Services Committee shall be chaired by the Senate Student Services Chair. This committee shall be assigned to consider all legislation pertaining to interactions between the Student Government Association and the administration of Texas A&M University as it pertains to student service issues, as well as any legislation regarding changes to, additions of, or cessation of any student service.

(6) THE CONSTITUENCY AFFAIRS COMMITTEE: The Constituency Affairs Committee shall be chaired by the Senate Constituency Affairs Chair. This committee shall be assigned to consider all legislation pertaining to relations between the Student Senate and the various student organizations at Texas A&M University.



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(7) THE FINANCE COMMITTEE: The Finance Committee shall be chaired by the Senate Finance Chair. This committee shall be assigned to consider all legislation pertaining to tuition and student fees at Texas A&M University, donations made to any entity of the Student Government Association, and any other funds sought by or provided to any entity of the Student Government Association. This committee shall also be assigned to consider all legislation pertaining to the allocation of Student Government funds to any entity of the Student Government Association, spending of any funds allocated to any entity of the Student Government Association as well as the establishment of the fiscal budget of the Student Government Association.

(d) SPEAKER ASSIGNMENT DISCRETION: If a piece of legislation fails to reasonably fall under any category outlined in numbers (1)-(5) of this subsection, the Speaker may, at his or her discretion, assign said bill to any legislative committees he or she deems appropriate.

section VI.

The Committee Process



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(a) CONSIDERATION OF LEGISLATION. Whenever a committee considers legislation, whether or not said committee is a legislative committee, it shall follow the procedures outlined herein:

- (1) The Committee Chair shall chair all committee meetings unless he or she designates another committee member to chair the committee meeting in his or her absence.
- (2) The Chair shall provide for an appropriate period of debate on the legislation. During this time, the committee may suggest amendments to the legislation authors. Some representation of the bill's final wording must be made available to the committee prior to a vote.
- (3) The Chair and the bill authors may each make brief closing statements, time permitting.
- (4) The committee shall then vote whether to *retain* or *release* the legislation, with an affirmative vote signifying release to the body and a negative vote signifying retention in committee.
- (5) No committee vote may be taken in absentia, or via proxy, or by any means other than an in-person vote which occurs during an official committee meeting.
- (6) Only Committee Members and the Committee Chair may vote in their respective committee.
- (7) Once a vote to release has been secured on a piece of legislation, the legislation may not be changed from its final wording or amended in any way until it is brought before the Senate or recommitted to the committee process outlined herein.
- (8) All time-periods and procedures outlined above shall be executed and interpreted by the Committee Chair unless the procedures of subsection below are adopted by the committee.



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(9) At any time during the consideration of legislation, a committee may vote to adopt standing rules of order for the remainder of the meeting by a second and two-thirds (2/3) approval. In such a case the committee shall vote on fixed time periods and rules of debate for legislation consideration and shall proceed formally with the meeting under Robert's Rules of Order, chaired by the Committee Chair or his or her designee.

(10) Each committee, at each of its meetings, shall consider and vote on all legislation submitted to it by the Speaker of the Senate and all legislation it has previously voted to retain.

(11) No quorum shall be required for committee meetings.

(b) **MOTION TO TAKE FROM COMMITTEE.** During a meeting of the Student Senate body, any Senator may make a motion to take any piece of legislation from committee consideration and return it to the Senate floor. Such a motion must specify the name or number designation of the desired bill.

(1) The motion is not in order in the Senate General Assembly Meeting in which a piece of legislation receives its first reading

(2) The motion is debatable and requires a second followed by two-thirds (2/3) approval of the body.

(3) A successful motion to take from committee brings the designated legislation before the body as a question for debate and a vote.

(4) Legislation taken from committee shall be subject to all motions and procedures it would otherwise be beholden to under *Robert's Rules of Order* and the governing documents of the Student Senate.

ARTICLE VIII. MEETING PROCEDURE

section I. Rules of Debate



The Student Senate

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(a) Unless provided for elsewhere in the bylaws, all main motions will be considered according to the provisions in this section. All members of the body, including the bill authors, shall be bound to the rules of debate.

- (1) Ten (10) minutes will be allotted for a presentation of the motion.
- (2) Five (5) minutes will be allotted for a period of question and answer.
- (3) Fifteen (15) minutes will be allotted for debate of the motion.

