

SMU STUDENT SENATE POLICIES AND PROCEDURES

Amended February 21st, 2023

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ARTICLE I. PURPOSE

The SMU Student Senate Policies and Procedures govern the actions of the Student Senate meetings and its general procedures.

ARTICLE II. OATH OF OFFICE

Before taking office, members must take the following oath:

I, _____ (NAME) _____, as _____ (POSITION) _____ of Southern Methodist University, hereby pledge myself to serve and represent my constituents, to communicate all relevant issues to them, to uphold the Constitution and By-Laws of the Students' Association and the University, and to constantly strive to better the academic community of Southern Methodist University.

ARTICLE III. ORDER OF BUSINESS

1. The order of business of the Student Senate shall be as follows:
 - Attendance/Roll Call
 - I: Call to Order
 - II. Recitation of the SMU Value Statement
 - III. Approval of the Minutes and Agenda
 - IV. Speaker's Podium
 - V. Senatorial Forum
 - VI. New Business
 - VII. Old Business
 - VIII. Officer Reports
 - IX. Committee Reports
 - X. Rotating Topic Committee
 - XV. Adjournment
- Second Attendance (On the way out)
2. The Speaker may alter the order of business at the Speaker's discretion.
3. The SMU Value Statement to be recited is, "I, as a citizen of the SMU Community, commit myself to upholding the values of intellectual integrity, academic honesty, personal responsibility and sincere regard and respect to all SMU students, faculty, and staff."

ARTICLE IV. RECORDS

Section 1. Maintenance of Records and Emails

The Student Body Secretary shall be responsible for updating and maintaining the following records of the Student Senate:

1. Student Senate Minutes
2. The Public Information File: a record of all the minutes, pieces of legislation, and financial request documentation brought to the floor of, or presented to, the Student Senate in a given year

3. Sending a copy of the Public Information File to be deposited with the University Special Collections Library's Student Senate Archival Collection so that the collection may be kept up to date and properly indexed.
4. Responding to all emails received by the Student Senate email in a timely manner or referring them to the correct party to contact.

The Student Senate Parliamentarian shall be responsible for updating and maintaining the following records of the Student Senate:

1. The Student Body Constitution;
2. The Student Senate By-Laws;
3. The Student Senate Policies and Procedures

The aforementioned records shall be made available for public reference and/or inspection.

Section 2. Posting of Records

The Student Body Secretary (with help from the Communications Chair) will have the following responsibilities:

1. Upon final vote or approval, the Student Senate Legislation and Minutes shall be posted on the Student Senate Website by the next meeting of the Student Senate.
2. Upon two weeks following a final vote, amendments to the Student Body Constitution, Student Senate By-Laws, and Student Senate Policies and Procedures shall be posted on the Student Senate Website.
3. If at any time the Student Body Secretary is not in compliance with the above Subsections 1 or 2 of this Section, the Secretary should report to the Senate why compliance is not possible and solicit advice and recommendations from the Senate as to how compliance might be achieved.

ARTICLE V. CONDUCT DURING MEETINGS

1. The Student Body Vice-President shall determine the seating arrangements for each meeting.
2. The Parliamentarian shall serve as Sergeant-at-Arms and shall maintain order during all meetings.
 - a. The Parliamentarian, at the request of the Chair, has the authority to remove any visitor from the Senate chamber.
 - b. The Parliamentarian has the authority to remove any member of Senate only if the Senate votes to remove that individual by majority vote.
 - c. All Officers and Senators, including those removed by majority vote, shall be allowed to be present for voting.
 - d. The Secretary will keep track of member absences during the Senate meeting and shall advise the Chair when quorum may not be present.
 1. Any Senator or Officer (except the Chair) may at any time suggest the absence of a quorum by making a motion. If the motion is seconded then the Secretary must call the roll. The roll call may be stopped by the Senator or Officer who made the original motion stating to the Chair that they now believe a quorum to be present or via a motion to stop the roll call and declare a quorum to be present, which may be made by any Senator or Officer (but the Chair), need not be seconded, and only needs a simple majority of votes from the voting members of the senate to pass.

Once a quorum has been established or the roll call has ended the Senate shall return to whatever it was addressing at the moment the absence of a quorum was suggested.

3. Audio recording is allowed at all times during meetings of the Senate.
4. Videotaping and photography will be allowed at all times before Speaker's Podium. Beginning with Speaker's Podium, videotaping and photography will be allowed only with the express consent of a majority of the Senate.
5. In the event of a virtual chamber meeting, the Student Body Secretary will be responsible for hosting the meeting on an online platform (zoom) and recording the meeting in lieu of minutes.

ARTICLE VI. DOCUMENTS REQUIRING SENATE APPROVAL

The following documents beyond all governing documents, legislation, and proclamation shall be reviewed and approved as follows:

1. Student Code of Conduct

- a. The Secretary of the Student Body shall serve as chair of the Student Code of Conduct Revision Committee.
- b. The Committee will review and make recommendations to the Senate on all suggested revisions to the Student Code and Honor Code.
- c. After making recommendations to the Senate, Senators may file complaints before a deadline to be determined by the calendar.
- d. If a complaint is filed:
 1. The committee will hear the complaint and make a further recommendation to the Senate at the meeting designated by the Calendar.
 2. The Senate will approve, amend or reject the recommendation by a majority vote.
- e. If no complaints are filed:
 1. The Senate will vote on the Code or portions of the Code that did not receive complaints, in block and without debate, at the meeting designated by the calendar. The Code will be approved by majority vote.
- f. All portions receiving Senate approval will be forwarded to the Dean of Student Life, Office of Legal Affairs, and Vice President for Student Affairs for comments. All comments will be returned to the Secretary by a set deadline for presentation to the Student Code committee.
- g. The committee will make further recommendations to the Senate based on the comments from the above offices. After making recommendations to the Senate, Senators may file complaints before a deadline to be determined by the calendar.
- h. If a complaint is filed:
 1. The committee will hear the complaint and make a further recommendation to the Senate at the meeting designated by the Calendar.
 2. The Senate will approve, amend or reject the recommendation by a majority vote.
- i. If no complaints are filed:
 1. The Senate will vote on the Code or portions of the

Code that did not receive complaints, in block and without debate, at the meeting designated by the calendar. The Code will be approved by majority vote.

