

**Xavier University Student Government Association
Student Senate**

Rules of Order

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**As Adopted by the Xavier University
Student Government Association
Student Senate**

Complied By:
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Revised: 2006-2007, Association Affairs Committee

Xavier University Student Government Association
Student Senate

Rules of Order

Chapter One: Order of Business

1. Call to Order

The Legislative Vice President or Senate Coordinator calls meeting to order at time specified. Everyone takes seats. Cell phones and pagers must be turned off, or set on silent or vibrate. Any senator who answers their phone during the meeting will be out of order. Exceptions may be made with the prior approval of the Legislative Vice President.

2. Roll Call

The Resource Assistant calls each Senator's name for attendance.

3. Prayer

A volunteer will give a short prayer to start the meeting. The Presiding Officer will ask a volunteer to give the prayer for the next meeting.

4. Approval of Previous Minutes

The Resource Assistant presents the Minutes of any previous meeting that have not been approved. The minutes may be approved, amended and approved or postponed until next meeting. Minutes may not be postponed more than once.

5. Report of the Administration/ University Committee

At a minimum of twice a month, the Senate coordinator shall schedule a member of the university faculty, staff, or administration, or a member of a university committee, including students, to report certain aspects of the university to Senate. At this time Senate will have the opportunity to interact with, and ask questions of, the guest. Senate will be notified at least one week in advance of any scheduled guest.

6. Public Forum

Any member of the Xavier Community may address Senate on any issue. Three minutes per person allowed.

Any person choosing to speak must answer any questions from the floor about their concern.

7. Opinion Entries

Each Senator has opportunity to read a prepared statement on any topic. Three minutes allowed per Senator.

8. Report of the SGA President

The President may report on his activities since the last meeting, relay correspondence from outside the SGA that warrants Senators' attention, and express his opinions on issues of the day. Seven minutes allowed.

He will answer questions from Senators about his report or other issues. Three minutes of questions from the floor allowed.

9. Report of the Administrative Vice President

The AVP will report on his/her activities and those of the groups he/she works with. He/She may express his opinions on issues of the day. Five minutes allowed.

He/She will answer questions from Senators about his/her report. Three minutes of questions from the floor allowed.

10. Report of the Legislative Vice President

The LVP may report on his/her activities and issue orders and directives. Five minutes allowed

He/She will answer questions from Senators about his/her report. Three minutes of questions from the floor allowed.

Typewritten highlights of executive reports are to be submitted at the meeting to the Resource Assistant.

11. Report of the Advisor

The Advisor may address any issue he/she feels is relevant to the day. He/She is asked to respond to questions from the floor.

Seven minutes allowed for advisor and three minutes for questions.

12. Report of the Resource Assistant

The resource assistant member may address any issue(s) he/she feels is relevant. He/she is asked to respond to questions from the floor. Five minutes will be allowed for speaking and three minutes from questions.

13. Report of the Senate Coordinator

The Senate Coordinator may report on his/her activities if necessary.

Three minutes are allowed, and an additional three minutes for questions.

14. Standing Committee Reports

The Chairs of the standing committees will report on committee business and propose courses of action arising from it. Senators may ask questions that address the report.

15. Special Committee Reports

The Chairs of any special committees will report as above.

16. Project Reports

Individual Senators may report to the Senate on the status of any current or proposed projects. At this time Senators may bring issues to the floor that warrants the attention of the Senate. No motions requesting action will be presented during this portion of the meeting. Senators will address questions concerning their projects or the issues they have raised.

17. Scheduled Business

Items postponed from previous meetings or scheduled for this meeting will be listed on the Agenda and called in order by LVP or Presiding Officer.

18. New Business

Major proposals or main motions of an administrative nature may be introduced, debated, and decided.

19. Pass the Gavel

The LVP will pass the gavel around the table, and each Senator, upon receiving it, will say at least one word.

20. Adjournment

The LVP will adjourn the meeting if there is no objection. A majority vote may recall any item of the Agenda for more attention.