Debate recognition will alternate between those arguing for and against the question. The first recognition will be a member debating against the motion, if such a member avails him or herself to the chair at that time.

Recognitions will be limited to two and a half (2.5) minutes.

A member may yield the remainder of his or her recognition time to another member.

A motion to previous question will be out of order until two recognitions for debate have been made.

If after any recognition for debate the chair can find no member to speak for the opposing side, debate will be considered one sided and shall be closed by the chair

(b) The provisions provided in this section may be temporarily suspended or amended at any time by a two thirds (2/3) majority vote of the Senate.

section II.

Veto Override Procedures



The Student Senate

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(a) All legislation vetoed by the Student Body President shall be presented by the bill authors as normal legislation at the general assembly or special session meeting immediately following the veto. Vetoed legislation may not be postponed, tabled, or referred to committee and must be voted on at that meeting.

(b) VETO PRESENTATION: The Student Body President shall be granted speaking privileges for a ten (10) minute presentation followed by a five (5) minute period of question and answer immediately prior to the consideration of the legislation above. This period of presentation and question and answer may be extended or shortened by a two-thirds (2/3) vote of the Senate, but the presentation may not be shortened to less than five (5) minutes.

section III.

Executive Session

(a) Student Senate meetings shall be open to all students who wish to attend. The only exception to this open attendance policy shall be when the Senate moves into Executive Session required for consideration of business under these bylaws. This motion shall be subject to debate. Only the Senate members and ex-officio members may remain and retain their privileges. The Senate may also allow others to remain by a two-thirds (2/3) vote of those present and voting. The Senate cannot move into Executive Session for consideration of any business which does not require Executive Session under these bylaws.

section IV.

Agenda



The Student Senate

Texas A&M University

- (a) A tentative agenda shall be compiled at least one (1) day before each Senate meeting. The full text of all legislation to be considered as new business on the agenda shall be sent with the agenda. All legislation must be submitted to the Speaker within four (4) class days prior to the date of the Senate meeting
- (b) Legislation submitted between one (1) and three (3) days prior to the Senate meeting can be placed on the agenda if this action is approved by the majority of the Officers of the Senate
- (c) The Speaker shall decide the order of the agenda, which must be approved by a majority vote of the Internal Affairs Committee.
- (d) Opening Procedures shall be the first order of business on the agenda following adoption of the minutes of the previous meeting. The Opening Procedures shall include an invocation, the Pledges of Allegiance to the American Flag and to the Texas Flag and roll called beginning with the Student Body President, then Chairs, then senators alphabetically by caucus with each senators in each caucus being called alphabetically by last name, except for the Caucus Leaders. The Speaker Pro Tempore shall oversee all Opening Procedures. The same order shall be followed during closing roll call.
- (e) An open period of no longer than one hour must be left at the beginning of every Senate Meeting to allow constituents a time to address the Senate. Open forum rules may be temporarily amended or extended by a two-thirds (2/3) vote of the Senate, but the total time of Open forum may not be decreased.
 - (1) Individuals speaking in open forum shall be limited to two (2) minutes apiece to speak freely, and two (2) minutes apiece to answer questions asked by Senators. Current Texas A&M students shall be given priority for speaking in open forum. If more than fifteen (15) students are present, the sixty (60) minutes shall be divided evenly among all students who wish to speak prior to any recognition.
 - (2) Individuals recognized to speak in open forum may not yield their time except to the floor.



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(3) All individuals speaking in open forum must sign in immediately prior to the meeting and provide their names, and if applicable, class years and residency and academic caucus information to be read to the body before they are recognized. Additionally, contact information may be provided. If more than fifteen (15) individuals have signed in for open forum, the provision of this demographic information shall constitute proof that any individual signed in for open forum is a student.

(4) Individuals speaking in open forum may not speak on behalf of, or against, candidates or nominees in officer elections or confirmations taking place during that meeting. The Speaker must automatically end the recognition of individuals who attempt to do so.

(f) Following the periods of open forum and organizational forum provided for above, the Senator who has served the longest cumulative amount of time in the Senate who does not currently hold an officer position shall read the Mission Statement of the Student Senate and the Aggie Honor Code, as provided for in the first Article of these By-Laws.

section V.

Voting Procedures



The Student Senate

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(a) Only one (1) vote shall be held by each member of the Senate. This vote may cast as yes, no, or abstain. No proxies shall be permitted. Abstain shall mean 'present and not voting' and shall not count as part of the total number of votes

(1) The Speaker of the Senate shall reserve his or her right to vote until his or her vote would alter the outcome of the pending vote.

