



## **The Student Government Association (SGA) Standing Rules of Order Amended: April 29, 2021**

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### **I. SCOPE AND PRECEDENCE**

The Standing Rules of Order shall be governed by the Constitution and Bylaws of the Maryland Student Government Association. Any rule contained herein shall be deemed null and void in either whole or part, as deemed by the judiciary, should it conflict with either of these documents.

The Modus Operandi of the University of Maryland Student Government Association shall be as set forth in Robert's Rules of Order, most recent revised edition (RRO). The Presiding Officer and the Legislature shall be guided by rules of parliamentary practice for legislative organizations as set forth in RRO except where they conflict with the rules contained in the Standing Rules of Order, the Constitution, or Bylaws of the Maryland Student Government Association. These rules shall supersede any rules contained in RRO.

### **II. ORGANIZATION AND OFFICERS**

#### **Section 1. The Presiding Officer**

##### **Subsection A. Identification**

1. The Speaker of the Legislature serves as the Presiding Officer of the Legislature.
2. In the absence of the speaker, the Speaker Pro Tempore serves as the Presiding Officer.
3. In the absence of the Speaker and the Speaker Pro Tempore, the Legislature shall select a temporary replacement through a simple majority vote.

##### **Subsection B. Prerogatives**

1. The Presiding Officer may:

- a. Address the Legislature on non-substantive matters in preference to other members as they see fit.
- b. Issue requests for motions, but may not make or second motions.
- c. Determine the following with regard to individual points or motions:
  - i. Recognize them.
  - ii. Rule them Dilatory when intended to cause delay, or obstruct or thwart the will of the Legislature as clearly indicated by the existing parliamentary situation.
  - iii. Rule them Out of Order when failing to adhere to the Rules.
- d. May vote whenever their vote will affect the result.
- e. Engage in debate on any Main Question.
  - i. Should the Presiding Officer wish to debate, they must step down prior to introduction of that Main Question.
  - ii. In this case, the Speaker Pro Tempore shall serve as Presiding Officer; if the Speaker Pro Tempore also wishes to debate, the Speaker shall appoint a replacement to be confirmed by the Legislature by a simple majority vote.

### **Subsection C. Order and Decorum**

1. The Presiding Officer shall preserve order and decorum during sessions of the Legislature.
2. If a Member violates any of these rules, the Presiding Officer shall call the Member to order.
  - a. Any Member of the Legislature may request the Presiding Officer do so.
  - b. The Presiding Officer may take any reasonable action necessary to compel the Member to observe the call for order.
3. All questions of general order and decorum shall be determined by the Presiding Officer without debate.
4. The Presiding Officer shall have general supervision over the Chamber and its adjacent areas while the Legislature is in session.
5. Non-Members in the gallery are subject to a two strike policy for disturbances at the discretion of the Presiding Officer.

### **Section 2. Staff and Other Officers**

1. The Speaker of the Legislature shall serve as the Chief Clerk of the Legislature, which entails:
  - a. Setting the Legislative Calendar.
  - b. Organizing all Legislation.
  - c. Dispersing necessary meeting materials, including meeting agendas.
2. The Parliamentarian:
  - a. Shall advise on all questions regarding parliamentary procedure or the SGA governing documents.
  - b. May advise the Presiding Officer, but not directly address the Legislature.
  - c. Shall serve as timekeeper for debate.
3. The Legislative Secretary shall be responsible for recording minutes for meetings of the Legislature.
4. The Presiding Officer may appoint other staff as necessary, but their authority shall not supersede that of the Presiding Officer.