- j. All approved revisions to the Student Code will then be forwarded to the University President for final approval.

2. Election Code

- a. The Senate Membership Committee will accept recommendations for revisions to the Student Senate election code.
- b. The committee will review such recommendations and make recommendations to Senate concerning revisions to the Code.
- c. After making recommendations to the Senate, Senators may file complaints before a deadline to be determined by the chair.
- d. If a complaint is filed:
 - 1. The committee will hear the complaint and make a further recommendation to the Senate at the next regularly scheduled meeting of the Senate.
 - 2. The Senate will approve, amend or reject the recommendation by a majority vote.
- e. If no complaints are filed:
 - 1. The Senate will vote on the Code or portions of the Code that did not receive complaints, in block and without debate, at the meeting designated by the calendar. The Code will be approved by majority vote.

3. Organizations Manual

- a. The Organizations Committee of the Student Senate will accept recommendations for revisions to the Student Organizations Manual.
- b. The committee will review such recommendations and make recommendations to Senate concerning revisions to the Manual.
- c. After making recommendations to the Senate, Senators may file complaints before a deadline to be determined by the chair.
- d. If a complaint is filed:
 - 1. The committee will hear the complaint and make a further recommendation to the Senate at the next regularly scheduled meeting of the Senate
 - 2. The Senate will approve, amend or reject the recommendation by a majority vote.
- e. If no complaints are filed:
 - 1. The Senate will vote on the Manual or portions of the Manual that did not receive complaints, in block and without debate, at the meeting designated by the calendar. The Manual will be approved by majority vote.

4. Finance Standards

- a. The Finance Committee of the Student Senate will accept recommendations for revisions to the Finance Standards.
- b. The Finance Committee shall have the power to establish and revise the Finance Standards to best meet the needs of Chartered Organizations requesting funding and to ensure fair allocation between both the undergraduate and graduate populations.
- c. If a complaint is filed:
 - 1. The committee will hear the complaint and make a further recommendation to the Senate at the next regularly scheduled meeting of

- the Senate
- 2. The Senate will approve, amend or reject the recommendation by a majority vote.
- d. If no complaints are filed:
 - 1. The Senate will vote on the Manual or portions of the Manual that did not receive complaints, in block and without debate, at the meeting designated by the calendar. The Manual will be approved by majority vote.

ARTICLE VII. COMMITTEE REPORTS

1. All chairs of Student Senate committees shall report to the Senate concerning the conduct and business of their committee.
2. If any Student Senate Committee makes a recommendation to the Senate that requires Senate action, the Senate will consider such requests according to the procedures outlined in the appropriate Senate or Committee By-Laws, or the Student Senate Policies and Procedures. If no specific procedure is outlined, the Senate may approve such action by majority vote.

ARTICLE VIII. COMPLAINTS REGARDING COMMITTEE RECOMMENDATIONS

1. The procedures outlined in Article VI pertain only to those recommendations considered explicit functions of internal standing committees, as outlined in Article V, Section 1 of the Student Senate By-Laws.
2. Only Student Body Officers, Student Senate Officers, and Senators may file complaints against committee recommendations.
3. All complaints must include at least one argument explaining why the complaining member(s) of Senate disagree with the recommendation. It is the pertinent committee's responsibility to decide whether the argument(s) made in the complaint are valid.
4. If a complaint is filed against a committee's recommendation:
 - a. The pertinent committee shall hear the complaint and make a further recommendation to the Senate at its next regularly scheduled meeting.
 1. Upon receiving the complaint, the Chair of the committee shall notify the complaining member(s) of Senate, and the organization or individual whose approval or financial request is being complained against, to appear before the committee at its next regularly scheduled meeting. The complaining member(s) of Senate shall be heard first and the organization or individual being complained against shall be heard second. At no time shall both parties be in the room together.
 2. The committee, upon hearing the parties involved, shall vote to amend or uphold their original recommendation.
 - b. Debate shall ensue on the committee's new recommendation. The member(s) of Senate submitting the complaint shall have the first debate. After twenty minutes, debate will end unless debate time is extended according to procedures outlined in the Article XI of the Southern Methodist Student Senate By-Laws. The committee's new recommendation may be approved, amended,

- or rejected. The recommendation, or an amended version of the recommendation, requires a majority vote of the Senate to pass.
5. Complaints regarding a Finance Committee recommendation regarding a financial request shall be governed by the following additional rules:
 - a. The complaining member(s) of Senate must stipulate in the complaint whether the complaint wishes to increase or decrease the amount of the Committee's recommendation.
 - b. If the complaint wishes to decrease the value of the Committee's recommendation, the Committee's second recommendation may not be a value more than the original recommendation.
 - c. If the complaint wishes to increase the value of the Committee's recommendation, the Committee's second recommendation may not be a value less than the original recommendation.
 - d. If two complaints are filed, one intending to increase the value of the original recommendation and one intending to decrease the value of the original recommendation, the Committee may select any value for its second recommendation.

