



Student Government Association Meeting Guidelines

I. Purpose

- a. The Meeting Guidelines shall be a governing document subordinate to the Student Government Code that shall regulate the form and procedure of all meetings of the House of Student Representatives.

II. Procedural Authority

- a. The rules of procedure shall be a modified form of Robert's Rules of Order. The only motions that shall be ruled in order by the Speaker are those that are specified in these Guidelines.
- b. The only persons empowered to make motions, seconds, and votes in the House shall be those Representatives elected by the various colleges to that body. Any such action by Student Body Officers or student observers shall be out of order.

III. Meeting Form

- a. Each meeting shall be called to order by the Speaker of the House and proceed according to the following form unless a motion to amend the agenda is made:
 - i. Approval of Minutes
 - ii. Speaker's Forum
 - iii. Reports of The Cabinet
 - iv. Reports of Standing Committee Chairs
 - v. Reports of The Dias
 - vi. Old Business
 - vii. New Business
- b. All reports shall be limited to no more than 3 minutes each.
- c. The Speaker may, at their discretion, allow any student, Representative, or guest to have the floor during Speaker's Forum and determine the time they are allotted to speak.

IV. Rules of Procedure

- a. Opening
 - i. The meeting shall be called to order by raps of the gavel by the Speaker.
 - ii. The Speaker shall designate a Representative to lead the pledge of allegiance.
 - iii. The Speaker shall designate a Representative to lead the invocation.
 1. The Speaker may appoint a Chaplain to do so weekly.
- b. Approval of Minutes
 - i. The Speaker shall ask if there is any opposition to the contents of the minutes from the previous meeting.

- ii. If opposition exists, a Representative shall object and state their objection and proposed insertion, deletion, or edit.
 - 1. The Speaker shall ask for unanimous consent to approve the proposed change. If unanimous consent is not agreed to, a voice vote to approve the change shall be taken. This process shall be repeated until all objections to the minutes are unanimously approved or voted on.
 - 2. The Speaker shall then put the amended minutes to a voice vote for approval.
- c. Speaker's Forum and Reports of Officers
 - i. No motions are in order during Speaker's Forum. This portion of the agenda shall be dedicated to those long-form presentations deemed appropriate by the Speaker.
 - ii. No motions are in order during reports of officers. Those designated by position to regularly give updates to the House may designate another officer or Representative to provide updates in their absence.
- d. Introduction of Business
 - i. The "Old Business" portion of the meeting shall be reserved for any tabled legislation to be considered or previously failed legislation to be reconsidered. If there is no old business, the Speaker shall immediately proceed to new business.
 - ii. The "New Business" portion of the meeting shall be used to consider all other items of legislation.
 - iii. Legislation introduced for debate must be on the daily agenda set by the Speaker and have been circulated to Representatives, or it must have been introduced at a previous meeting.
 - iv. A motion to introduce the bill shall be made for legislation to be considered. This motion must receive a second, or the motion dies. The proper form of this motion shall be "I move to introduce House (*Bill, Proclamation, Resolution*) Number (*Number*), (*read full title*)"
 - v. If a motion to introduce legislation is made and is seconded, that legislation shall be considered and debated by the House. No vote must be taken.
 - 1. The legislation's authors shall come to the floor of the House for an opening statement of up to 4 minutes. This time may not be extended, though the presentation may continue pursuant to section IV.d.v.2.b.
 - 2. Following the opening statement, the House shall immediately enter a period of questions and answers for the legislation authors

of up to 10 minutes. This time may be extended by a motion to extend.

- a. The proper form of a motion to extend shall be “I move to extend the period for Q&A by ___ minutes.” It shall require a second and may pass with a majority voice vote.
 - b. If, following the elapse of the 4-minute opening statement period, a Representative asks the legislation authors to continue their presentation—it having been evident that their presentation was not completed—the authors may continue their presentation. Any time utilized after the elapse of the original 4-minute statement shall count against the default 10-minute time limit for questions and answers.
 - c. Following the lapse of the question-and-answer period, including extensions (if any), the House shall immediately enter debate on the legislation.
3. If the House seeks to open debate on a piece of legislation prior to the end of the question-and-answer period, a motion to open debate shall be in order. This motion requires a second and a majority vote in the affirmative to be successful. A voice vote is suggested.

e. Debate

- i. Once the House enters debate on a piece of legislation, the Speaker shall recognize Representatives to have the floor to speak for up to 3 minutes each. The first speech must be in favor of the proposed legislation. The second speech must be against the proposed legislation. Then, a period of free debate is entered where speeches may be for or against.
 1. Each member must raise his/her hand to be recognized. Once recognized, they must announce their full name, college represented, and their position on the legislation (PRO, CON, UNDECIDED/NEUTRAL).
 2. If the speech reaches the 3 minute mark, the Speaker shall gavel out the Representative.
- ii. Debate will continue until a motion to end debate is made. The proper form of this motion is “I move the previous question.” This motion requires a second and a majority vote in the affirmative to be successful. A voice vote is suggested.
 1. If such a motion is successful, debate is closed on the piece of legislation. If such a motion fails, debate continues until such a motion is successful, the legislation is tabled, or a motion to adjourn is successful.