(2) Voice voting shall be considered Standard Operating Procedure on all Bills and normal voting practices with the exception of officer elections. When clickers cannot be used a voice vote shall at that time be Standard Operating Procedure.

(b) Ballot voting:

(1) A ballot applies to and may be held on the final votes of bills and resolutions, or if requested by one-third (1/3) of the Senators present

(2) This mandatory ballot vote on bills and resolutions may be suspended by a 2/3 majority vote of Senate

(3) Each Senator will sign their name, caucus, indicate the bill, and vote either for, against, abstain, or absent on only one ballot

(4) The votes will be counted in the presence of the Senate, but the names will remain anonymous until the meeting is over and voting records are compiled for the use of constituents

(5) These voting records are to be stored electronically where constituents may access them, and may be stored physically as well

(c) A roll call vote shall be conducted if requested by one-third (1/3) of the Senators present and voting.

section VI.

Open Session



The Student Senate

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(a) After the completion of new business, time may be allotted for discussion of any item not on the agenda, but coming from the floor. At any time during Open Session, as long as no other item of business is being discussed, any Senator may move to close Open Session for the remainder of that meeting.

(b) All bills brought up in Open Session for a first reading must be emailed out no later than twenty-four (24) hours after the Student Senate Meeting adjournment where the bill was introduced.

section VII.

Reports

(a) At the conclusion of Open Session, the Student Senate shall move into a period of reports. Beginning with the committee reports followed by a report from the Speaker, the Chief Justice, and the Student Body President.

(b) Committee reports shall be offered by the chair of each respective committee and shall not exceed a time of five (5) minutes. During this report, the chair shall set a time for their committee meeting and address items within the jurisdiction of their committee, as determined by the Rules and Regulations Chair.

(c) Reports from the Speaker, Chief Justice, and Student Body President shall not exceed eight (8) minutes.

section VIII.

Quorum

(a) A majority of the members of the Senate shall constitute a quorum. The number of members shall be determined by the number of Senate seats currently filled

section IX.

Speaking Privileges



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- (a) No person may address the Senate unless specifically provided for in the Student Government Association Constitution or the Senate By-Laws
- (b) Limited speaking privileges may be granted to any other person with two-thirds (2/3) approval of the Senate membership present and voting when no other motion is currently being considered. These speaking privileges shall not extend, for any reason, to periods of debate.
- (c) All Ex-Officio members shall have limited speaking privileges at Student Senate General Assembly meetings restricted to periods of question and answer only. These limited speaking privileges shall not extend, for any reason, to periods of debate. The Student Body President and Chief Justice of the Judicial court shall be considered ex-officio members only for the purpose of the aforementioned limited speaking privileges.

section X. Transparency

- (a) All Student Senate meetings—except when in executive session—shall be held in a location open and accessible to the public
- (b) All Student Senate meetings—except for when in executive session—shall be video recorded. A video recording of all meetings shall be made available to the public online.

ARTICLE IX. INTERNAL BUSINESS OF THE SENATE

section I. Internal Affairs



The Student Senate

Texas A&M University

- (a) The Officers of the Senate shall deal with all internal business of the Senate. The Speaker Pro-Tempore shall be the presiding officer of these proceedings. All Internal Affairs Committee meetings shall be announced at least one week in advance, and the time and location shall not be changed except by a unanimous vote of the Internal Affairs Committee.
- (b) The Internal Affairs Committee shall:
- (1) Be open to the public, except when they consider absences of the members of the Senate, or 2/3 (two-thirds) of the officers vote to move to Executive Session.
 - (2) Publish their minutes in the Senate Agenda to allow Senators and students to have access to a record of the proceedings.
 - (3) Intervene when deemed appropriate in matters of the Operations Committee.
 - (4) Duties shall include:
 - (i) To take action on all articles of impeachment
 - (ii) To compile a list along with the means of contact of the newly elected Senators for the subsequent year from the Election Commission. They shall also be responsible for the contact of these Senators and organization of the first meeting of the new Senate session
 - (iii) To take action when a Senator does not comply with the Senate Absence Policy as defined by the Senate By-Laws
 - (iv) To compile responses gathered through Senator/Constituent Enhancement Programs. This report shall be submitted to the Student Senate and the Executive Committee of the Student Government Association at their last respective meetings each semester
 - (v) To take action on any other internal Senate business