ARTICLE IX. FINANCIAL REQUESTS

1. Student Senators will be responsible for working with groups and individuals requesting money during all aspects of the funding request process. Senators and their affiliate organizations should work closely together to make sure all rules, procedures and funding criteria are fully understood.
2. **Chartered Organizations' Fund Requests**
 - a. Chartered Organizations wishing to request Student's Association funds should use the Chartered Organizations Fund.
 - b. Requests for funding will be subject to the following procedures:
 1. Requests submitted for funds from the Chartered Organizations Fund shall be submitted prior to a deadline set by the Finance Committee Chair at the beginning of the fall semester.
 2. A representative of the organization and the sponsoring Student Senator, Student Body Officer, or Student Senate Officer must appear before the committee for presentation. If the sponsoring Senate member listed on the financial request is not present at the Finance meeting, the committee may choose not to hear the request at their discretion.
 3. The committee will make a recommendation to the Student Senate at its next regularly scheduled meeting. The Chair will be able to answer non-debatable questions.
 4. Any Student Senator, Student Body Officer, or Student Senate Officer may file a complaint concerning the committee recommendation with the Finance Chair no later than 24 hours before the following committee meeting.
 5. If a complaint is filed, the complaint process will be followed as outlined in Article VI of this document.
 6. If no complaints are filed, the Senate will vote on the request, without any debate, at its next regularly scheduled meeting. It must pass by a majority vote.

7. The Senate may, by a majority vote, bypass the one-week complaint process and consider the request the day it is presented.
8. In the event that the one-week complaint process is suspended, any voting member of the Student Senate may make a motion to hear debate on the request. This motion requires a second. The Senate will move into debate without a vote on this motion.
9. After the Senate has approved a recommendation for funding, the Finance Chair of the Chartered Organizations' Fund shall notify the group of the funds which have been allocated. If the organization informs the Finance Chair that the funds are not going to be spent in their entirety, and the unspent funds will be returned to the Chartered Organizations Fund.

3. Semester Budget Process

- a. Semester Budgets are the primary avenue for chartered organizations requesting Students' Association funds.
- b. The Semester Budget Process will be coordinated by the Chair and the two Vice Chairs.
- c. Organizations requesting funds through the Semester Budget Process must submit a budget to the Finance Chair before a deadline set by the Chair.
- d. The committee will make a recommendation to the full Senate at the time designated on the Student Senate calendar. The Chair will be allowed to answer non-debatable questions.
- e. Any Student Senator, officer, or representative of an organization may file a complaint with the committee by the deadline set by the chair.
- f. If a complaint is filed, the complaint process will be followed as outlined in Article VI of this document.
- g. If no complaints are filed:
 1. The Senate will vote on the budget or portions of the budget that did not receive complaints in block, without any debate, at the meeting designated by the calendar. It must pass by majority vote.

4. Senate Fund

- a. University Departments and non-chartered organizations (as identified in section 4.07 of the Student Code of Conduct) may request funding through the Senate fund.
- b. Requests for funding will be subject to the same procedures that are followed by chartered organization, with the following exception:
 1. After the Senate has approved a recommendation for funding, the Finance Chair shall notify the Treasurer of the funds which have been allocated. The Treasurer can initiate a check request on behalf of the non-chartered organization. The funds will not be pulled out of the Senate fund account until the organization has informed the Finance Chair or Treasurer that they are using or have used the funds.

ARTICLE X. FILLING OF SENATE VACANCIES

1. All Student Body and Student Senate Elections shall be conducted by the Membership Committee, except for those elections for Law Senators and Theology Senators, in accordance with the procedures outlined in the Student Body Constitution and the Southern Methodist University Student Senate By-Laws.

2. In between elections, the Membership Committee shall solicit applications for all vacant Senate positions that it has the power to fill, except those positions whose vacancies are filled in accordance with the procedures outlined in the Student Body Constitution. This will be done as vacancies occur throughout the entire term not just after an election.
3. Upon receiving at least one application for a vacant Senate position that it has the power to fill, the Membership Committee shall interview all potential candidates and may make a recommendation to the President regarding the vacancy. This recommendation shall be presented to the Senate at the next Senate meeting by the President. The President has authority to appoint to vacancies and doesn't have to accept the Membership Committee's recommendations.
4. After the recommendation has been presented to Senate, any Student Senator, Student Body Officer, or Student Senate Officer may file a complaint concerning the Committee's recommendation with the Membership Committee Chair by a deadline set by the Chair.
5. All complaints shall be handled according to the procedures outlined in Article VI of this document.
6. If no complaints are filed, the Senate shall vote on the request, without any debate, at its next regularly scheduled meeting. The recommendation must pass by majority vote.
7. The Senate may, by two-thirds vote, bypass the one-week complaint process and consider the recommendation the day it is presented as New Business.

ARTICLE XI. RECOGNIZING ORGANIZATIONS

1. SMU has a two-step charter process. The requirements for each tier of the chartering process are listed in Article V Section 4(4) of the SMU Student Senate By-Laws.
2. Any organization wishing to begin the recognition process and receive temporary status must appear before the Organizations Committee. The Organizations Committee shall vote as to whether the organization will receive temporary status.
3. The Chair shall then present the committee's recommendation to the Senate at its next regularly scheduled meeting. The Senate shall ask the chair only non-debatable questions.
4. Any Student Senator or officer may file a complaint concerning the committee recommendation with the chair before the set deadline.
 - a. All complaints regarding recognition of organizations shall be handled according to the complaint procedure outlined in Article VI of this document.
 - b. If no complaints are filed:
 1. The Senate shall vote on the request, without any debate, at its next regularly scheduled meeting. It must pass by majority vote.
 - c. The Senate may, by two-thirds vote, bypass the one-week complaint process and consider the request the day it is presented.
5. One semester after temporary status is granted, the organizations will be required to send representatives to a mandatory charter review. This meeting will serve as a "check-up" and will only serve to allow the committee recommend whether or not to revoke their current temporary chartered status, as the committee sees fit. There will be no recommendations for full chartered status at this meeting.

