

Winter 12-31-2012

Senate Rules of Procedure - Updated 04-29-13

Adam Aldridge

University of South Florida, Student Government Senate, aldridge1@usf.edu

Follow this and additional works at: https://digitalcommons.usf.edu/sg_leg_pubs



Part of the [Higher Education Commons](#), and the [Higher Education Administration Commons](#)

Scholar Commons Citation

Aldridge, Adam, "Senate Rules of Procedure - Updated 04-29-13" (2012). *Legislative Branch Publications*. 471.

https://digitalcommons.usf.edu/sg_leg_pubs/471

This Senate Governing Document is brought to you for free and open access by the Student Government at Digital Commons @ University of South Florida. It has been accepted for inclusion in Legislative Branch Publications by an authorized administrator of Digital Commons @ University of South Florida. For more information, please contact digitalcommons@usf.edu.



**Rules of Procedure
The University of South Florida
Student Government Senate¹**

PREAMBLE

We, the members of the Student Senate, in order to represent the students of the University of South Florida in a more viable way, do hereby establish the following Rules of Procedure for the Senate of the University of South Florida Student Government.

1 Constitutional Conformity

- 1.1** The Rules of Procedure of the Senate shall not conflict with the Student Government Constitution.
- 1.2** The Rules of Procedure of the Senate shall not conflict with the Student Government Statutes. It may, however, further define any Chapter of statutes that deals with the operation of the Senate.
- 1.3** The Student Senate shall abide by all applicable state and federal law.
- 1.4** All proceedings not specified herein shall be conducted in accordance with the latest edition of Robert's Rules of Order.

¹ SB [P] 52-001 Replaces entire document

2 Certification of Election

- 2.1** The Supervisor of Senate Elections shall report to the Senate President indicating if the credentials of the Senators-elect are in order. Certified Senators shall be sworn in following the roll call of their first meeting.

3 Officers of the Senate

3.1 Senate President

- 3.1.1** The Senate President shall be elected as outlined in Chapter 10 of Senate Rules of Procedure.
- 3.1.2** No one may be nominated for or elected to the position of Senate President who will not have served at least one full semester in the Senate by the time they take office.
- 3.1.3** The duties shall include:
 - 3.1.3.1** Chairmanship of all Senate meetings, and in the absence of the Senate Pro Tempore, Chairmanship of all Senate Executive Committee meetings.
 - 3.1.3.2** To oversee all departmental paperwork.
 - 3.1.3.3** To represent the Senate before all entities.
 - 3.1.3.4** To prepare and submit a yearly budget for the Senate.
 - 3.1.3.5** To refer all legislation and business to the proper Senate Committees as is deemed necessary by Statutes or Senate Rules of Procedure.
 - 3.1.3.6** To submit all reports in writing required by Statutes or ROP to the appropriate individuals.

3.2 Senate President Pro Tempore

- 3.2.1** The Senate President Pro Tempore shall be elected as outlined in Chapter 10 of Senate Rules of Procedure.
- 3.2.2** No one may be nominated for or elected to the position of Senate President Pro Tempore who will not have served at least one full semester in the Senate by the time they take office.
- 3.2.3** The Pro Tempore may count towards quorum of any standing committee formed by the Senate, but shall not be able to vote.
- 3.2.4** The duties shall include:
 - 3.2.4.1** Chairmanship of all Senate Executive Committee meetings, and in the absence of the Senate President, Chairmanship of all Senate meetings.
 - 3.2.4.2** To appoint Senators to all standing committees.
 - 3.2.4.3** To assist the Senate President in the completion of his/her duties.
 - 3.2.4.4** Shall be responsible for updating and maintaining statutes and Senate Rules of Procedure. This shall be done no less than once per semester. Shall also be responsible for distributing new and updated versions of statutes and Senate Rules of Procedure to senators as they become available.
 - 3.2.4.5** Make numerical, typographical, or grammatical corrections while transcribing passed legislation.
 - 3.2.4.6** Make the permanent record of all legislation considered by the Senate open and available to all Senators, including all budget information

submitted to the Senate by the Activity and Service Fee Recommendation Committee.