## **III. MEETING BUSINESS**

## **Section 1. Daily Business**

### **Subsection A. Order of Business**

1. The order of business for a standard meeting shall be as follows:
  - a. Student Concerns and General Announcements
  - b. Roll Call
  - c. Call to Order
  - d. Approval of Minutes
  - e. Speaker's Time
  - f. Report of the Chief Financial Officer
  - g. First Reading Calendar
  - h. Second Reading Calendar
  - i. Follow Up
  - j. Executive Updates
    - i. President
    - ii. Vice President
  - k. Cabinet Updates
  - l. Liaison Updates
  - m. Comments for the Good of the Council
  - n. Adjournment
2. The Presiding Officer shall assume the chair every day at precisely the hour to which the Legislature is scheduled to convene and immediately commence with the order of business.
3. The Speaker of the Legislature or Presiding Officer may alter the daily business for any given meeting as circumstances necessitate.
4. The Speaker of the Legislature shall distribute the agenda, including the daily order of business and pending Legislation, electronically to the Legislature by the beginning of each meeting.

### **Subsection B. Student Concerns and General Announcements**

1. This time is reserved for student concerns, opinions, and feedback.
2. This shall also be the time during which the Legislature will hear from any guest speakers.
3. Members of the Student Government Association shall not be permitted to speak during this time.

### **Subsection C. Roll Call**

1. Attendance shall be recorded electronically.

### **Subsection D. Call to Order**

1. Official business of the meeting begins when the Presiding Officer calls the meeting to order.
2. Any meeting of the Legislature cannot be called to order without achieving quorum.

### **Subsection E. Approval of Minutes**

1. Minutes from all prior meetings shall be approved at the satisfaction of the Legislature.
2. Meeting minutes do not require a motion for approval, and are assumed approved if there are no pending edits.

### **Subsection F. Speaker's Time**

1. Speaker's Time may routinely include the following:
  - a. Time for general remarks from the Speaker of the Legislature or Presiding Officer.

- b. Pending appointments that require approval of the Legislature.
- c. Discussion on polling questions and results, in conjunction with the Speaker Pro Tempore.

#### **Subsection G. Report of the Chief Financial Officer**

1. The Report of the Chief Financial Officer shall include:
  - a. Current and accurate amounts in reserves.
  - b. Pending discretionary guidelines, Group Help Applications, and Co-sponsorship grants.
  - c. Any other information pertinent to their position.

#### **Subsection H. Follow Up**

1. Members may provide follow up on previous Legislation or any other legislative issues.
2. For every piece of approved legislation, follow up must be provided within four legislative meetings.
  - a. The follow up will specifically include how the action plan has been completed.
3. The Presiding Officer will entertain any questions regarding the status of Legislation or the Action Plan.

#### **Subsection I. Executive, Cabinet, and Liaison Updates**

1. This time is reserved for updates from Members of the Executive Branch.
2. Updates shall include:
  - a. Information pertinent to their positions.
  - b. Upcoming events, initiatives, and Legislation.
  - c. Committee updates.

#### **Subsection J. Comments for the Good of the Council**

1. Comments for the Good of the Council shall include:
  - a. Ralph Time.
  - b. Updates and announcements from Members.
  - c. Reminders.

### **Section 2. Two Week Reading Calendar**

#### **Subsection A. Intent**

1. Every piece of Legislation, in order to pass the Legislature, shall be read two different times during at least two different legislative meetings.
2. This provision may be circumvented through a suspension of the rules by the Legislature.

#### **Subsection B. First Reading Calendar**

1. Legislation is introduced and considered read for the first time when it appears on First Reading Calendar.
2. Upon introduction, Legislation shall be referred by the Speaker of the Legislature to at least one legislative committee.
  - a. If the Speaker of the Legislature assigns Legislation to multiple committees, they shall designate one as the primary committee.
  - b. Legislation must be reviewed by its primary committee in order to be reintroduced on Second Reading Calendar.

### **Subsection C. Second Reading Calendar**

1. Legislation is reintroduced and considered read for the second time when it appears on Second Reading Calendar.
2. Legislation on Second Reading Calendar proceeds in three steps:
  - a. Student Concerns.
  - b. Committee Report.
  - c. Main Question.
3. Any Legislation, having achieved final passage on Second Reading Calendar, will be dated and signed by the Speaker of the Legislature, and presented to the President for approval.