6. One calendar year after temporary status is granted, the organization will again come before the committee. At this point the Committee will recommend whether or not to extend or terminate temporary status, or that the organization should advance to chartered status.
7. The Chair shall present the Committee's recommendation to the Senate at its next regularly scheduled meeting. The Senate shall ask the Chair only non-debatable questions.
8. Any Student Senator or officer may file a complaint concerning the committee recommendation with the Chair before the set deadline.
 - a. All complains regarding recognition of organizations shall be handled according to the complaint procedure outlined in Article VI of this document.
 - b. If no complaints are filed:
 1. If the Committee's recommendation is that the organization should receive a full Charter, that decision shall stand
 2. If the Committee's recommendation is that the organization's Temporary Charter be revoked, the Senate will vote, without any debate, at its next regularly scheduled meeting. It must pass by majority vote.
 - c. The Senate may, by two-thirds vote, bypass the one-week complaint process and consider the request the day it is presented.

ARTICLE XII. STUDENT ORGANIZATION AFFILIATE INITIATIVE

1. In order for issues to be heard, student organizations will be able to contact an affiliate in Student Senate.
2. At the beginning of each semester the Chief of Staff will receive an updated list from the Organization Committee Chair of all organizations, no matter the charter status.
3. Student Senators, under the supervision of the Chief of Staff, will sign up for X number of organizations to represent ($X = \text{number of total organizations divided by the number of active senators}$).
4. Each organization will have one senator assigned to them to represent their best interest during chamber.
5. The Chief of Staff will monitor these relationships and give further directive about this affiliate program.

ARTICLE XIII. LEGISLATION

1. Legislation serves the purpose of a formal call to action or recommendation of an action. It can serve internally by changing something within the Student Senate or it can serve externally by recommending action to a body within the University system.
2. All legislation must be submitted to the Speaker by a deadline to be determined by the Speaker. The Speaker shall announce this deadline to the Senate at the within the first two meetings of each semester. If the Speaker does not do so in the Fall Semester then the deadline shall be the Monday before the last Senate meeting of the semester and if the Speaker does not do so in the Spring Semester, then the deadline shall be the Monday before the last meeting of the senate in question.
3. Only voting members may submit legislation. Standing Committee Chairs may sign pieces of legislation but may not be the primary author.

4. If someone wishes to co-sign on a piece of legislation this can be done before it is proposed or in the week between its proposal and when it is voted upon. A co-signer cannot be added during chamber.
5. If a Senator or officer fails to turn in legislation by this deadline, the legislation shall be submitted to the Student Senate Executive Committee in order to be heard as New Business at the following Senate meeting.
6. All legislation requesting funding should be referred to as “Bills” and all other legislation should be referred to as “Resolutions.”
7. All Bills and Resolutions shall be presented during the Old Business or New Business portion of the meeting.
 - a. New Business
 1. After legislation is presented during New Business, Senators, Officers and Chairs may only ask non-debatable questions of the author.
 2. The Speaker, at the Speaker’s discretion, may refer legislation to committees as necessary. All related committee action is nonbinding.
 3. The legislation will be presented the following week during Old Business. Legislation may be postponed by the author.
 4. Legislation may not be formally amended during New Business.
 - b. Old Business
 1. After legislation is presented during Old Business, Senators, officers, and chairs may ask non-debatable questions of the author.
 2. After the question has been called and properly seconded to end debate, the author of the legislation will have the option to make any concluding statements.
 3. Upon conclusion of the author’s statement, the Chair of the Senate shall move the Senate directly into a vote on the motion to call the question.
 4. The presentation of amendments to legislation pending on the floor of the Senate shall be governed by the Rules of Order of the Student Senate.
 5. The Senate may, by two-thirds vote, suspend the rules and consider legislation on the day it was presented to Senate. In such a case, after suspending the rules Senate shall allow for non-debatable questions and move directly into debate.

ARTICLE XIV. PROCLAMATION

1. Proclamations are public statements or official announcements of great importance to the Student Body.
2. Proclamations are not required to have an action item; however, the action may only dictate the non-monetary actions of Senate Members and relevant committees.
3. Proclamations are for the following reasons:
 - a. Condolences or Memorials for Students, Faculty, Staff, or Administration that have passed away.
 - b. Thank You to a Student, Faculty, Staff, or Administration who has made an extraordinary contribution to the SMU Community.
 - c. Statement of Support for the SMU Student Body or the Student Body of fellow institutions of Higher Education following extraordinary circumstances and/or events.
 - d. Statement of Opinion to SMU Faculty, Staff, and Administration regarding policy and student concerns of extraordinary significance to the student body.

- e. To commemorate extraordinary dates of relevance or relevant circumstances to the SMU Community. These include, but are not limited to, prominent sporting events, parades, events, and days of service on campus.
- 4. For any matter that lies outside the parameters listed above will be addressed through other mediums
 - a. IE: Speakers Podium, Social Media, emails, other mass communication.
- 5. Student Senators and members of the Executive Committee may submit proclamations. Standing Committee Chairs may sign pieces of proclamations but may not be the primary author.
- 6. If someone wishes to co-sign on a proclamation it must be done before it is presented to the senate.
 - a. A co-signer cannot be added during chamber.
- 7. All proclamations must be submitted to the Speaker by a deadline to be determined by the Speaker. This deadline must match the legislation deadline.
 - a. If a Senator or officer fails to turn in a proclamation by this deadline, the proclamation shall be submitted to the Student Senate Executive Committee in order to be heard as New Business at the following Senate meeting.
- 8. The process for passing a proclamation only takes one week: the proclamation is proposed and a statement from the author in support of it passing is given then the speaker calls a vote which must be unanimous to pass. If someone motions before the speaker calls a vote, a debate may occur and will follow the same process as the debate process for legislation. The vote must still be unanimous to pass.