2. If such a motion is successful, the legislation authors must be recognized for an optional one-minute closing statement.

f. Final Action on Legislation

- i. Once debate and any closing statement has concluded, the House may take final action on the legislation. This can take a number of forms:
 1. Vote by Electronic Ballot
 2. Vote by Roll Call
 3. Vote by Affirmation (Unanimous Consent)
 - a. This method of voting on legislation is only in order when the item of legislation considered is a proclamation of the House.
 4. Motion to Table
- ii. In order to initiate a vote, a motion is required. This motion takes the following form: "I move to vote by ____." A second is required. A motion to vote by other methods must give way to a motion to vote by roll call if one is made and seconded.
 1. By form, a motion to vote (no method specified) shall be entertained as a motion to vote by secret ballot.
 2. Motions to vote by affirmation, though in order solely for purposes of approving proclamations, are not the only method of voting permitted to be used in approving proclamations.
- iii. Vote by Secret Ballot
 1. If a motion to vote by secret ballot is moved and seconded, a member of the Dais shall immediately collect the responses of members via a secret vote. No information that may identify members with their votes may be collected.
- iv. Vote by Roll Call
 1. If a motion to vote by secret ballot is moved and seconded, a roll call vote of the whole House present shall be taken by committee in alphabetical order of committees. The chairs of Standing Committees, if elected to the House, shall vote last in alphabetical order by committee name.
- v. Vote by Affirmation
 1. If a motion to vote by affirmation is moved and second, the Speaker shall ask if there is any opposition to passing the legislation by acclamation of the House. If there is none, the legislation shall pass unanimously. If there is opposition, then a vote by another means is needed to pass the legislation.
- vi. Motion to Table

1. A motion to table may be used to put aside legislation for consideration at a later time. This motion requires a second and an affirmative majority of the House to be successful. The proper form of this motion is “I move to table (*Bill number*).” If legislation is tabled, it may be reintroduced (with or without edits) at a subsequent meeting during old business so long as the updated text, if any, has been provided to all Representatives.
- vii. Announcing the Vote
1. If a vote by secret ballot or roll call has taken place, the Speaker shall announce the results of the vote immediately after having tallied the votes. This may come in the form of the number for and against, or in the form of a percentage of the votes for. Abstentions should be supplied if requested by a Representative.

g. Other Procedural Rules

i. Amendments

1. If a member looks to amend a piece of legislation under consideration, they may do so using a motion to amend only after debate has opened and before debate has closed. The proper form of this motion is “I move to amend this legislation.” The Speaker shall then ask the Representative to summarize the effect of their proposed amendment, and the Representative shall do so without argument or editorial. The Speaker shall ask if there is a second. If not, the motion dies. If yes, the Speaker shall request the Representative to submit the Amendment in writing to the Dais for germaneness review, and to the legislation authors.
2. If a motion to amend has been moved and seconded, and the content of the amendment is germane, the Speaker shall ask if the legislation authors find the amendment friendly or unfriendly.
3. Any Representative speaking in debate on an amendment about the passage of the main bill wholly separate from the amendment under consideration shall be ruled out of order.
4. Friendly Amendments
 - a. If the legislation authors find an amendment to be friendly, no vote to consider the amendment is necessary. The amendment shall be considered immediately, and the amendment author shall have a 2 minute opening statement, followed by a question-and-answer period of up to 5 minutes. Then, debate shall open on the amendment as it does on a main bill.
5. Unfriendly Amendments

- a. If the legislation authors find an amendment to be unfriendly, a vote must be taken on the motion to amend as to whether it shall be considered. If the vote is in the affirmative, the amendment shall be considered. If the vote is not in the affirmative, the motion to amend dies and debate shall continue on the main bill.
 - b. Following a successful vote, the amendment shall be considered immediately, and the amendment author shall have a 2 minute opening statement, followed by a 2 minute opening statement by the legislation author, followed by a question-and-answer period of up to 5 minutes. Then, debate shall open on the amendment as it does on a main bill.
 6. If final action taken on an amendment shall adopt the amendment, the Speaker shall specify to the House how the original legislation has changed prior to resuming debate on the main bill.
- ii. Tabling Prior to Close of Debate
 1. A motion to table shall be in order at any time following the lapse of the period for the legislation authors to provide an opening statement. Debate need not have begun for this motion to be in order. It shall follow the form prescribed in section IV.f.vi.1 herein.
- iii. Adjournment
 1. A motion to adjourn shall be to end the meeting. The proper form of this motion shall be "I move to adjourn." A motion to adjourn is in order at any time following the reports of officers and requires a second. A majority vote is needed for such a motion to be successful, and it is suggested this be taken by a voice vote.
- iv. Points of Inquiry, Information, and Order
 1. A point of inquiry may be raised by a Representative or officer at any time during debate. The proper form of this shall be "Point of inquiry!" Once recognized, a question may be asked of the whole House, another Representative, an Officer, or guest.
 2. A point of information may be raised by a Representative or officer at any time during debate. The proper form of this shall be "Point of information!" Once recognized, a brief statement whose sole purpose is to provide factual information may be given to the House.
 3. A point of order may be raised by a Representative or officer at any time during debate. The proper form of this shall be "Point of

order!” Once recognized, a question regarding the procedure of the House or statement of concern regarding a breaking of procedure may be raised. This objection must be raised timely to be in order.