### **Subsection D. Committee Report Presentation and Consideration**

1. The process by which the Legislature considers committee reports during Second Reading Calendar is as follows:
  - a. The chair or a designated representative of the primary committee presents any amendments adopted by, and the overall opinion of the committee.
    - i. If the Legislation was referred to multiple committees, all committees shall present reports, however, the Legislature may only formally consider the report of the primary committee.
  - b. If the primary committee did not meet, attain quorum, or discuss the Legislation:
    - i. The secondary committee takes over responsibility as the primary committee, and so on.
    - ii. If there are no other committees that have reviewed the Legislation, it is assumed the report of the primary committee was to table.
  - c. A committee report may be:
    - i. Favorable.
    - ii. Favorable with amendments.
    - iii. Unfavorable.
    - iv. To table in committee.
  - d. The Legislation shall proceed to the Main Question if:
    - i. A "favorable" report is adopted by the Legislature.
    - ii. An "unfavorable" report or a report "to table in committee" is overturned by the Legislature.
2. An amendment to a piece of Legislation adopted through an approved committee report remains a part of the Legislation unless removed or altered by the Legislature.
3. Committee reports shall adhere to the standards outlined in the Committee Handbook.

## **IV. LEGISLATION**

### **Section 1. Sponsorship**

1. Legislation may be sponsored by any Representative.
2. Legislation requires one sponsor to be considered; however, any Legislation may be co-sponsored by other Representatives.
3. If Legislation has multiple sponsors, the chief sponsor shall be first listed.
4. Except by amendment, no additional sponsors or co-sponsors may be added after Legislation is filed with the Speaker of the Legislature.

5. Legislation authored by SGA Executive Members shall be sponsored by the Speaker of the Legislature on behalf of their Administration.

## **Section 2. Submission**

1. A Member desiring to introduce Legislation shall file the documents required with the Speaker of the Legislature by their prescribed date.
2. Legislation shall be numbered in order as they are received beginning with "F" during the fall semester or "S" during the spring semester, followed by the date of the Legislation's introduction in order of year, month, and day, followed by A, B, C, etc to designate the order in which the Legislation was received.
3. Legislation shall be classified as either an "Act" or a "Resolution."
  - a. A Resolution shall be a declarative statement, announcing a position or stance of the SGA.
  - b. An Act shall be any Legislation that calls for a formal action of the SGA and its members, including, but not limited to the allocation of monies, or a change in the governing documents.
4. The Speaker of the Legislature, subject to subsection 5 of this section, may refuse to accept for introduction any Legislation if and only if one of the following criteria are met:
  - a. The legislation would, in the opinion of the Speaker of the Legislature, cause harm to the Student Body;
  - b. The legislation is not crafted or written properly; or
  - c. The legislation would violate the United States Constitution, the Maryland Constitution, Federal, State, University Policy, or Local law,
5. The Speaker of the Legislature, in accordance with subsection 4 of this section, must:
  - a. Offer to the bill sponsor the reason for which the legislation was denied;
6. Following Legislation submission and review, each item shall appear in order on First Reading Calendar for the next legislative meeting.

## **Section 3. Action Plan**

1. To be eligible for legislative approval or debate, each piece of Legislation must include a written Action Plan.
2. The Action Plan should be the sponsor's intended steps should the Legislation pass, including, but not limited to:
  - a. Individuals to consult with.
  - b. Direct actions to take.
  - c. Monetary allocations.
  - d. Advertising and promotion.
3. Any amendments to an Action Plan require a majority vote.
4. The Action Plan will be approved alongside its Legislation.
5. Action Plans shall be included at the very end of Legislation.

## **Section 4. Emergency Legislation**

1. The Speaker may designate "Emergency Legislation," if such Legislation:
  - a. Was submitted after the announced deadline for submission of Legislation.

- b. Is on a topic which has become pertinent after the deadline, or will be a moot point by the following meeting of the Legislature.
2. Emergency Legislation may appear immediately on Second Reading Calendar at the discretion of the Speaker of the Legislature.
3. Emergency Legislation may not require a communications post with fewer than three weeks notice following its passage through the Legislature.
  - a. Except at the discretion of the Speaker of the Legislature and the Director of Communications.