Chapter Two: Time and Place of Meetings

The Senate shall meet in a regular place and at regular times throughout the academic year, at least once each full week except finals weeks, and at the call of its presiding officer or a majority of its members. These meetings should be promoted as open to the student body.

Chapter Three: Standing Committee Structure

Section 1. There shall be five standing committees of the Senate, these being Association Affairs, Club Relations, Community Affairs, Financial Affairs, and Student Life. The chair and members of each committee shall be decided by the Senate majority upon recommendation by the Legislative Vice President. Terms as chair and member shall run concurrent to the Senate term. Each committee shall have two categories of duties: oversight of Association affairs in the committees' particular area and the conduct of Senate business assigned to it by the majority. All committees shall operate under the provisions of the Association Constitution concerning Senate committees. The chair of each committee shall be responsible for the conduct of business assigned to the committee, the development of policy recommendations in matters under review by the committee, all correspondence and records related to the committee's work or deliberations, and the development of each member as a Senator. Each committee shall determine and announce regular meeting times and places, at least once every two weeks. Each committee shall have \$200 appropriated for its use in conducting its business or supplementation of projects undertaken by its members. All monies spent from this appropriation must be agreed to by a majority of committee members. The chair shall be responsible for reporting to the Senate on a monthly basis the amount and purpose of any expenditure made from this appropriation.

Section 2. The Senate Standing Committee on Association Affairs shall oversee the consideration of all matters that may come to the attention of the Senate relating to the organization of the Association or the operations of its branches and bodies. All contracts with individual students or student organizations proposed by the Association President or the Student Activities Council shall be reviewed by this committee when a matter of serious consequences is involved. The Senate Coordinator will inform the Association Affairs Chair of any disciplinary problems that may exist within Senate. Likewise, the Chair of the Board of Elections will inform the Association Affairs Chair of any discrepancies that may arise during campaigning and elections. The committee shall perform any investigations necessary in the Senate's role in disciplinary proceedings or reviews of removal from office concerning any student officeholder of the Association, unless one of its members or its Chair is directly involved. The Senate Coordinator, in conjunction with all of the standing committee chairs shall perform the investigation in such a case. After such an investigation, the committee will make a recommendation to Senate on what actions or measures should be placed on the student officeholder of the Association in question in accordance with the Association Constitution. The committee shall make recommendations to the Senate for majority approval in all matters concerning branches and Subordinate Bodies, and review of all proposed amendments to the Association Constitution and Senate Rules of Order. The committee shall make recommendations to the Senate for ratification of all Presidential nominees including the Student Activities Council. A member of the Association Committee, selected by the Chair, will participate as a member on the Student Activities Council Selection Committee.

Section 3. The Senate Standing Committee on Club Relations shall oversee the consideration of all matters regarding student clubs and organizations. This includes making of recommendations to the Senate for majority approval in all matters concerning requests for recognition of student organizations, and changes in status or organization of Clubs. The Club Relations Committee shall compile and maintain a master list of all active clubs and organizations, including current contact information for all advisors and officers to be collected annually with the Club Activation Forms. Furthermore, the Club Relations Committee shall foster an effective line of communication between the student Senate and clubs. The committee will maintain an awareness of inactive clubs and will recommend to the Association Affairs Committee Chair any potential revocation of charters in the event that a particular club or student organization is not fulfilling outlined requirements. It is the responsibility of the Club Relations Committee to organize a Club Workshop for student club and organization officers and advisors at the beginning of each academic year. In addition, the Committee Chair will work in conjunction with the LVP to coordinate Club Day on the Mall.

Section 4. The Senate Standing Committee on Community Affairs shall oversee the consideration of all matters that may come to Senate involving student concerns relating to the Division of Spiritual Development and Association Service initiatives. The Committee shall be responsible for providing resources for service projects to clubs, organizations, and Student Senate by working with University service resource groups. The Committee shall be responsible for planning service projects for members of Senate

and SGA. The Committee shall make recommendations to the Senate majority for approval of all Association policies regarding community service and justice.