3.3 Standing Committee Chairs

3.3.1 The Senate Standing Committee Chairs shall be elected as outlined in Chapter 10 of Senate Rules of Procedure.

3.3.2 Each Standing Committee shall have one Committee Chair whose duties are outlined in Chapter 9 of Senate Rules of Procedure.

3.4 Senate Clerk

3.4.1 The Senate Clerk shall be hired in accordance with the Student Government Hiring Procedure as outlined in Statutes.

3.4.2 The duties shall include:

3.4.2.1 Be responsible for transcribing minutes of all regular and special Senate meetings and Senate Executive Committee (SenEx) meetings.

3.4.2.2 Follow all procedures regarding SG Public Records in accordance with applicable laws.

3.4.2.3 Keep an accurate record of each Senator's attendance.

3.4.2.4 Keep a record of all Senators' abstentions from voting, except when the chair abstains as per parliamentary procedure.

3.4.2.5 Complete any duties as prescribed by the Senate President.

3.5 Senate Secretary

3.5.1 The Senate Secretary shall be hired in accordance with the Student Government Hiring Procedure as outlined in Statutes.

3.5.2 The duties shall include:

3.5.2.1 Be responsible for transcribing minutes of all Standing Committee meetings.

3.5.2.2 Follow all procedures regarding SG Public Records in accordance with applicable laws.

3.5.2.3 Keep a record of all Senators' abstentions from voting, except when the chair abstains as per parliamentary procedure.

3.5.2.4 Complete any duties as prescribed by the Senate President.

3.6 Vote of Confidence

3.6.1 Any elected Officer of the Senate may be subject to a vote of confidence.

3.6.2 Any member of the Senate may call a vote of confidence.

3.6.3 A vote of confidence is debatable, with the subject of the vote getting to speak last.

3.6.4 A 2/3 supermajority vote in the negative shall result in the officer's

removal. Special Elections, in accordance with these ROPs, shall be held immediately to fill the vacancy.

4 Meeting of the Senate

- 4.1** The Senate President shall determine the time, day, place, and frequency of the regular Senate meeting.
- 4.2** The Senate President shall preside over all meetings of the Senate. Should the Senate President not be present at a meeting, the presiding officer for that meeting shall be determined by the following hierarchy:
 - 4.2.1** Senate President Pro Tempore
 - 4.2.2** Rules Committee Chair
 - 4.2.3** Appropriations and Audits Committee Chair
 - 4.2.4** Judiciary and Ethics Committee Chair
 - 4.2.5** Special Funding Committee Chair
 - 4.2.6** University, Community and Government Affairs Committee Chair²
- 4.3** The Chair of the Senate shall be defined as the person who presides over the Senate meeting.
- 4.4** The Senate President may call a special meeting of the Senate, if necessary, provided that all Senators are given 48 hours' notice of the special meeting.
- 4.5** No Senate meeting shall be adjourned without the calling of the final roll call.
- 4.6** Quorum
 - 4.6.1** Quorum will be defined as more than half of all active Senate members for regularly called meetings of the Senate.
 - 4.6.2** This rule can only be changed by a 2/3 vote of the Senate during a regular meeting.
 - 4.6.3** Excused absences will not count towards quorum.
- 4.7** Meeting Agenda
 - 4.7.1** The Senate President shall determine the agenda for each regular Senate meeting no later than twenty-four hours before the Senate meeting.
 - 4.7.1.1** Agendas for regular Senate Meetings may be amended on the Senate floor.
 - 4.7.2** The agenda for special meetings shall be determined no later than two hours before the meeting starts.