#### **Section 5. Budgetary Allocation Legislation**

1. Acts regarding rolling budgetary allocations for student groups are to be sponsored by the Committee on Financial Affairs and automatically included in the first position on Second Reading Calendar.
2. Acts regarding student group budgetary appeals shall also be sponsored by the Committee on Financial Affairs and included subsequent to the primary allocation Legislation on Second Reading Calendar.
3. The Vice President of Financial Affairs shall:
  - a. Make Members aware of upcoming budgetary allocation Legislation.
  - b. Provide Members with notification of the student groups intending to appeal to the Legislature no later than forty-eight hours prior to the legislative meeting at which they will be discussed.

#### **Section 6. Presidential Veto of Legislation**

1. The President has the right to veto any Legislation.
2. The decision to veto must be announced by the President to the Legislature within nine school days or the Legislation is automatically enacted.
3. When Legislation has been vetoed by the President and is returned to the Legislature:
  - a. A written objection of the President must be submitted to the Presiding Officer no later than twenty-four hours prior to the meeting at which the veto may be overturned.
  - b. The message containing the President's objections shall be read aloud by the Presiding Officer, or by the President if the President so desires.
  - c. The President shall have no rights to participate in debate except to read verbatim from the written objection.
  - d. The President shall have no right to ask or answer questions of the Legislature at this time.

#### **Section 7. Active Legislation**

1. Legislation shall not be held over from one legislative year to another.
2. Legislation shall not be binding across legislative years.

### **V. POINTS AND MOTIONS**

#### **Section 1. General Rules Regarding Points**

1. The right to make points is always reserved by:
  - a. Representatives.
  - b. The President.
2. The right to make points is reserved by the following individuals in specific instances:
  - a. The Chief of Staff, in the absence of the President.
  - b. A Committee Chair, during debate on Legislation that has passed through their committee.

- c. The Director of Student Groups, during debate on budgetary allocation and appeals Legislation.
  - d. The Student Groups Public Defender, during debate on budgetary appeals Legislation.
3. A point may not:
  - a. Be made without recognition by the Presiding Officer.
  - b. Interrupt a speaker unless otherwise specified.
  - c. Be inherently debatable.

## **Section 2. Types of Points**

### **Subsection A. Point of Personal Privilege**

1. Used to:
  - a. Express a personal concern.
  - b. Respond to an offense of personal conduct, reputation, or rights.
  - c. Rectify an issue with the Chamber.
2. May be made by any member of the Student Government Association.
3. May respectfully interrupt a speaker, if applicable.

### **Subsection B. Point of Order**

1. Used by a Representative when they believe the Legislature or a Member is violating a rule or not following parliamentary procedure.
2. Must be made immediately after an infraction, and may interrupt a speaker if applicable.
3. Requires an explanation on the issue from the Presiding Officer and rectification if it is determined an infraction occurred.
4. A Representative, unsatisfied with the Presiding Officer's response, may appeal the decision according to Article IX of these Standing Rules.

### **Subsection C. Point of Parliamentary Procedure**

1. Used when a Member is unsure of proper parliamentary procedure, or seeking a recommendation on how to proceed under proper procedure.
2. Requires a response from the Presiding Officer.

### **Subsection D. Point of Information**

1. Used by a Member seeking to obtain a piece of factual information.
2. Is directed through the Presiding Officer to a Member capable of responding with the correct information.
3. In the case of budgetary appeals Legislation, the Presiding Officer may direct factual questions to student group representatives.

### **Subsection E. Point of Clarification**

1. Used by a Member to clarify a factually incorrect statement.

### **Subsection F. Query to the Speaker**

1. Used by a Member intent on asking a question to a Member currently holding the floor during debate.
2. Recognized or answered at the discretion of the Member holding the floor.
3. If a Member infuses opinion into a Query's answer, time will be deducted from that Floor.