Section 5. The Senate Standing Committee on Financial Affairs shall oversee the consideration of all matters that may come to the attention of the Senate involving student concerns relating to the Division of Financial Administration, the Association budget as submitted by the President, maintenance of Senate Accounts. As part of its duties, it may audit any account containing Association funds. Reports of such audits shall be provided to the Senate, President and any other appropriate individual. The Chair of Financial Affairs will authorize and initiate all fund transfers within the Student Senate account. The committee shall recommend to the Senate funds for appropriation to Clubs, subordinate bodies and other organizations. The committee may take final action in any matter concerning appropriations of less than \$200.00 from the Senate account. The total of all such appropriations, however, may not exceed \$400.00 in any one month; all such appropriations shall be reported to the Senate on a monthly basis. Requests beyond the committee's jurisdiction must be reported to the Senate for a majority decision. With the approval of the Senate and the President, the committee may impound Association funds deposited to any account assigned to any organization organized under the Association Constitution.

Section 6. The Standing Committee on Student Life shall oversee the consideration of all matters that may come to the attention of the Student Senate involving student concerns under the auspices of the Divisions of Academic Affairs and Student Development. The Standing Committee on Student Life may make recommendations to the Student Senate in regard to establishing subcommittees charged with investigating and recommending to the Senate courses of action on student concerns. The Standing Committee on Student Life Chair shall be charged with consideration of any student initiative petitions presented to the Student Senate under the provisions of the Association Constitution.

The Senate standing committee on Student Life shall oversee the exchange of information between Senate and other entities, which may include, but is not limited to the student body, the administration, the Newswire, XUTVA, and other media. This exchange may come by way of forums, publications, meetings on location, and personal communication. The Student Life Committee is responsible for promoting Senate affairs and events in a timely fashion.

Chapter Four: Senate Project Financing and Documentation

Section 1. "Senate projects" shall be defined as any project which any Senator undertakes which is neither a common duty to every Senator nor is a duty of the Standing Committee of which that Senator is a member. These projects may involve other Senators or students, or may be pursued by that Senator individually. Each project shall be reported to the Senate in a regular meeting for each member's general information. Reports shall be made at the beginning of any project and as developments arise. Upon completion of the project or its sponsor's term of office, a final report that includes any information necessary to repeat or understand the project shall be prepared and entered into the Association's historical record.

Section 2. Each Senator shall have \$250.00 appropriated for use in support of their senate project on his or her personal authority to spend. A Senator may request additional dollars subject to the majority approval of the Senate.

Section 3. Each Senator shall report to the Senate Coordinator the amount and purpose of all such disbursements made within one week of the transaction. The Senate Coordinator shall maintain records of all Senate Projects and expenditures and issue a report to the Senate at least one time per semester.

Section 4. Each Senator shall fill out a Senate Project form and present a written report to the Senate Coordinator within a week of notice. The report shall include a purpose statement as well as document all steps taken by Senators to accomplish their goal including a record of meetings and contacts. These reports shall be presented on an ongoing basis throughout the duration of each project, but shall be presented at least once during the project and once at the time of completion. The Senate Coordinator shall place a copy of each Senate project in the Association historical record and the Senator's file.

Chapter Five: Senate Coordinator Responsibilities

Section 1.

Election:

All candidates for the position of Senate Coordinator must have been Student Senators for at least one full semester. If no Senators who meet these requirements desire the position of Senate Coordinator, the Senate Coordinator will be appointed by the LVP with the majority approval of the Senate.

Section 2.

Duties and Responsibilities:

Chairing the meetings in the absence of the LVP (in compliance with the Association Constitution)

Section 3. Acting as a single figure head of Senate in the time a response or publication from Senate is required.