² SB [P] 52-002 Amends the hierarchy as well as the duties of the committees

4.7.2.1 Agendas for special Senate Meetings may not be amended on the Senate floor.

4.8 Voting Procedures

4.8.1 No one may enter or exit the Chambers during voting.

4.8.2 Under no circumstances can absentee ballots or secret ballots be cast.

5 Attendance

- 5.1** Senators are expected to attend all meetings of the Senate and their assigned committee.
- 5.2** If a newly elected Senator, without an excused absence, misses the first two consecutive meetings of the Senate after being elected, he/she will be automatically removed from the Senate. This shall be recognized as being pointed out of Senate.
- 5.3** The Senate Clerk shall keep an accurate record of each Senator's attendance during the Fall Spring, and Summer Semesters.
- 5.4** Senators may be excused from a Senate meeting by a majority vote of the Senate Executive Committee.
- 5.5** Senators may be excused from a committee meeting by the committee chair.
 - 5.5.1** Senators will be assigned points for failure to attend the required meetings.
 - 5.5.2** Any Senator receiving ten points in one semester will be removed.
 - 5.5.3** Points shall be levied as follows³:
 - 5.5.3.1** One point for failure to answer roll call at the beginning of a Senate meeting.
 - 5.5.3.2** One point for failure to vote on at least 75% of legislation during the meeting.
 - 5.5.3.3** One point for each absence during establishment of quorum, up to two points.
 - 5.5.3.4** One point for failure to answer roll call at the end of a Senate meeting.
 - 5.5.3.5** Two points for failing to attend a committee meeting.
 - 5.5.3.5.1** Points shall be outlined in Committees SOPs before the start of the fall semester.
 - 5.5.3.6** No points shall be levied for excused absences.
 - 5.5.3.7** Any Senator with a class conflict shall be excused 15 minutes before and after their scheduled class time.
 - 5.5.4** If a class conflict occurs so that a Senator is unable to attend regular Senate meetings, the Senator must submit their justification to the Senate Executive Committee for review no later than one week after the start of the Semester.

³ SB [P] 53-001 Amends sub clauses of this clause

- 5.5.4.1** Senators elected in the midterm and Special elections must submit their justification no later than the second week of their term.
- 5.5.5** If at any time, a scheduling conflict other than class occurs so that a Senator is unable to attend regular Senate meetings, the Senator must submit their justification to the Senate Executive Committee for review.

6 Floor Privileges

- 6.1** The Senate agenda shall include Open Forum, which is a designated time during which members of the general public can address the Senate.
- 6.2** The main sponsor of a bill or resolution will yield to an automatic questioning period to answer any and all questions of the bill or resolution.
- 6.3** During debate, the chair shall notify a speaker of their remaining time by taps of the gavel, the frequency of which shall be determined by the chair.
- 6.4** In accordance with Robert's Rules of Order, at the end of the allotted speaking time during discussion, the speaker will have up to ten seconds to finish before being gaveled down by the chair.
- 6.5** If the Chair has to verbally warn any individual in the Chambers three times during a Senate meeting, he or she loses speaking rights for the remainder of the meeting.

7 Legislation

7.1 A member of the Student Senate must sponsor all legislation.

7.2 All new legislation must be submitted to the Senate President, at which time it will be assigned a bill number.

7.3 Statutory and Procedural Bills

7.3.1 Statutory Bills shall consist of any amendments to Student Government Statutes. Procedural Bills shall consist of any amendments to Senate Rules of Procedure.

7.3.2 The beginning of each Statutory and Procedural Bill shall have a legislative intent Chapter that includes the author's purpose for legislation

7.3.3 Amendments will not be accepted during Statutory or Procedural Bill's first reading.

7.3.4 A proposed Statutory or Procedural Bill that involves only one title and one chapter shall require two (2) readings before the Senate.

7.3.5 A proposed Statutory or Procedural Bill that involves more than one title and/or more than one chapter of one title shall require three (3) readings before the Senate.