### **Section 3. General Rules Regarding Motions**

1. The right to make motions is reserved solely by Representatives.
2. Representatives may not make motions:
  - a. During debate unless they are holding the floor, except when specified otherwise in these Rules.
  - b. Without being recognized by the Presiding Officer.
  - c. During the voting phase of any question.
3. Motions "in the hands of the Legislature":
  - a. A motion is in the hands of the Legislature if one of the following is true:
    - i. It has been recognized by the Presiding Officer and received a second from an equally entitled member.
    - ii. It is Legislation, having been introduced by the Presiding Officer during Second Reading Calendar.
  - b. Terminology:
    - i. A "Main Motion" is a motion that does not supplement any other motion.
    - ii. A "Subsidiary Motion" is a motion that supplements another motion.
    - iii. A "Previous Motion" is a motion that has an immediate Subsidiary Motion.
    - iv. A "question" is any motion in the hands of the Legislature.
    - v. A "Procedural Question" is a question that impacts the status of procedure, debate, or the order of business of the Legislature.
    - vi. A "Substantive Question" is a question that impacts the composition or opinion of the SGA.
  - c. A motion is no longer in the hands of the Legislature if the question has been permanently or temporarily resolved.
4. A motion shall be considered "in possession of the Legislature" as long as all of the following are true:
  - a. If it is a Subsidiary Motion, the Previous Question has not been resolved.
  - b. No contradictory question has arisen.
  - c. The meeting has not been adjourned.
5. A motion may be withdrawn by its sponsor at any time prior to voting on the question.
6. A Main Motion having been vetoed may not be subjected to any Subsidiary Motions.

### **Section 4. Procedural Motions**

#### **Subsection A. Motion to Adjourn**

1. A motion to adjourn may not be made while any question is in the hands of the Legislature.
2. Must, in the opinion of the Presiding Officer, respect the Legislative Calendar.

#### **Subsection B. Motion to Call the Question**

1. A motion to call the question:
  - a. If adopted, ends any debate and immediately brings the Legislature to a vote on the called question.
  - b. Is only in order if the Floor from which the motion was made has elapsed less time than the opposing Floor.
  - c. Requires a two-thirds majority vote of Members present to pass.

#### **Subsection C. Motion to Commit**

1. A motion to commit:

- a. Must specify a new committee to review the Legislation.
- b. When successful, sends the Legislation to the new committee, thus removing it from the hands of the Legislature until it is reintroduced on Second Reading Calendar

#### **Subsection D. Motion to Divide the Question**

1. A motion to divide the question:
  - a. Can be made on any question that contains more than one independent substantive proposition.
  - b. Must include specific items to be divided.
  - c. May not divide perambulatory clauses up, or out of a Main Question.
  - d. Requires six Representatives in favor to pass.
  - e. Does not require that the member making the motion be holding the floor during debate.
2. Upon a successful motion:
  - a. The question shall be considered divided, and each proposition shall be voted on separately.
  - b. Debate constraints shall remain the same as they were before the division.

#### **Subsection E. Motion to Extend or Limit Debate**

1. A motion to extend or limit debate:
  - a. Must affect both Floors equivalently.
  - b. Requires a two-thirds majority vote to pass.

#### **Subsection F. Motion to Recess**

1. A motion to recess:
  - a. Requires a specific length of time for the Legislature to recess.
  - b. Must, in the opinion of the Presiding Officer, respect the Legislative Calendar.

#### **Subsection G. Motion to Recommit**

1. A motion to recommit:
  - a. Must specify which committee(s) the Legislation would be recommitted to, and in what order if multiple.
  - b. When successful, returns the Legislation to the committee(s), thus removing it from the hands of the Legislature until it is reintroduced on Second Reading Calendar.

#### **Subsection H. Motion to Reorder Business**

1. A motion to reorder business must specify the item(s) to be moved and the end location.
2. A motion to shift Legislation from First Reading Calendar to Second Reading Calendar is considered a suspension of the rules and requires a two-thirds majority to pass.
3. No motion to reorder business may return any Legislation from Second Reading Calendar to First Reading Calendar.

#### **Subsection I. Motions on Reports**

1. Upon hearing a report regarding legislative review by a committee, a Member may make one of the following motions:
  - a. To approve the report.
  - b. To overturn the report.
    - i. Requires a two-thirds majority vote to pass.
    - ii. Cannot be made on a "favorable" committee report.