Section 4. Have a minimum of four office hours per week,

Section 5. Be involved with the planning of Senate or SAC/Senate workshops or retreats in conjunction with the SAC Chair and Executives,

These workshops should include:

One Spring workshop at the beginning of the new Senate's term

One summer workshop in conjunction with SAC

Five committee chair workshops (one during the summer and two each semester)

One winter workshop in conjunction with SAC

Section 6. Compile binders for newly elected/appointed Senators. Hold office orientation for newly elected/appointed Senators,

| *Section 7.* Meet with all new Senators at the beginning of their term to assist in setting individual goals and objectives for the year. Administer written evaluations to assess:

Individual Senator
Fellow Senators
Executives
Senate Coordinator
Advisors
SAC

Satisfaction of previous semester and goals for upcoming semester

Also, meet with all Senators at the end of each fall semester to review their goals and objectives, implement strategies for project completion, and review their first semester term.

Section 8. Convene a meeting with all of the Standing Committee Chairs once per semester to discuss various internal and external issues which are of concern to the Senate

Section 9. Ensure that adequate supplies are readily available in the Senate office.

Section 10. Maintain a current record of all Senate projects and expenditures and issue a report to the Student Senate.

Section 11. Keep a cumulative file on each Senator that will provide information throughout the year to assist in the overall development of each Senator and also serve as a resource for Senators in the future. The file should accommodate but is not limited to the following:

- . Legislation written by the Senator
- . Memorandums
- . Formal written complaints by the Senator and on the Senator
- . Senator Evaluations
- . Senator goals and objectives for the term
- . Project report documentation and expenditures
- . Standing Committee request form
- . Election Candidate Questionnaire

A copy of each Senator file shall be placed in the Associations historical record.

Section 12. Be involved with any endeavor that directly effects the Student Senate or one of its members, and confront any internal problems within Senate.

Section 13. Submit midyear and end year reports for Senate and Senate Coordinator to Association President.

Section 14. The Senate Coordinator shall manage the Senate website and email.

Section 15. The Senate Coordinator shall not serve on a standing committee

Chapter Six: Consideration of Motions

The following rules will be applied at all meetings during the consideration of any motion or question be for the Senate:

1. The motion will be stated by the sponsor, seconded (if necessary), and restated by the Chair. The Chair will call for questions from the floor.

2. Senators will raise their hands if they have a question about the intent, facts, wording, potential results, or meaning of the motion. The Chair will recognize Senators individually in the order that they request the floor *after the floor has been yielded by the last person to speak. No lists will be used to assign speaking rights in any order other than first-come, first-served.* The sponsor will answer the questions in the briefest manner possible and will refrain from arguing in favor of the motion. These questions may not be used to discuss the merits of the motion; they are intended to inform each Senator of the question. Follow-up questions may be asked if the Senator does not yield the floor before asking them. Each Senator may speak once during the question-answer period on any motion unless there is no other Senator requesting the floor, in which case the Senator may speak once more. The Chair will ensure that the questions are not repetitive and are relevant to the motion.

3. If the Chair determines that the questions have been exhausted, the inquiry "Are there any more questions?" will be made. If there are no more questions and the motion is debatable, debate on the merits of the motion will begin. The sponsor has the right to speak first in favor of the motion if he or she requests the floor before another Senator has been recognized. The Chair will recognize Senators in the order they request the floor after the floor has been yielded by the last speaker and will attempt to alternate between those in favor of and those opposed to the motion. Debate will be directed to the Chair and will not include direct questions of the sponsor. Debate will be limited to the scope of the motion under consideration and will not be limited by time for Senator. No Senator may speak twice in debate if any other Senator wishes to speak for the first time on the motion. Any non-senator, President, Legislative Vice President, or Administrative Vice President may be recognized by the Chair to speak at this time, or any time during the meeting, as long as no senators object. If there is an objection from any senator, he or she must have a second and two-thirds of the senate must agree to stop the non-senator from speaking.

4. Debate may be ended at any time by a 2/3 majority vote in favor of the subsidiary motion "To put the previous question" or "To end debate and vote." These motions are in order when no other Senator has the floor, must be seconded, and are not debatable. If one of these motions is approved, the Chair will announce that debate is closed. This statement will be allowed if requested. The Chair will restate the motion in its entirety and conduct the vote. The Chair will announce the decision made ("The Ayes have it, the motion is carried/The Nays have it, and the motion is lost.") and the result of the decision ("The appointments of John Smith and Jane Jetson to the Hunger Task Force are approved.).