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- (vi) To conduct a mandatory orientation program for any new senator whether appointed or elected
- (c) To create surveys as needed by a majority vote
- (d) Surveys
 - (1) The Internal Affairs Committee shall be charged with creating surveys, whenever deemed necessary, to gather student opinion.
 - (2) Any Senator or student may submit a survey idea to the Internal Affairs Committee for consideration.
 - (3) After a majority vote of the Internal Affairs Committee, the survey shall be "An Official Survey of the Texas A&M University Student Senate"
 - (4) The Student Senate shall maintain a contact form on its website through which students may submit questions to be surveyed.
 - (5) Upon passage from the Internal Affairs Committee, the surveys shall be distributed to each Student Opinion Booth by the Constituency Affairs Chair and shall be posted online no later than forty-eight (48) hours after the conclusion of the Internal Affairs by the Speaker Pro Tempore.
 - (6) Each survey must contain at least two (2) questions.
 - (7) Surveys will remain online for 30 days after the date of posting. The Survey will be promptly removed at the end of the 30 days.
 - (8) Results of each poll must be shared with all Student Senators via an email sent by the Speaker of the Student Senate within one (1) week of the survey's removal.
 - (9) The Internal Affairs Committee may also request for the Division of Student Affairs to conduct a random-sampled survey of students using these questions in addition to the method above.
 - (10) A survey can be extended up to the duration of the current semester by a majority vote of the Student Senate, with the exact question in the bill.



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(11) This extension can only be granted after the survey question has gone through the process described in provisions 1-4.

(e) Should the Officers of the Senate be unable to come to a consensus on any matter, the matter shall be brought before the Senate in the form of a resolution

section I.

Senate Vacancy Procedures



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(a) Definitions

- (1) "Fall election" shall refer to the student body election that takes place during the fall semester of a given session.
- (2) "Spring election" shall refer to the student body election of the spring semester at which the Student Body President and the next session of the Student Senate are elected.
- (3) "Outgoing session" shall refer to the session of the Student Senate that has held office at the beginning of the spring semester.
- (4) "Incoming session" shall refer to the session of the Student Senate that is elected in the spring student body elections.
- (5) "Election Commission" shall refer to the program under the direction of the Executive Branch that is charged with overseeing student body elections.
- (6) "Election Regulations" shall refer to any statutes entered into the Student Government Association Code that impact or govern student body elections.

(b) The process for filling seats during the fall semester shall be as follows:

- (1) The Speaker Pro-Tempore shall announce any Senate vacancies during the fall semester at the second meeting of the fall semester, to be filled during the fall elections.
- (2) The elections shall be conducted according to the election regulations and the newly elected Senators shall be seated and sworn in at the meeting immediately following certification of the results. A number of Senators equal to the number of vacant seats in each caucus shall be elected from that caucus in these elections. No sitting Senator may not participate in a vacancy election in his or her own caucus, nor shall any sitting Senator be removed from the Senate as a result of this process.
In the event that additional seats become vacant after the announcement of vacancies in caucuses that are already being filled during the fall election, the Speaker Pro Tempore may declare those seats vacant and fill them during the election as well. This declaration must take place more than twenty-four (24) hours before voting opens. No seats may be opened in caucuses that did not already have one seat to be filled by the election.



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- (c) The process for filling seats during the spring semester shall be as follows:
 - (1) The Speaker Pro Tempore of the outgoing session shall determine which Senate seats are vacant immediately following the certification of the spring election results.
 - (2) All vacant spots in each caucus shall then be filled automatically by the Senate candidates who do not already serve in the Senate and who are not otherwise ineligible to serve in the Senate's outgoing session, in a descending order of priority based on how many votes they received during the spring elections. If the seats cannot be filled in this manner, or if any seats in the outgoing session are vacated after election results are certified, they shall remain vacant for the remainder of that session.
- (d) Any Senator wishing to switch constituencies must follow the above vacancy procedure, if the switch is not granted the Senator retains their original seat (in the outgoing session, if applicable).

section II.

Officer Vacancy Procedures

- (a) Should a Senate Officer Position become vacant the Internal Affairs Committee shall:
 - (1) Name an Interim Officer to serve until elections can take place
 - (2) Allow for a new Officer to be elected following the procedures outlined in Article X, Section I, (a), (3) through (14)

section III.