- c. To amend and approve the report.
  - i. Requires a two-thirds majority vote to pass.
  - ii. The only aspects of the report that may be amended are amendments made by the committee.
2. Should the motion not pass, the Legislation shall be automatically considered recommitted.

#### **Subsection J. Motions to Table**

1. Motions to table take one of two forms:
  - a. Motion to table for a certain period of time.
  - b. Motion to table indefinitely.
2. Upon a successful motion to table for a certain period of time:
  - a. The Legislation shall return to the hands of the Legislature at the conclusion of the designated time period.
3. Upon a successful motion to table indefinitely:
  - b. The Legislation may not be taken up again during that meeting.
  - c. If the Legislation was tabled in the Legislature:
    - i. The Presiding Officer shall remind the Legislature during all subsequent meetings for which the Legislation is active that the Legislation remains on the table.
    - ii. The Legislation may only be returned to the hands of the Legislature with a successful "Motion to remove from the table."

### **Section 5. Substantive Motions**

#### **Subsection A. Motions to Amend**

1. Non-amendable questions include:
  - a. All non-debatable motions.
  - b. Motions to confirm.
  - c. Appeals of decisions of the Presiding Officer.
  - d. Motions to reconsider.
  - e. Motions to censure.
2. Subsidiary Motions cannot extend beyond two levels.

#### **Subsection B. Motion to Censure**

1. A Member may be censured by the Legislature for violating these Rules or for otherwise bringing harm or disrespect to the University of Maryland Student Government Association or any Member thereof.
2. Requires a two-thirds majority vote of those present in the Chamber to pass.
3. The motion to censure may not be:
  - a. Reconsidered.
  - b. Offered when any other question is in the hands of the Legislature.
4. A Member, having been censured, shall lose the right to hold the floor or offer points or motions for the remainder of that legislative meeting.

#### **Subsection C. Motions to Confirm**

1. Motions to confirm may take one of three forms:
  - a. Motion to confirm/reject an appointment.
  - b. Motion to confirm/reject financial matters.
    - i. Financial matters that may be confirmed/rejected include discretionary guidelines, Group Help applications, and Co-sponsorship Grants.
  - c. Motion to confirm/reject MOUs.

2. Confirmation requires a two-thirds majority vote to pass, and therefore rejection requires more than one-third of all Representatives.
3. One motion shall be sufficient to determine the outcome--a failed motion to confirm shall be considered rejection, and a failed motion to reject shall be considered confirmation.

#### **Subsection D. Pending Legislation**

1. Pending Legislation does not require a motion or second for introduction, but is still considered a Main Motion.
2. Legislation shall proceed directly to a vote without objection by the Legislature, or debate with objection.

### **Section 6. Other Motions**

#### **Subsection A. Motion to Reconsider**

1. A motion to reconsider the vote on a question is in order only if:
  - a. The question is in the possession of the Legislature.
  - b. The motion is made by a member who voted on the prevailing side of the original question.
  - c. In the event that the motion pertains to a Main Question, no other Main Motions are currently in the hands of the Legislature.
  - d. In the event that the motion pertains to a Subsidiary Question, no other Subsidiary Motions are currently in the hands of the Legislature.
2. A motion to reconsider:
  - a. Is debatable only if the question itself is debatable, in which case the debate may extend to the limits of the original question.
  - b. May not be reconsidered.
  - c. Does not require that the Member making the motion be holding the floor during debate.
3. If adopted, the reconsidered question shall return to the hands of the Legislature.

## **VI. DEBATE**

### **Section 1. Debate Terminology**

1. There are two Floors in debate:
  - a. The Affirmative Floor.
  - b. The Negative Floor.
2. "Equally divided in open debate" refers to the designated period for discussion on a given question, equally divided between Floors, in which Members are recognized by the Presiding Officer to debate.
3. A Member is said to be "holding the floor" if they are in charge of the time for one of the Floors during debate.
4. A Representative holding the floor may:
  - a. Yield time to another Representative or the President.
  - b. Reserve the balance of their Floor's time.
  - c. Yield all remaining time back to the Presiding Officer.