5. Subsidiary motions such as To Amend, To Postpone, or To Commit/Refer/Recommit a main motion are in order once debate has begun, under the provisions of the parliamentary authority Robert's Rules of Order, Newly Revised. They will be considered in the same manner as above.

6. Any member of the Senate who wishes to explore a matter relating to the Association may ask to call an executive session. An executive session may be called for two distinct and separate purposes which entail separate motions.

The first motion may be called to discuss an agenda item without the constraints of formal recognition before speaking, a violation of the rules pertaining to the Association or informal voting (i.e. End of the Year Awards). This motion, to be written and led by the proposing Senator will be seconded and shall pass with a three-fourths approval of the board.

The second motion is a confidential executive session, where the proposing Senator must specify in the written motion whom he or she will exclude from the session. No current and voting member of Senate may be removed from the executive session. Upon receiving a second, this motion shall pass with a unanimous vote. The Senator calling the motion will then lead the executive session.

In either motion, if a member of the Senate feels the discussion surrounding the matter has been exhausted, he/she may move to end the executive session; this motion shall pass with a majority vote.

7. All votes will be taken by one of the following methods: Voice Vote, Show of Hands, or by way of Roll Call.

Chapter Seven: Scheduling of Business

Purpose:

The purpose of this rule is to make the Senate more efficient by giving all Senators ample time and opportunity to carefully consider all issues and proposals brought before them. It is the intent of this Rule to allow Senate to be more responsible in its decision making processes, and thus better serve the students of the University.

Scope:

This rule will apply to all main motions and proposals considered by the Senate with the exception of motions to approve minutes of regular meetings, potential overrides of Presidential vetoes, questions referring items to committees, and questions on allocations of less than two hundred dollars.

Text:

1. All main motions brought before the Student Senate must be read no fewer than two times in two separate Senate meetings, with the exception of the above listed motions. Main motions include those that introduce a course of action for the first time.
2. Upon the first reading of a motion, in compliance with Chapter Six of the Student Senate Rules of Order, the Chair will call for initial questions. The question will then be placed in Scheduled Business for the following meeting. At the next meeting, the Chair will read the motion and it will be carried through as specified in Chapter Six of the Student Senate Rules of Order and the Association Constitution.
3. In cases of emergency, where delay in a decision could result in serious consequences for the Association, the Senate, with the agreement of 2/3 of its current membership, may find that such an emergency exists and choose to hear the main motion twice in the same meeting.

Chapter Eight: Dress Attire for Senate Meetings

Section 1: On Monday meetings, gentlemen are to wear dress pants (slacks) and brown or black shoes. No gym shoes or open-toed shoes are allowed. They are also to wear a collared shirt. Polo-type shirts, nice sweaters, and dress shirts are acceptable. T-shirts and hats of any kind are not acceptable. Sweatshirts are not allowed. Ladies are to wear a blouse, sweater, Polo-type, or dress shirt along with dress pants or a skirt. Ladies are not permitted to wear thong sandals or gym shoes. Dresses are also acceptable.

Chapter Nine: Special Senate Documents

Purpose:

The purpose of this Chapter is to organize a historical record of approved special Senate Documents regarding its description and operation. Hereinafter, Senate is bound to all documents in this Chapter.

Scope:

To keep this Chapter up to date, documents may be added to Chapter 11 by amending the Chapter, and adding the documents' name to the list below. The Association Affairs Committee will perform this decision and process by the power vested to them in the Chapter Two Rules of Order.

Text:

Chapter Nine shall include the following documents:

The Student Senate Mission Statement, Senate Mentor Document, Senate Awards Document, the Community Service Initiative, and the Official Student Correspondence Resolution.

Xavier University Student Government Association

Student Senate Mission Statement

The Xavier University Student Senate's mission is to provide representation and service to students. The Student Senate shall organize, and provide stability and guidance to clubs and other student organizations. Through communication with the student body, the Senate acts as a bridge between students and administration to improve the quality of life for all students associated with Xavier University.