ARTICLE XV. SENATORIAL FORUM

1. Senatorial Forum is a venue for Student Body Officers, Student Senate Officers, Student Senators, or Committee Chairs to discuss issues relevant to the community of Southern Methodist University.
2. Senatorial Forum shall only occur when a Student Body Officer, Student Senate Officer (excluding the Speaker), Student Senator, or Committee Chair submits a topic to the Speaker of the Senate for Senatorial Forum by the Monday preceding the meeting in question.
3. The Executive Committee shall screen topics for Senatorial Forum. Any topic which would lead Senatorial Forum into a discussion on business that will be heard at the meeting in questions will be discarded. If holding the forum would push the meeting past the mandatory adjournment time, the forum shall occur at the next meeting after the meeting in question.
4. In the event that there are multiple submissions for Senatorial Forum, no more than 3 topics shall be discussed per meeting.
5. The individual who submits the topic shall have 2 minutes to deliver Opening Speech, which should explain and discuss the importance of the issue in question.
6. Following the Opening Speech, Student Body Officers, Student Senate Officers (excluding the Speaker), Student Senators, or Committee Chairs will have 4 minutes to ask questions.
7. All subsequent speakers shall have 1 minute to respond.
8. The forum on the issue shall end when one of the following conditions is met: when a motion is made to conclude Senatorial Forum (passing by a majority vote), when no additional speakers remain on the list, or when twenty minutes have elapsed from the beginning of the Opening Speech.
9. The length of the forum may be extended by a $\frac{3}{4}$ vote of the Student Senate.

10. Only Student Body Officers, Student Senate Officers (excluding the Speaker), Student Senators, or Committee Chairs may speak during Senatorial Forum. (This clause may not be suspended.)
11. All discussion at Senatorial Forum shall adhere to the topic presented in the Opening Speech and shall have nothing to do with any legislation presented in either Old Business or New Business.

ARTICLE XVI. IMPEACHMENT AND REMOVAL OF STUDENT BODY OFFICERS, STUDENT SENATE OFFICERS, SENATORS, OR COMMITTEE CHAIRS

Section 1. Calling a Hearing

Upon receipt of impeachment charges, the Senate shall:

1. Consider the motion to impeach no sooner than seventy-two hours after such motion is presented to the Executive Committee, and then;
2. Allow both the accused and the accuser a reasonable amount of time to justify their positions and then; and
3. Discuss the motion and vote. A two-thirds vote shall call for a hearing at the following meeting.

Section 2. Hearing Procedures

At a hearing, the Senate shall allow the accused and accuser three presentations each. The accuser, or a representative, shall make the first presentation. The accused officer, or representative, shall make the last. Between each set of presentations, the Senate body may ask questions.

Section 3. Removal of a Student Body Officer, Student Senate Officer, Senator, or Committee Chair

With no discussion, the Senate shall vote. A three-fourths vote, taken by secret ballots, shall call for the removal of a Student Body Officer, Student Senate Officer, Senator, or Committee Chair.

Section 4. Forfeiture of Office

Upon a three-fourths vote of the Senate, the accused Student Body Officer, Student Senate Officer, Senator, or Committee Chair shall forfeit membership in the Senate and all its committees, the elected office and all privileges and positions attached to that office.

Section 5. Suspension of Duties

During discussion of an impeachment motion and during a hearing, the accused Student Body Officer, Student Senate Officer, Senator, or Committee Chair shall forfeit all duties and privileges of the office.

ARTICLE XVII. RULES OF ORDER OF THE SMU STUDENT SENATE

Introduction

1. The Rules of Order of the SMU Student Senate exists to explain the list of acceptable parliamentary actions that may arise during a meeting of the Senate. They explain the purpose of each motion, and the procedures required to resolve each motion.
2. When any governing documents of the Student Senate are in conflict, the order of precedence shall be as follows:
 - a. Student Body Constitution,
 - b. Student Senate By-Laws,
 - c. Student Senate Policies and Procedures,

d. Committee By-Laws.

3. The Eleventh Edition of Robert's Rules of Order, Newly Revised may be consulted when interpreting these motions, but should be used as nothing more than a guiding tool. In no way does any provision within Robert's Rules of Order overrule any provision of this document, and no additional motions within the Rules of Order that are not provided for in this document may be considered before the Student Senate.
4. The term chair refers to the Speaker of the Student Senate, or situations where the Parliamentarian is presiding over the Senate. In any situation where the phrase Speaker is used, the term should be interpreted as referring to either the Speaker or Parliamentarian when acting as Speaker.

Section 1. Privileges of Members When In Debate

1. All Student Body Officers, Student Senate Officers (excluding the Speaker of the Senate), Student Senators, all Committee Chairs, and the Advisor to the Student Senate may debate when appropriate. No guest of the Student Senate may debate at any time.
2. When debating, any member of the Student Senate entitled to debate may yield the balance of their time to any other member of the Student Senate entitled to debate. The exception to this is that in the event an individual that gained the floor by a yield from another speaker may not yield their time.
3. In lieu of debating, a Student Body Officer, Student Senate Officer, Committee Chair, or Student Senator may make a motion. Once an individual has begun debating, that speaker may not make a motion until they relinquish the floor and are again recognized by the Speaker of the Student Senate. No individual that gained the floor by way of another speaker's yield may make a motion. No individual may make a motion unless they are recognized by the Speaker.
4. No individual may debate twice until all other members of the Student Senate that desire to speak have spoken at least once. Speakers will be called on in the order that they designated their desire to speak.
5. Any member of the Student Senate may interrupt another speaker only when making a point of procedure (defined later in this section).