## **Section 2. General Rules for Debate**

1. Debate occurs on any question if:
  - a. The question is debatable.
  - b. There is a Representative objecting to that question.
2. The right to debate is always reserved by:
  - a. Representatives.
  - b. The President.
3. The right to debate is reserved by the following individuals in specific instances:
  - a. The Chief of Staff, in the absence of the President.
  - b. A Committee Chair or Vice-Chair, during debate on Legislation that has passed through their committee.
  - c. The Director of Student Groups, during debate on budgetary allocation and appeals Legislation.
  - d. The Student Groups Public Defender, during debate on budgetary appeals Legislation.
4. The right to hold the floor is reserved by:
  - a. Representatives.
  - b. The Student Groups Public Defender, during debate on budgetary appeals Legislation.
    - i. The Student Groups Public Defender reserves the right of first refusal to hold the Affirmative Floor for such Legislation.
5. If two or more Members seek recognition at the same time, the Presiding Officer shall determine whom to recognize.
6. The Affirmative Floor reserves the right to speak first during debate.
7. No Member may:
  - a. Hold private conversation while the Presiding Officer is addressing the Legislature, or in a manner disruptive to debate.
  - b. Speak during debate upon a subject other than the question under debate.
  - c. Speak during debate in a manner that a reasonable person would find objectionable.
  - d. Make personal references about other Members or refer to them by proper names or by their unpreferred pronouns, within reason.
  - e. Hold the floor on the same side twice.
  - f. Hold the floor in opposition to a motion they have sponsored.
8. No Member, without leave from the Presiding Officer, may:
  - a. Debate against the position of the Floor they are speaking on.
  - b. Walk across the Chamber while the Presiding Officer is addressing the Legislature.
  - c. Address the Legislature from the front of the Chamber.
  - d. Address the Legislature for more than ten consecutive minutes.
  - e. Yield time to a Member who has already spoken on a question unless all members wishing to speak on the same side of that question have done so.
9. Members may read from papers during debate provided that appropriate citation is made by the Member if sources other than the original words of the Member are used.

## **Section 3. Debate on Legislation**

1. Debate on Legislation, is limited to one hour equally divided in open debate.
2. Time used in the debate on any question other than a Main Question shall not count against the time limits of that Main Question.

## **Section 4. Debate on Amendments**

1. Amendments to Legislation shall be clearly and specifically written, and submitted prior to their introduction.
2. Debate on amendments and amendments thereto is limited to:
  - a. Twenty minutes equally divided in open debate for Legislation.
  - b. Four minutes equally divided in open debate for all other amendable questions.
3. Amendments must be germane to the subject matter and intent of the Previous Question.
4. Technical amendments--amendments to spelling or grammar--shall be automatically accepted at the discretion of the Presiding Officer and the question's sponsor.

#### **Section 5. Debate on Overturning a Veto**

1. At the conclusion of Second Reading Calendar of the session of the Legislature following a President's veto, the Presiding Officer shall ask the question: "Does the Body object to the President's veto?"
  - a. One objection shall lead the Body to reconsider the vetoed Legislation for a period of no more than thirty minutes equally divided in open debate.
2. Overturning a President's veto requires a two-thirds vote of all Members present.

#### **Section 6. Debate on Other Questions**

1. Debate on the following questions is limited to ten minutes equally divided in open debate:
  - a. Appeal of a decision by the Presiding Officer
  - b. Censure
  - c. Committing or re-committing Legislation
  - d. Confirming appointments, financial matters, or MOUs
  - e. Reordering business
  - f. Reports
  - g. Tabling for any length of time or removing from the table
2. There is no debate on the following questions:
  - a. Adjournment or recess
  - b. Calling the question
  - c. Debate constraints
  - d. Dividing the question
  - e. Manner of voting

### **VII. VOTING**

#### **Section 1. General Voting Rules**

1. The right to vote on questions is reserved solely by Representatives.
2. Any question, unless specified otherwise in these Rules, shall be determined by a simple majority vote of the Legislature.
3. Motions in the hands of the Legislature to which there are no objections are assumed to pass.
4. Abstentions from voting are permitted for Substantive Questions, but not Procedural Questions.
5. During any voting phase, Representatives may:
  - a. Change their votes, so long as the results have not been reported.
  - b. Express a desire to vote "With Rights," permitting them to explain their vote for no longer than one minute.
6. The Presiding Officer:
  - c. Shall ensure that quorum is present in order to conduct voting.