7.4 Appropriations Bills

7.4.1 The Senate President shall submit all Appropriations Bills to the Appropriations and Audits Committee for review.

7.4.2 Once approved by the Appropriations and Audits Committee, the Appropriations Bill is resubmitted to the Senate President to be presented before Senate.

7.4.3 Appropriations Bills require only one reading.

7.5 Resolutions

7.5.1 The Senate President will submit the resolution to the Senate for first reading.

7.5.1.1 He or she may first submit it to a Senate Committee for review.

7.5.2 The Senate may refer a Resolution back to the author or amend it on the floor by a majority vote.

7.5.3 A Resolution may be voted on as is after its first reading.

7.5.4 Senators may only abstain from voting due to a conflict of interest. Reasons for the abstention must be submitted to the Senate Clerk in writing except in the cases where the chair must abstain as required by parliamentary procedure.

8 Appointments and Confirmation

8.1 All votes during confirmations shall be roll call votes.

8.2 Legislative

8.2.1 It shall be the responsibility of the Senate President to make all necessary appointments.

8.3 Executive

8.3.1 All appointments to the Executive branch must be nominated and confirmed in accordance with SG Statutes.

8.3.2 A candidate for a position in the Executive Branch whose confirmation has been rejected by the Senate may not be brought before the Senate again during the same semester, unless there is a vote of reconsideration.

8.3.2.1 A vote of reconsideration may only be brought up by a member of the Senate who voted on the winning side originally.

8.3.2.2 A vote of reconsideration must be called before the adjournment of the meeting during which the confirmation was rejected.

8.3.2.3 A vote of reconsideration must be approved by a 2/3rd vote of the Senate.

8.4 Judicial

8.4.1 Appointments to the Judicial Branch must be nominated and confirmed in accordance with SG Statutes and these Rules of Procedure.

8.4.1.1 The president's judicial nominee will appear before the Judiciary and Ethics Committee and, pending the committee's approval, before the Senate.

9 Committees

9.1 Standing Committees of the Senate

9.1.1 All Standing Senate Committees shall operate under and maintain a Standard Operating Procedure, to be written by the committee and approved by the Senate Executive Committee. These shall be revised on a yearly basis, and shall be presented to SenEx by the first committee meeting of the fall semester.

9.1.2 Each standing committee shall have the power, with a 2/3rd vote of the committee, following confirmation by the Senate with a 2/3rd vote, to subpoena any student employed by and/or affiliated with Student Government.

9.1.2.1 The Judiciary and Ethics Committee will only require a 2/3rd vote of the committee to subpoena any student employed by and/or affiliated with Student Government.

9.1.3 Each standing committee shall have a Vice-Chair elected by the committee.

9.1.3.1 For the purposes of Statutes and these Rules of Procedure, Vice-Chairs of committees shall not be considered Officers of the Senate.

9.1.4 Senators have the option to abstain from voting due to conflict of interest. Reasons for the abstention must be submitted to the Senate Secretary in writing except in the cases where the chair must abstain as required by parliamentary procedure.

9.1.5 The Committee on Rules shall:

9.1.5.1 Review all constitutional amendments, non-budgetary bills, and resolutions submitted to the committee chairperson by the office of the Senate President for the purposes of legality, efficiency, and tangibility.

9.1.5.2 Have the power to amend any legislation put forth to the committee.

9.1.5.2.1 If a bill is amended, the author or sponsor shall have the right to remove their authorship or sponsorship of the bill. At this time, the chairperson or any member of the committee may become the author or sponsor of the bill.

9.1.5.3 Review standing legislative documents and recommend improvements when necessary.

9.1.5.4 Require all legislation to go through at least one reading in committee before being sent to the Senate President for Senate's consideration.

