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Rules Committee Standard Operating Procedures (06-19-13)

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Senate Committee on Rules

-Standard Operating Procedures-

2013-2014



UNIVERSITY OF SOUTH FLORIDA
STUDENT GOVERNMENT

1 Authority and Jurisdiction

- 1.1 The Standard Operating Procedure of the Senate Committee on Rules shall not conflict with the Student Government Constitution.
- 1.2 The Standard Operating Procedure of the Senate Committee on Rules shall not conflict with the Student Government Statutes. It may, however, further define any section of statutes that deals with the operation of the Senate Committee on Rules.
- 1.3 The Authority of this document shall be vested within the governing documents of Student Government and the Senate Committee on Rules.
 - 1.3.1 These procedures must be ratified by the Senate Committee on Rules, by a supermajority vote, prior to its implementation.
 - 1.3.2 In accordance with the Senate Rules of Procedures, this document must be ratified by a subsequent majority vote of the Senate Executive Committee.

2 Meeting of the Senate Committee on Rules

- 2.1 The Senate Committee on Rules chairperson shall determine the time, day, place, and frequency of the regular Committee meeting.
- 2.2 The Committee Chair may call a special meeting of the Committee, if necessary, provided that all Senators are given a minimum of forty-eight (48) hours notice of the special meeting.
- 2.3 Quorum will be defined as more than half of all active Committee members for regularly called meetings of the Committee.
 - 2.3.1 Quorum for general/regular meetings of the Committee shall not count excused absences into their count for quorum.
- 2.4 Meetings of Senate Committee on Rules shall be governed by Robert's Rules of Order with the level of adherence to be determined by the chair.

3 Attendance

- 3.1 Committee Members are expected to attend all meetings of the Senate Committee on Rules.
- 3.2 Senators will be assessed points for failure to attend the required meetings in accordance with Senate Rules of Procedure.
 - 3.2.1 Any Senator with a class conflict shall be excused until 15 minutes after the class has ended or 15 minutes before the class is to begin.
 - 3.2.2 Senators may be excused from a committee meeting by the committee chair and the excuse shall be submitted to SenEx.

4 Agenda

- 4.1 The Committee Chair shall determine the agenda for each regular Committee meeting no later than twenty-four hours before the Committee meeting.

- 4.1.1 Agendas for regular Committee Meetings may be amended on the floor.

5 Senate Committee on Rules Duties

- 5.1 For the Senate Committee on Rules duties refer to the Senate Rules of Procedure.
- 5.2 Committee members shall perform the duties and assignments delegated to them by the Committee Chair.
- 5.1 Committee members shall provide a short report of their progress on assigned duties each week either through the committee meetings or in print to the Senate Committee on Rules Vice Chair.

6 Senate Committee on Rules Chair

- 6.1 The duties of the Senate Committee on Rules Chair shall include but not be limited to the following:
 - 6.1.1 Chairmanship of all Committee meetings as well as all associated hearings.
 - 6.1.2 To oversee all Committee paperwork.
 - 6.1.3 To represent the Committee before Senate.
 - 6.1.5 To submit all reports in writing required by Statutes or ROP to the appropriate individuals.
 - 6.1.6 Delegate duties, projects, and liaison assignments to committee members as necessary.

7 Senate Committee on Rules Vice Chair

- 7.1 The duties of the Senate Committee on Rules Vice Chair shall include but not be limited to the following:
 - 7.1.1 Chairmanship of Senate Committee on Rules meetings in the absence of the Chair.
 - 7.1.2 To assist the Committee Chair in the completion of his/her duties.

8 Senate Committee Minutes

- 8.1 The Senate Clerk or Secretary shall be present to transcribe verbatim minutes of the entire meeting, beginning with the Call to Order and ending with Adjournment.

8.1.1 In the event that the Senate Clerk or Secretary are not present at the meeting, then a digital audio recording shall be taken and provided to the Senate Clerk or Secretary for transcription.

8.1.2 Committee Minutes must be voted upon and accepted at a committee meeting in order to be officiated. Upon their acceptance, the minutes shall then be posted on the SG Website.

9 Amendments

9.1 Amendments to this document may be made by a supermajority of the present committee members at a regular meeting of the committee.

9.2 The Standard Operating Procedures within this document may be suspended via a supermajority vote of the present committee members.