- d. Shall ensure that all Representatives present during voting procedure cast a vote.
- e. Shall ensure that Representatives shall refrain from voting if:
  - i. Their voting privileges have been suspended
  - ii. They have not gone through proper SGA finance training, if applicable to the question under consideration.
- f. May ask Representatives absent from the Chamber to refrain from voting if absent for an extended period of time.

### **Section 2. Proxy Voting**

1. Representatives may cast a vote via proxy at the leave of the Presiding Officer.
2. The following rules apply to proxy votes:
  - a. Proxy votes do not count toward quorum requirements.
  - b. Representatives intending to proxy their vote must provide written or electronic notice to the Presiding Officer prior to the start of the applicable legislative meeting that shall contain the following:
    - i. The name and signature of the Representative.
    - ii. The voting intentions of the Representative.
  - c. Proxy votes shall only count for as long as the question remains unaltered.
  - d. Proxy votes will not be granted for:
    - i. Procedural Questions.
    - ii. Hypothetical questions.

### **Section 3. Manner of Voting**

1. Voting shall be decided upon via yeas and nays, either submitted electronically, or by a hand vote.
2. Voting may also be conducted in the following fashions:
  - a. Via a motion for a roll call vote prior to the yeas and nays.
    - i. Must be seconded.
    - ii. Requires five total votes from the Legislature to pass.
  - b. Via a call for division or standing vote.
    - i. May occur at the motion of any Representative.
    - ii. Accommodations may be made on a case by case basis.

### **Section 4. Records**

1. The Speaker of the Legislature shall maintain an accurate record of the Legislature's proceedings including the title of every piece of Legislation introduced and every question or motion put before the Legislature, including the vote and outcome.
2. The Parliamentarian shall be responsible for maintaining all electronic voting records.
3. All voting records, except for closed meetings, are public.

## **VIII. ATTENDANCE AND QUORUM**

### **Section 1. Terminology**

1. A Member is said to be absent from the Session if they have yet to arrive, or have left early at the leave of the Presiding Officer.
2. A Member is said to be absent from the Chamber if they are not presently in the meeting room but are considered in attendance.

## **Section 2. Quorum**

1. Quorum shall be set at one more than half of all current Representatives in the SGA who maintain voting privileges at the time quorum is called.
2. Any Member may suggest the absence of quorum at any time through a Point of Parliamentary Inquiry.
  - a. The Presiding Officer shall then order a call of the Legislature to ascertain if a quorum is present.
  - b. Any members who are absent from the Chamber, but not absent from the Session shall report to the Chamber.

## **Section 3. Leave of Attendance for Committees**

1. Without leave of the Presiding Officer, no committee shall hold a session during a legislative meeting.

# **XI. APPELLATE INTERPRETATION**

## **Section 1. Appeal of the Decision of the Chair**

1. A decision of the Chair may be appealed by any Representative who is supported by at least three other representatives.
2. An appeal must be made before consideration of any other matter.
3. During the determination of an appeal, the Presiding Officer shall relinquish the chair and shall take a place on the floor of the Chamber.
4. An appeal is debatable if the decision appealed was made from a question which was itself debatable.
  - a. Debate is restricted to the decision of the Presiding Officer and may not extend to the question in the hands of the Legislature.
  - b. No Member may speak for more than two minutes.
  - c. Prior to either Floor yielding time, the Parliamentarian shall be allowed to make a statement relating to the interpretation of the Rule in question.
5. The appeal may not be reconsidered.
6. A two-thirds majority vote shall overturn the ruling of the Presiding Officer.