Operations Committee



The Student Senate

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(a) The Operation Committee shall meet for the purpose of sharing information for the development of the Student Senate. The committee shall be chaired by the Speaker Pro-Tempore and shall be composed of the Executive Director of Operations, the Director of Administration, the Director of Communications, and the Director of Information Technology. The members shall report their activities to the chair and be given tasks at the discretion of the chair. Meetings shall be called as deemed necessary by the Chair or Executive Director. The Operations Committee shall also consist of any members the Executive Director, or the Chair deem necessary.

section IV.

Special Sessions

(a) At the beginning of all special sessions of the Senate, the presiding officer shall announce the purpose for calling the special meeting

(1) A petition calling for a special session must include the purpose for calling the special session, the date, time and location. The petition must be turned into the Speaker forty-eight (48) hours prior to the special session. The Student Body President and Student Senators must be given forty-eight (48) hours notification of the session called by petition

(2) Only items specified by the Student Body President, Speaker of the Student Senate, or Senator petition may be considered and voted upon by the Senate

(b) Special sessions of the Senate shall be subject to the Senate By-Laws and shall be governed by the same rules of procedures as the regular meeting

section V.

The Student Senate Budget and the Student Government Association Budget



The Student Senate

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(a) THE STUDENT SENATE PRELIMINARY BUDGET. The Speaker Pro Tempore, in consultation with the Student Body President or his or her cabinet member in charge of the Student Government Association budget, shall be responsible for formulating the annual Student Senate Budget, and overseeing spending.

(b) THE SENATE FINANCE COMMITTEE. The Senate Finance Committee will consist of the Finance Chair and the six or eight (6 or 8) senators selected by the Finance Chair and confirmed by the senate.

(1) The Student Body President or his or her cabinet member in charge of the Student Government Association Budget, the Rules and Regulations chair of the Senate, the Student Government Association Advisor(s), and the Student Government Association Business Coordinator may serve as non-voting members of the committee to advise and assist the Appropriations Committee.

(c) APPROPRIATION HEARINGS. The Finance Committee shall conduct hearings to consider any funding request, the Student Government Association budget, or appropriations bills or statutes referred to the Finance Committee at a time scheduled by the Finance Chair.

(1) Quorum for a Finance Committee hearing shall be five (5) members, one of whom must be the Finance Chair. Finance Committee members that fail to attend more than one-half (1/2) of the total number of hearings during any one-month (1) period shall be automatically removed from the committee. The Finance Chair shall select a replacement in accordance with these By-Laws.

(2) Hearings will be open to the public, however, only the members of the Finance committee will have speaking privileges.

(3) All hearings regarding requests for the annual Student Government Association budget must be conducted during the fall academic semester and must be completed before the second general assembly meeting of the fall semester. Hearings for funding requests outside of the annual Student Government Association Budget or for additional funding beyond the annual Student Government Association budget may be conducted at any time during the fall and spring academic semesters.

(d) All Finance committee meetings will be open.



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(e) STUDENT GOVERNMENT ASSOCIATION BUDGET FORMULATION.

The Student Senate Finance Committee shall be responsible for the formulation of the annual Student Government Association Budget through a bill or statute and by a majority vote of the committee that will be presented to the Student Senate for passage.

(1) The Senate Finance Chair will present the Student Government Association Budget bill or statute at the second meeting of the fall semester. This presentation will be accompanied by a period of question and answer.

(2) Appeals may be sent to the Senate Finance Committee after this presentation. Appeals sent by Senators, Executive Council members, Judicial Court member and Student Government Committee Chairs or Commissioners must be formally considered by the Finance Committee.

(3) At the following Senate meeting, the Appropriations Chair will again present the budget and any changes made after the initial presentation. The presentation will be accompanied by a period of question and answer followed by a period of debate.

(4) During debate, the Senate may present amendments with a one-sixth ($1/6$) second subject to a vote by two-thirds ($2/3$) of those present and voting the Senate shall not allocate a budget or rule in order any amendment to such effect as to cause the total budget to exceed the amount allocated to the Student Government Association for the purpose of the budget.

(5) The budget will be approved by a majority of those present and voting.

(6) All funds not allocated by the Senate for the purposes of the Student Government Association Budget shall be retained for future allocation at the discretion of the Student Senate in a standard appropriations statute introduced by a sponsor who is a Student Senator.