9.1.5.5 Collaborate with and assist the Office of the Attorney General on projects and initiatives.

9.1.6 The Committee on Appropriations and Audits shall:

- 9.1.6.1** Review budget requests by Activity and Service fee funded entities.
- 9.1.6.2** Review requested transfers of already allocated organization budgets.
- 9.1.6.3** Work in conjunction with the A&S Business Office (ASBO) to oversee the management of A&S fee accounts under the advisement of the ASBO Director.
- 9.1.6.4** Be responsible, under the direction of the chairperson of the committee, to provide an interim account balance statement, exact allocation recommendations, and all prevalent information regarding budget requests during regularly scheduled Senate meetings.
- 9.1.6.5** Review and amend Title VIII of the Student Government Statues when deemed appropriate.
- 9.1.6.6** Audit and write reports of A&S funded events.
 - 9.1.6.6.1** These audits will be submitted to the Chair of the Activity and Service Fee Recommendation Committee (ASRC) no later than the first Friday in February.
 - 9.1.6.6.2** After the initial submission packet, subsequent audits will be submitted as they are written.
- 9.1.6.7** The chair of the committee shall serve as a voting member of the Activity and Service Fee Recommendation Committee (ASRC) as mandated by statutes.

9.1.7 The Committee on the Judiciary and Ethics shall:

- 9.1.7.1** Be responsible for maintaining the integrity of the office of Student Government and all associated entities.
- 9.1.7.2** Review all Executive Branch nominations as appropriate.
- 9.1.7.3** Review all Judicial Branch nominations put forth by the Student Body President for confirmation.
- 9.1.7.4** Investigate complaints and grievances against Student Government or any Activity and Service fee funded entity.
- 9.1.7.5** Have the power to subpoena all persons in question in accordance with Senate Rule of Procedure
- 9.1.7.6** If it were to assemble, the chair of the Judiciary and Ethics committee shall serve as Chair of the Personnel Policy Board (PPB) in accordance with Student Government Statutes.

9.1.8 The Committee on Special Funding shall:

- 9.1.8.1** Review and allocate Homecoming grant requests in accordance with Student Government Statutes.

- 9.1.8.2** Review and allocate Engineering Expo grant requests in accordance with Student Government Statutes.
- 9.1.8.3** Review and allocate Signature Events grant requests in accordance with Student Government Statutes.
- 9.1.8.4** Review and allocate Travel grant requests in accordance with Student Government Statutes.
- 9.1.9** The Committee on University, Community, and Government Affairs shall:
 - 9.1.9.1** Help facilitate relations between the student body and Student Government as well as their state and local governments.
 - 9.1.9.2** Receive and review all University Wide Committee reports from the Department of University and Community Affairs.
 - 9.1.9.2.1** Reports that contain issues of student body concern shall be forwarded to the Committee on Community and Governmental Affairs.
 - 9.1.9.3** Conduct surveys based on issues relevant to the student body.
 - 9.1.9.4** Present at least one resolution or memorandum per semester to the Senate based on the data collected from the student body
 - 9.1.9.5** Review all state, local and federal legislation that may affect the student body.
 - 9.1.9.6** Be in contact with all Florida Student Association representatives and receive reports on any student related issues within the organization.
 - 9.1.9.7** Propose new services and programs to advocate for student issues that may be executed by the Executive Branch.
 - 9.1.9.8** Collaborate with and assist the Department of University and Community Affairs on projects and initiatives.
 - 9.1.9.9** Collaborate with and assist the Department of Government Affairs on projects and initiatives.
- 9.2** Senate Executive Committee (SenEx)
 - 9.2.1** The Senate President Pro Tempore shall serve as the Chair of SenEx.
 - 9.2.2** Membership
 - 9.2.2.1** Membership shall include the Senate President, Pro Tempore, and the six standing committee chairs.
 - 9.2.3** The Committee duties shall include:
 - 9.2.3.1** To serve as the highest committee in the Senate with authority over all standing committees and subcommittees.
 - 9.2.3.2** Assign points to Senators for failure to attend the required meetings.
 - 9.2.3.3** Approve of excused absences from Senate.