Section 2. Privileges of Members When In Questions

1. This section applies to the period of questions following any committee report, officer report, old legislative business, new legislative business, or Senatorial Forum. It does not apply to the period of questions following a statement made at Speaker's Podium.
2. All Student Body Officers, Student Senate Officers (excluding the Speaker of the Senate), Student Senators, Committee Chairs, and the Advisor to the Student Senate may ask non-debatable questions when recognized by the chair. Such recognition should occur after the report or speech has been concluded.
3. Individuals who are being questioned may yield their time when responding to a question to any member of the Student Senate, or to a guest present in the room.

Section 3. Motions

1. Adjourning a Meeting
 - a. The motion to adjourn exists to end a meeting immediately. It is not a debatable motion, and is not amendable.
 - b. The motion to adjourn requires a second. The motion passes with a majority vote.
 - c. Appropriate forms of this motion include, but are not limited to "I move to adjourn the meeting."
2. Amending a Motion
 - a. The motion to amend exists to modify a motion. It is a debatable motion, and is amendable. However, an amendment to an amendment may not be amended.

- b. The motion to amend requires a second. The motion passes with a majority vote (or a 2/3 majority vote to amend a recommendation made by the Finance Committee).
 - c. Appropriate forms of this motion include, but are not limited to “I move to formally amend the resolution to read [x],” or “I move to fund [x]” (when a Finance Committee recommendation was to fund a value other than x).
 - d. The motion to amend is not the same as a “friendly amendment,” which should be treated as a speaker offering debate (justifying the need to amend the motion in question) and then yielding to the maker of the motion who may either accept in total, accept in part or reject the requested amendment.
 - e. The author of a piece of legislation or motion may amend the piece of legislation or motion at any time (unless in debate on a formal amendment to amend such legislation or motion).
3. Calling the Question
- a. The motion to call the question exists to end debate on any motion. It is not a debatable motion, and is not amendable.
 - b. The motion to call the question requires a second. The motion passes with a 2/3 majority vote. If the motion passes debate resumes to allow all persons who have already conveyed to the Speaker a desire to speak, and who have not already spoken twice, to speak, after which the Speaker will call the vote.
 - c. Appropriate forms of this motion include, but are not limited to “I call the question,” or “I move the previous question,” etc.
4. Dividing the Motion
- a. The motion to divide exists to sever sections of a resolution or a motion from the remainder of that resolution or motion, so as to treat them as distinct motions.
 - b. The practical use of the motion to divide is to split a contentious portion of a resolution from a generally agreeable portion so as to debate on the contentious portion while not jeopardizing the agreeable portion.
 - c. An example would be a generally agreeable resolution that contains a section that is so contentious that the possibility of passing the entire piece is jeopardized by its presence. A speaker moves to divide the question so as to treat the contentious portion separately from the rest of the resolution, and the motion passes. The Senate will resume debating the resolution, but will not address the contentious section. After the question is called on the resolution, and the legislation passes, the Senate will then go back into debate on the contentious section. Debate would proceed as though it would for a normal piece of legislation. The question must again be called. If the contentious section passes, it will be re-inserted into the resolution. If it fails, the resolution will still count as having passed, but the contentious section will not be included in the legislation.
 - d. The motion to divide requires a second. It may be amended, although not debated. The motion passes with a majority vote.
 - e. In the event that a section of a question is divided and then formally amended, the maker of the formal amendment will be listed as a co-author on the final copy of the whole resolution if the amended section passes. The maker of the amendment on the divided section will not replace the original authors on the entire resolution, and will not have friendly amendments directed at them that are germane to the portions of the resolution not divided.
5. General Motion

- a. The general motion (or main motion) includes any piece of legislation, any motion to approve a committee's recommendation, or any motion other than the motions listed in these rules of order.
 - b. The general motion requires a second, unless the motion is a piece of legislation. The motion passes with a majority vote. The motion is amendable and debatable, and passes only by majority vote. (Exception: Binding committee recommendations that are not complained against will not be debated.)
 - c. Examples of motions that are neither pieces of legislation, nor have anything to do with committee recommendations include "I move to excuse Senator [x]'s absence," or "I move to allow video recording for the entire meeting." These motions could be amended by reducing Senator [x]'s absence to merely a tardy, or to allow video recording only for a certain section of a meeting.
 - d. Note that making a general motion to approve a committee recommendation during debate is not the same as calling the question. Moving to approve a committee recommendation is a valid motion only when not in debate on that recommendation.
6. Modify Debate Time Limits
- a. The purpose of the motion to modify the time limits on debate is to either shorten or lengthen the amount of time that each subsequent speaker may have to speak from the time limits listed in the Student Senate Policies and Procedures. Additionally, the motion could be used to impose an overall time limit on the length of all debate.
 - b. The motion to either shorten or lengthen debate time limits requires a second. It is neither amendable nor debatable, and requires a 2/3 majority vote to pass.
 - c. Appropriate forms of this motion include "I move to lengthen debate to [x] number of minutes per speaker," "I move to shorten debate to [x] number of minutes per speaker," or "I move to limit all debate to [x] number of minutes."
 - d. In the event that a motion to limit all debate passes, debate will operate under the normal time limits per speaker, but when the time limit is exhausted, if no member moves to extend the time limit on debate, the Speaker should move into a vote on the inherent motion. An example is that a member moves to limit debate to twenty minutes. Debate continues normally for twenty minutes. The Speaker announces the twenty minutes for debate have been exhausted. No motions are made to extend debate, so the Speaker moves into a vote on the question.
7. Recessing a Meeting
- a. The motion to recess exists to stop the proceedings of a meeting for a given amount of time.
 - b. The motion to recess requires a second. The motion is not debatable, but may be amended so as to change the proposed amount of time that the Senate will recess for. The motion passes with a majority vote.
8. Suspending the Rules
- a. The motion to suspend sections of the Student Senate Policies and Procedures, not including those sections that may not be suspended. Generally this motion is associated with bypassing the one week between a committee recommendation or piece of legislation being presented to the Student Senate and the Senate voting on that piece of business.
 - b. The motion to suspend the rules requires a second, and is not a debatable motion. The motion passes with a 2/3 majority vote in nearly all cases. (Exception: the motion passes by a 3/4 majority vote if the motion to suspend the rules regards

bypassing the one-week complaint process on a Finance Committee recommendation.)