(f) REMOVAL PROCEDURES



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(1) Finance Committee members may be removed by a vote of no confidence pursuant to these By-Laws. Any committee member removed by a vote of no confidence from the Finance Committee shall be re-assigned by the Internal Affairs Committee to another legislative committee pursuant to any other limitations in these By-Laws.

section VI.

Senate Development Days



The Student Senate

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- (a) All Senators may be required to attend one (1) development activity per semester, subject to one (1) excused absence or one (1) unexcused absence according to the absence policy in Article IV, Section II.
- (b) Before the first meeting of the new session, the officer team from the previous session must conduct a development day for all newly elected Senators. This development day shall be to discuss the procedures of officer elections and parliamentary procedure used in the meetings.
 - (1) No officer from the previous session elected into the new session may help put on the development day.
 - (i) The order of responsibility for conducting this new Senator development day is as follows: the Rules and Regulations Chair, the Speaker Pro Tempore, the Speaker of the Senate, the Constituency Affairs Chair, the Academic Affairs Chair, the Community Relations Chair, the Legislative Affairs Chair, the Student Services Chair, and the Finance Chair.
 - (ii) Any amount of officers may help conducting this development day, as long as they are not elected into the new session. The list above orders who has the primary responsibility of making sure the development day occurs.
 - (2) If all officers from the previous session are elected into the new session then the Internal Affairs Committee shall convene and select one or two Senator(s) from the previous session who were not re-elected into the new session.
 - (3) Only newly elected Senators who have not previously served in Student Senate in any capacity may attend this development day, except for the officer or previous Senator conducting the development day.
 - (c) The Speaker Pro Tempore and Rules and Regulations Chair shall be in charge of creating a development day for new Senators selected during the vacancy process.
 - (4) This development day should happen after the new Senators first meeting where they are sworn in and the meeting two weeks afterwards.

section VIII. Senate Session Classification

- (a) The 1947-48 Student Senate, as established Oct. 15th 1947 by election from the student body shall be classified as the "Founding Session" for all archiving and operational purposes.



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- (b) The 1948-49 Student Senate shall be classified as the "First (1st) Session", the next Student Senate shall be classified as the "Second (2nd) Session", and all subsequent sessions shall be numbered accordingly in increasing order for all archiving and operational purposes.

section IX. Constituent Communications

- (a) The Student Senate shall maintain an official web site.
- (1) All legislation, agendas, minutes, notices of vacancy, notices of election, and other official communications shall be posted or linked to.
 - (2) The contact information of every Senator shall be listed on the web site
 - (3) It may be maintained with or without university resources, according to the wishes of the officer team.
 - (4) Officers shall serve as moderators. The Internal Affairs Committee shall delegate the responsibility of establishing and maintaining the website as it sees fit.
- (b) The Senate shall maintain a Facebook page
- (1) All legislation, agendas, minutes, notices of vacancy, notices of election, and other official communications shall be posted or linked to.
 - (2) The Senate Officers will serve as "admins" of the group, and every Senator must be a member.
 - (3) Senators shall encourage other Student Government organizations and their constituents to join the group.
 - (4) The Constituency Affairs Officer shall be responsible for establishing maintaining the Facebook page in each session.

section X. Cody T. Vasut Archives of the Senate



The Student Senate

Texas A&M University

(a) The Archives of the Senate shall exist for the primary purpose of documenting, organizing, and presenting all former official documents, legislation, and records as may be required by these by-laws or the statutes or may be additionally requested by the Executive Director of Operations

(b) The Archives of the Senate shall be at minimum composed of the following official Student Senate documents from all Senate sessions as may reasonably be located and established for authenticity

- (1) All legislation as passed, failed, tabled, withdrawn, referred to committee, or read before the Senate
- (2) All voting records as may be recorded
- (3) All final agendas for all general assembly meetings and special sessions
- (4) All minutes taken for all general assembly meetings and special sessions
- (5) All open forum sign-ups for all general assembly meetings and special sessions
- (6) All attendance records for all general assembly meetings, policy, standing, and ad-hoc committee meetings, and absence forgiveness records
- (7) A listing of all ex-officio officers, liaisons, Senators, and Senate Officers having served for any length of time.
- (8) All reports and proposals as may be approved by the Senate
- (9) A final copy of the Student Government Association Code as amended by the session.
- (10) A copy of the of the Student Senate budget as approved for the session
- (11) A closing letter from the Speaker summarizing the Student Senate session

(c) All documents comprising the Archives of the Senate shall be made archived at minimum in the following forms

- (1) In physical form for access in person by any student
- (2) In physical form submitted yearly by August 1 to the Texas A&M University Archives for the individual session most recently ended



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(3) In electronic form made available to the general public via the internet

(4) In an electronic storage medium for access in person by any student

(d) All documents comprising the Archives of the Senate shall be entered into the archives within five (5) class days of the ending of the Senate Session unless otherwise provided for in these by-laws or statutes.