- 9.2.3.4** Complete any tasks as prescribed by the Senate President or Senate President Pro Tempore.
 - 9.2.3.5** Plan at least one Senate social per semester in addition to the Senate Pinning Ceremony.
- 9.3** Ad-hoc Committees shall act in accordance with all relevant procedures as outlined in SG statutes and applicable regulations.

10 Election of Officers

10.1 Regular Elections:

- 10.1.1** A Regular Election shall be defined as the election conducted during the first meeting of the term for the purpose of electing that Senate President, President Pro Tempore and all chairpersons.
- 10.1.2** Elections shall be held in accordance with the dates outlined within statutes.
- 10.1.3** The Senate President shall notify the Senators of the subsequent term of the election meeting date no later than 5 business days prior to the meeting.
- 10.1.4** Senators may then present nominations for any officer position, in writing, to the Senate President no later than forty-eight (48) hours prior to the meeting.
- 10.1.5** The Senate President shall publish and make available the meeting agenda, which shall include a comprehensive list of the nominations, no later than twenty-four (24) hours prior to the meeting.
- 10.1.6** Elections shall take place for one office at a time.
- 10.1.7** During the first SenEx elections of the term, the newly elected Senate President shall abstain from voting except in the event of a tie.
- 10.1.8** Each nominee will have a chance to speak and present on their behalf.
- 10.1.9** Senators may ask questions to the nominees. Questions must be relevant to all nominees.
- 10.1.10** The nominee with the majority of votes shall be the declared winner. In the event that a tie exists, the Senate President shall cast the tie breaking vote.
- 10.1.11** The chair of the meeting shall not vote.

10.2 Special Elections:

- 10.2.1** A Special Election shall be defined as any election occurring after the first Senate Meeting of the term and shall be utilized to fill the vacancies of any chairperson or the Senate President Pro Tempore.
- 10.2.2** The nominee that obtains the most votes shall be the declared winner. In the event that a tie exists, the chair may vote in accordance with Roberts Rules of Order.
- 10.2.3** Elections shall take place for one office at a time.
- 10.2.4** The Chair will call for nominations from the Senate.
- 10.2.5** After nominations are closed, each nominee will have a chance to speak on his/her behalf.
- 10.2.6** Senators may ask questions to the nominees. Questions must be relevant to all nominees.
- 10.2.7** Senators may speak on behalf of a nominee.
- 10.2.8** The nominee that obtains the most votes shall be the declared winner. In the event that a tie exists, the chair may vote in accordance with Roberts

Rules of Order.

11 Suspension and Amendments to ROPs

- 11.1** The Rules of Procedure may be suspended if a majority of those present and voting approve such action.
- 11.2** Any amendment to the Senate Rules of Procedure shall be considered a Procedural Bill as designated in Chapter 7 these Rules of Procedure and will be considered passed if there is a majority vote of those present and voting.
- 11.3** For the purposes of the Student Government Senate, “the members present and voting” shall be defined as all Senators present and voting either “yes” or “no” on a motion.

12 Special Programs

12.1 Don Krause Senate Roll Call of Honor Award

- 12.1.1** Any senator who has been elected to serve nine semesters or more in the SG Senate and has served with a high level of dedication to the USF student body, USF as a whole and the SG Senate of the USF Tampa Campus will be eligible and shall receive the award.
- 12.1.2** If no Senator has served nine or more semesters then the award shall not be given for that term.
- 12.1.3** The senate may form a committee to determine the eligibility of the candidates.
- 12.1.4** No Senator will be eligible to receive this award more than once and to be selected the Senator must be in office at the time of selection.
- 12.1.5** The Don Krause Senate Roll Call of Honor award committee shall convene at a time determined by the Senate President. The selection committee shall consist of 2 employees of SGATO, the Senate President or his/her designee, and 2 other Senators who are not eligible to receive the award during that time.
- 12.1.6** No member of the committee will be eligible to receive the award.
- 12.1.7** Any Senator that is eligible to receive the award shall not serve on the selection committee.
- 12.1.8** The selection committee may determine any other requirements of the award and request information from senators it believe would make good candidates for the award, such as a resume, list of accomplishments, and/or personal interview.