- c. If the rules are suspended on any committee recommendation so as to bypass the one-week complaint process, a Senator or officer may move to debate a request. The motion to debate requires a second, but will not be subjected to a vote. If a motion is made and seconded, the Senate will debate the recommendation.

Section 4. Points of Procedure

Points of Procedure may be used to interrupt any speaker at any time, after the chair recognizes the individual making the point. Members of the Senate wishing to use a Point of Procedure should call out “Point of ___” or “Request for ___” as appropriate, and wait for the chair to recognize them.

1. Request for Information
 - a. Request for Information exist to permit a member of the Student Senate to ask a question to another person in the room that is germane to the debate at hand. Questions and answers must be non-debatable.
 - b. Requests for Information may be directed only to members of the Student Senate, as defined by the Student Body Constitution, or the Advisor of the Student Senate. Requests for Information may be directed to guests, but at the discretion of the chair. Generally speaking, Requests for Information should only be directed at guests if they are the only individuals in the room that could answer the member’s question.
2. Point of Parliamentary Inquiry
 - a. Points of Parliamentary Inquiry exist to inquire about appropriate procedures, to allow a Senator or officer to have procedures explained to them, or any question regarding the order of the meeting.
 - b. An example of an appropriate form of a Point of Parliamentary Inquiry is “Point of Parliamentary Inquiry. [The speaker is recognized by the chair.] How can I make a motion so as to amend the resolution?”
3. Point of Order
 - a. Points of Order exist to correct the chair of the meeting if an improper procedure is being used, or if the chair is deviating from the rules or the procedures of the Student Senate.
 - b. Points of Order should not be used to request information about parliamentary procedure. Points of Order are not Points of Parliamentary Inquiry.
4. Point of Personal Privilege
 - a. Points of Personal Privilege exist so that members can defend their rights or reputations against attack, to ask for the meeting to be called to order, to ask that something be reflected in the minutes, or to have the debate list read.

Section 5. Special Motions

1. Committee of the Whole
 - a. A member may call for a Committee of the Whole. The motion must be seconded and passed by a majority of the voting members of the Student Senate.
 - b. A Committee of the Whole allows informal consideration of an issue by the entire Student Senate. The Speaker will preside over the Committee of the Whole, and will apply those rules that apply to Senatorial Forum, as articulated by this document and the Student Senate Policies and Procedures.
 - c. In a Committee of the Whole, the following rules will be applied:

1. If the Committee of the Whole is called for the purpose of placing a recommendation on any issue before the Student Senate, or is called during a debate on amending any motion before the Student Senate, the Committee must begin with a member of the Student Senate making a motion.
 2. All members of the Student Senate (including those members that would otherwise not vote, with the exception of the Student Senate Advisor, who may never vote under any circumstances) may cast votes in a Committee of the Whole.
 3. Members will have one minute of debate, which is not modifiable,
 4. Any motion made requires only a majority vote to pass;
 5. The Committee of the Whole may conclude with a majority vote or after twenty-five minutes;
 6. If the Committee of the Whole has any pending motion before it, at the conclusion of the Committee (either by vote or time limit), all motions before the Committee of the Whole will be disposed of by votes.
 7. If the Committee of the Whole was called to make a recommendation on a motion before the Student Senate, or to amend any motion before the Student Senate, after the Committee of the Whole is concluded, the Student Senate will treat the recommendation of the Committee of the Whole as a formal amendment to the pending motion. A vote will immediately be taken as to whether to accept the decision of the Committee of the Whole as a formal amendment to the pending motion. Only Student Body Officers, Student Senate Officers (excluding the chair) and Student Senators may vote on this motion. The motion passes by a majority vote, or a 2/3 majority vote if dealing with overturning a recommendation by the Finance Committee.
- d. The Committee of the Whole shall be the proper forum for the Senate to select the nominees for and winners of its annual faculty, staff, administrator, and trustee awards.
2. Laying an Item on the Table
An item should be laid on the table (tabled) if the Senate does not have a sufficient amount of information to make a well-informed and reasoned decision.
 3. Removing an Item from the Table
The motion to remove an item from the table exists to finalize a decision on a motion that had previously been tabled. It requires a second and a majority vote, but is neither debatable, nor amendable.
 4. Reconsidering
The motion to reconsider exists to nullify the result of a previous vote and re-enter into debate on the matter in question. The motion to reconsider may be made only by an individual that voted on the winning side on the previous vote (put differently, only someone who voted for a measure that passed, or voted against a measure that failed, can reconsider the result of that measure). Reconsidering requires a second, also from a member who voted on the winning side on the previous vote, and is debatable. Reconsideration requires a majority vote.
 5. Censure or Impeachment
 - a. Members may be censured for violating their oaths of office, violating rules, or neglecting the duties that their positions are charged with. The individual who moves to censure a member of the Student Senate must articulate the charges

against the accused member. A second is required. The accused member will be permitted to debate against the censure immediately, but will not be permitted to debate or vote further. The Senate will debate the motion and vote. The vote requires only a simple majority. If the motion passes, the Senate may choose to impose penalties (e.g. restricted debate, an inability to vote for a meeting, etc.). Such penalties must pass by a 2/3 majority vote.