(1) All passed, failed, and withdrawn legislation, agendas, minutes, open-forum sign-ups, reports and proposals, voting records, and Senate budget as defined in sub-section (b) shall be placed in physical form and online within five (5) class days of the documents creation or certification, whichever shall be the final form.

(2) All tabled, referred to committee, or read legislation as defined in sub-section (b) shall be placed in physical form and online within three (3) months of its remaining in one of these categories un-altered or within five (5) class days of the ending of the Senate Session.

ARTICLE X. ELECTION AND APPOINTMENT PROCEDURE

section I. Officer Elections



The Student Senate

Texas A&M University

(a) The Officers of the Student Senate will be elected at the first new meeting of the new session according to the following format:

- (1) Candidates for Speaker, Speaker-Pro Tempore, and Rules and Regulations Chair must have served in a prior session of Senate
- (2) If no candidate meeting the above requirements chooses to run for the above offices then any current member of Senate may run for those offices
- (3) Nominations shall be accepted from the floor
- (4) Candidates for all officer positions must be members of the session in which they seek election.
- (5) Each candidate will have ten minutes to speak, and each speaking period will be followed by a five minute question and answer session
- (6) Each candidate is allowed one character speaker on their behalf who may speak for a maximum of five additional minutes
- (7) If only one person is nominated for an office, they will have five minutes to speak, and they may allot any portion of that time to one character speaker
- (8) A period of debate can be requested by any member of the Senate immediately before voting
- (9) A Ballot Vote will be used if at least one Senator requests it
- (10) A Candidate must receive a majority of the vote to be elected
- (11) If in the first vote no candidate receives a majority of the vote a run-off shall occur between the two candidates with the most votes
- (12) If a tie occurs for either of the run-off positions a vote must be recast to break that tie before the run-off can take place
- (13) The candidates in the run-off do not get any more time to speak, but debate may be restarted
- (14) If a position is not filled another election following this format will take place at the next regularly scheduled Senate Meeting



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(15) A motion to adjourn will be out of order during the meeting until the Speaker, Speaker Pro-tempore, and Rules and Regulations chair are elected.

section II.

Approval of Appointments



The Student Senate

Texas A&M University

- (a) If solicited, applications of candidates for appointments made by the Student Body President or by a Senate officer shall be available for Senators to view at least one week prior to the meeting in which confirmation for that position will be considered.
- (1) All applications for those positions must be provided, but applications for candidates who were not selected may be sanitized to remove personal information. All applications must have information removed that would violate University rules or FAFSA if publically released.
- (b) Appointments will be considered at any general assembly meeting following the first meeting of a new session.
- (1) The Student Body President or the officer making the appointment, and all nominees shall have speaking privileges for a period of up to five (5) minutes per appointee in order to present the appointees for confirmation.
- (2) Appointees must answer questions at the discretion of the Senate after the period of presentation for no less than five (5) minutes per candidate, unless no further questions are asked.
- (3) Confirmation of these appointments will require two-thirds (2/3) of those present and voting. Confirmation votes shall not be taken for multiple appointees at the same time.
- (c) If an appointee is not confirmed, or the position becomes vacant, the Student Body President or Senate officer may bring candidates at subsequent meetings to be considered according to the same provisions as outlined above.
- (1) The Senate will not consider for confirmation any appointee who was rejected for confirmation twice in the current session.
- (d) Appointments to University Committees may be considered by the Senate without the appointee's attendance at the Senate meetings. These considerations may be combined with a two-thirds (2/3) vote.
- (1) The Senate may by a one sixth (1/6) second, table the confirmation of a nominee to require him or her to attend a subsequent regularly scheduled Senate meeting for the purpose of addressing questions put forth by the Senate.