12.2 Additional awards may be established by SenEx to be voted on by the Senate.

12.3 Senate Bull Pins

- 12.3.1** Every elected member of the Senate will receive a lapel pin.
 - 12.3.1.1** During the first official Senate meeting in the Fall semester, the Senate President will then present every Senator with a lapel pin.
 - 12.3.1.2** Those elected in Interim Elections will be given a pin after being administered the oath of office

12.4 Bulls Eye

- 12.4.1** On the last official day of the legislative term, the Senate will convene to officially adjourn.
- 12.4.2** Members will convene at the regularly scheduled Senate meeting time by the order of the Senate President.
- 12.4.3** The Senate President will deliver closing remarks about the past legislative term and allow other members of the Senate to speak.

12.4.4 After all those who wish to speak have done so, the Senate President shall bang the gavel three times. On the third bang, the legislative term is officially over and the Senate will be in recess until the next term officially takes office.

13 Senate Impeachment Committee

- 13.1 The Senate Impeachment Committee shall operate as outlined in SG Statutes.
- 13.2 The appended SOPs shall serve as the standing Impeachment Committee SOPs and may be amended in a fashion similar to Senate Procedural Bills.

Appendix A – Impeachment Committee Standard Operating Procedure

1 Constitutional Conformity

- 1.1 The Rules of Procedure for this Senate Impeachment Committee shall not conflict with the Student Government Constitution.
- 1.2 The Rules of Procedure of this Senate Impeachment Committee shall not conflict with the Student Government Statutes.

2 Meeting of the Senate Impeachment Committee

- 2.1 The Senate Impeachment Committee Chair shall determine the time, day, place, and frequency of the Committee meeting provided that the meeting be advertised no less than 24 hours prior to its commencement.
- 2.2 Quorum will be defined as the presence of all 3 members of the committee and the non-student advisor.
- 2.3 Meetings of the Senate Impeachment shall be governed by Robert’s Rules of Order with the level of adherence to be determined by the Chair.

3 Attendance

- 3.1 Attendance shall be required by all committee members at any official meeting of the Senate Impeachment Committee.

4 Agenda

- 4.1 The Committee Chair shall determine the agenda for each regular Committee meeting no later than twenty-four (24) hours before the Committee meeting.

5 Senate Impeachment Committee Duties

- 5.1 This committee shall act in accordance to its mandate as set by the Senate in its creation and its duties as outlined by Student Government Statutes.

6 Senate Impeachment Committee Chair

6.1 The duties of the Senate Impeachment Committee 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.
- 6.1.4** To prepare and submit a Report of the committee to the 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 Investigational Procedure

7.1 The Impeachment Committee will adhere to a standard investigational procedure that follows the following rules:

- 7.1.1** During an investigational meeting, a neutral mediator, such as the Student Government Advisor shall be present.
- 7.1.2** Minutes are to be transcribed by the Senate Clerk or Senate Secretary in accordance with applicable Public Record Laws.
- 7.1.3** Official statements obtained from person(s) involved must be reviewed by the committee and entered into the official committee record.

7.2 The Timeline of the Investigation should be as follows:

7.2.1 Those called forth to testify before the Committee will be notified in writing.

7.2.1.1 A notification in writing shall include, but not be limited to:

7.2.1.1.1 A formal letter issued by the Committee Chair

7.2.1.1.2 An E-Mail issued by the Committee Chair

7.2.2 Notifications will go out 72 hours in advance of the Committee Meeting

7.3 The Committee will interview all those it deems necessary at separate intervals.

7.4 The Committee will discuss its findings and put the final decision up to a vote

7.5 The Committee Chair shall submit its final recommendation to the Senate President to be reported to the Senate.

7.6 Failure to comply with the Committee's Procedures at any level in the process will be taken into account when making the final decision.