Adopted by the Xavier University Student Government Association Senate on this 6th day of October, 1997.

Compiled by Senators Hinton, Bowling, and Randall

Xavier University Student Senate Awards

Process and Types

The Senate awards will be awarded at the end of the year banquet. The selection or award process will be: First a Senator or Committee will be nominated with formal motion forms, (nominations must have a second) and then the entire Senate will vote on each nomination. Secret Ballot will be used. The LVP and the Senate Advisor will count the votes. The Senate Advisor will be the tiebreaker. This process will be used for each category. The Senate Advisor as well as the Senate Coordinator will take care of selecting the gifts and awards.

The proposed categories include:

Funniest Senator: A Senator whose actions bring humor to the meetings.

Most Opinionated: A Senator whose opinions provoke meaningful thought concerning controversial issues during meetings.

Best Committee: The senate committee who has made the biggest impact this school year.

Best Project: The senator(s) who has planned, coordinated, and successfully completed a project that impacts campus life and/or education.

Best Improved Senator: The senator who had made the biggest improvement from one year to the next in attendance, discussion, projects undertaken, etc.

James W. Miller Best Dressed Senator Award: The Senator who, in his or her dress, sets a professional standard for all Senators.

Most Likely to Change the World: The Senator who, having graduated from Xavier University, will continue to have a positive impact on issues facing his or her community.

James E. Hoff, S.J., Jesuit Ideals Senator: A Senator who practices the Jesuit Ideals in his or her Senate work. The All-Around Senator and the Most Valuable Senator we have.

Four Year Awards: For those Senators who have served four years.

Senior Awards: Special gifts for those Senators who are leaving us.

Adopted by the Xavier University Student Government Association Senate 24th day of March, 2003. Revised December 6, 2004.

Senate Mentor Program

The following document is a Mentor Program for all new Senators, Freshmen and First-Year Senators alike. We agree that a Mentor Program is a needed program, something that will help us grow and improve as an organization.

All new Senators will be required to partake in the Senate Mentor Program. The mentor program will consist of the following steps and guidelines:

1. Attend the introduction Meeting led by the L.V.P. and the Senate Coordinator. This meeting will cover numerous things to help the Senator become prepared for Senate meetings and work.
2. The new Senator will be assigned a Senior member of Senate as their Mentor. A Senior member will be judged by the number of years of service. The Senior Senator or Mentor will choose who their Mentee will be. If only a few "Senior Members" exist, Mentor service will then be given to the Chairs and Coordinator. If Chairs are Mentors, they will have a Mentee within their Committee.
3. The Mentor and Mentee will sit next to each other during meetings for the first three weeks. There will also be a Mentor/Mentee dinner after the first three Meetings. Expenses can be paid for by Senate.
4. If a problem exists, the Coordinator will assign new Mentors, or re-assign the Mentee.

Adopted by the Xavier University Student Government Association Senate this 28th day of September, 1998.

Xavier University Student Government Association
Student Senate

Official Student Correspondence Resolution

Whereas, the Xavier University Student Government Association is the representative body of the students of Xavier University; and

Whereas, the image of the Student Government Association is reflective of the entire Xavier University student population and the image of the Student Senate and its Senators is reflective of Student Government Association; and

Whereas, it is the responsibility of the Student Senate to represent and act in the best interest of the students; and

Whereas, all letters, memorandums, correspondence, and publications bearing the name Student Government Association and Student Senate and/or its logo is representative of the entire student population; and

Whereas, it would be in the best interest of the students and the Student Government Association to present itself in the most proper and professional manner; *now therefore be it*

Resolved, that all letter, memorandums, correspondence, and publications by Senators bearing the name Student Government Association and/or Student Senate and/or its logo be proofread by the Senate Coordinator for factual accuracy; *and be it further*

Resolved, that a final copy of all such correspondence be kept on file for reference by Senators and other Association members.

Adopted by the Xavier University Student Government Association Student Senate this twenty sixth day of June, nineteen hundred ninety four.

Matthew Whitehead
Senator, Sponsor

Damon D. Jones
Legislative Vice President