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- (2) Candidates in attendance must answer questions at the discretion of the Senate.
- (3) Confirmation of these appointments will require two-thirds (2/3) of those present and voting.

ARTICLE XI. OTHER PROCEDURES

section I.

Election Regulation Revisions



The Student Senate

Texas A&M University

- (a) The Senate shall pass no legislation concerning election regulations within fifteen (15) days prior to the filing date or runoff that would take effect during the same period

section II. Tuition and Student Fees: The Senate Finance Committee

- (a) The Student Senate will review and legislate on the rates and allocations of tuition and all student fees assessed to the student body.
 - (1) All legislation pertaining to student fees and tuition may be passed only by roll-call or ballot vote.
- (b) The Senate Finance Committee shall review the rates and allocations of tuition and all student fees assessed to the student body.
 - (1) The Senate Finance Committee shall consist of the Senate Finance Chair and the six to eight (6 or 8) senators selected by the Finance Chair and confirmed by a two-thirds (2/3) vote of the Student Senate present and voting.
 - (2) The Texas A&M Student Senate may recommend any tuition or fee increase, any tuition or fee decrease, or recommend the establishment of any new fee only under the following guidelines unless otherwise required by state law:
The Student Senate may approve by a majority vote all tuition or fee increase or decrease recommendations.
For any fee increase or decrease greater than 10% with the overall impact to students being in excess of \$5.00 a semester, the Student Senate shall call a referendum to garner opinion. The result of the referendum will be the position of Student Government Association.
Any newly created fee must go to a student referendum the semester prior to proposed implementation. The result of the referendum will be the position of Student Government Association.
That the results of all such votes be posted within twenty-four (24) hours in the Student Government Office for the duration of five (5) class days. These postings will include the fee or tuition proposal being voted upon, whether or not the proposal passed, the names of all senators, each senator's area of representation, and each senator's vote on the tuition or fee proposal.



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(3) That the Speaker forward the above Article XI, Section II
(b) (3) (iv) information to the Battalion within twenty-four (24)
hours of submission to the aforementioned entities to inform the
student body of the position of the Student Government
Association.

section III. Transition Procedures



The Student Senate

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(a) The new Senate refers to the session of the Student Senate that will assume office before the end of the spring semester in question. The term old Senate refers to the session of the Student Senate that will end before the end of the spring semester in question

(b) After Spring Elections, the new senate shall have at least three (3) meetings prior to the end of the spring semester

(1) The Speaker of the old Senate shall arrange the first meeting of the new Senate. The Internal Affairs Committee for the old Senate shall be responsible for contacting the members of the new Senate to inform them of the time and place where the meeting will be held. During this meeting, the Speaker, the Speaker Pro-Tempore, and the Chairs for the new Senate shall be elected according to the procedures in Article X, Section I of these By-Laws. This meeting must be scheduled no later than three (3) weeks before the beginning of the spring semester final examinations. Until the Speaker of the Senate is elected by the Senate at the first meeting, the meeting shall be chaired by the outgoing Student Body President.

(2) The third meeting shall coincide with the final meeting of the old Senate, which must occur before the beginning of the final examination period of the spring semester. During this meeting the session of the old Senate shall end, and the session of the new Senate shall begin

(3) The new Senate shall not meet during the same week as the old session. This requirement applies to neither the final meeting of the old Senate, during which the new Senate begins session, nor to weeks in which the old Senate meets in special session

(4) There shall be a development day for the new Senators elected into the new session, who have not previously served in another session, in the Spring of their election before the first meeting which elects the new officer team as outlined under Subsection (b) of the Development Day section.



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(c) Before the new session begins, the new Senate must meet to elect officers. After spring election results are announced, the old Senate cannot approve nominees to appointed positions. Any nominees which require Senate approval after spring election results are announced and before the beginning of the new Senate session will be approved at the meetings of the new Senate which take place before the beginning of the new session. The new Senate may not consider any legislation until the old Senate ends.

(d) No new business may be considered at the final meeting of the old Senate. The old senate may also not consider any piece of legislation in old business which requires the signature of the Student Body President. The Speaker of the old Senate shall relinquish the chair to the Speaker of the new Senate after all old business has been disposed and before the end of the meeting. When the Speaker of the new Senate gains the chair, the old Senate session ends and the new Senate session begins. A motion to adjourn is out of order until the new Senate session begins, and the meeting cannot end until the new session has begun.