- b. Members may be impeached for egregious violations of duties. Charges must be written and presented to a member of the Executive Committee. A second is not required, and the procedure for impeachment, as articulated in the Student Senate By-Laws will be strictly adhered to.
 - c. Any member who is banned from the campus by the Administration or Police and Security forces of the University and unable thus unable to discharge their duties may be removed from office by a majority vote of the voting members of the Senate following a motion to do so, that need not, but may, be seconded, by any Senator or Officer of the Student Body or the Senate, other than the Speaker. In the event that someone removed from office via this procedure is cleared of the charges against them that resulted in their being banned from campus they may resume the office from which they were removed, if and only if a successor has not yet taken office. If unable to resume their prior office because of a lack of vacancy, they may immediately seek election or appointment amongst a regular field of candidates to any open Senate or Student Body office or position to which they would otherwise be eligible. They may also run for or seek any position to which they would otherwise be eligible at the next general election.
6. Reading Business as Read
- a. A motion may be made to consider business as read. New Business that is seen as read will be treated the next week as Old Business. It requires a second and a majority vote, and is not debatable.

Section 6. **Withdrawing a Piece of Legislation or a Motion**

The author or maker of a piece of legislation or a motion may withdraw the piece of legislation or motion at any time, except when a properly made and seconded motion to amend that legislation or motion has been offered to amend that legislation or motion.

Section 7. **The Inherent Motion**

1. The Senate debates on motions, whether the motion is a resolution, a motion to reconsider, or when discussing a committee recommendation.
2. The motion that brought about the debate is the inherent motion. If the Senate is debating a Finance Committee recommendation, the motion inherent within that debate is to uphold the Finance Committee Recommendation.
3. If for some reason, a committee has declined to place a recommendation on an item that came before the Senate, a motion must be made prior to entering debate.
4. If the Senate is in debate, that debate may be terminated only by a motion to table (thus postponing finishing the debate until a later date), or by calling the question.
5. Any motion to call the question (and thereby end debate) that passes will precipitate a vote on the motion. Votes should always be framed around approving the motion presently before the Senate. (e.g. "All those in favor of the resolution," or "All those in favor of approving the committee's recommendation")
6. The inherent motion is the motion on the floor at the beginning of debate. If no amendments are passed to that motion during the course of debate, then when the question is called, the final vote will be on the inherent motion. For example, if the Finance Committee wants to fund something in full, and a successful formal amendment

is made to fund zero, then the final vote will be on the amount determined by the formal amendment which passed, not the committee recommendation.

7. If the inherent motion is unclear, the chair may determine what the inherent motion is by the following order of precedence:
 - a. If the debate is about something decided by the full Senate (e.g. to send Code of Conduct revisions to the office of the President, or a formal amendment was made to a committee recommendation), the Inherent Motion should be framed so that the “ayes” are affirming the decision previously made by the Senate, and that the “nays” are opposed to it.
 - b. If the debate is about a piece of legislation, then the Inherent Motion should be framed so that the “ayes” are affirming the legislation as it currently reads (including all amendments), and that the “nays” are opposed to it.
 - c. If the debate is about a committee recommendation that was not formally amended during debate, then the Inherent Motion should be framed so that the “ayes” are affirming the committee recommendation, and that the “nays” are opposed to it.
 - d. In all situations when committee recommendations are revised by the relevant committee during the complaint process, the new recommendation will be treated as the inherent motion.

Section 8. Methods of Voting

The Student Senate may accept any of the following types of voting at any time. The determination as to the type of vote will be made by the individual who is chairing the meeting, however, if an author of a piece of legislation or maker of a motion requests a specific type of vote, the chair must defer to their preference. Under no situation, at any time, will abstentions count as a negative vote.

1. Voice Vote
 - a. The Voice Vote should be the most common form of vote.
 - b. Voice votes should be taken in the following way. “All those in favor say ‘aye.’” Members affirming should say aye. “All those opposed say ‘nay.’” Members opposing should say nay. The chair should make the best decision in the chair’s judgment and rule either “the ayes have it” or “the nays have it.” If a vote is close, prior to ruling which side has prevailed, a division of the house may be called for and a show of hands vote may be taken. This may be done at the Speaker’s discretion, or once any member of the Senate has called “division.”
2. Show of Hands Vote
 - a. Show of hands votes should be used if a matter is contentious or requires a 2/3 or 3/4 majority vote, or if a simple majority vote appears that it will be close, or if a division of the house is taken after a voice vote.
 - b. Show of hands votes should be taken so that those in favor of a motion should put up their hands and are then counted, then those opposed to it put up their hands and are counted, and those abstaining put up their hands and are counted. The chair should then rule who has prevailed, and should read the vote tally.
3. Roll Call Vote
 - a. Roll Call votes should be used in resolving the most important issues.
 - b. The Secretary should call the roll, and each member should respond “aye,” “nay,” or “present.” As each member responds, the Secretary should call back their vote to ensure that it has been tabulated correctly. At the end, the Speaker should state the tally of votes and make a determination as to which side has prevailed.
4. Secret Ballot Vote

- a. Secret Ballot votes should be taken when conducting elections within the chamber, when resolving an impeachment, or if a particularly contentious issue demands secrecy in the voting process. The chair should balance the need for secrecy against the importance of transparency within government.
 - b. Secret Ballot votes used in situations other than elections will be taken by members being given pieces of paper and then recording “aye,” “nay,” or “present.” The Speaker or Parliamentarian should tally the votes and the chair should rule on the result of the vote.
 - c. In non-election situations, the ballots should be retained until the end of the meeting for any member to verify the result.
5. Electronic Vote
- a. Electronic Votes should be used in resolving the most important issues efficiently and in any case in which it would promote senatorial transparency to have documentation of how each member has voted.
 - b. The Speaker should instruct senators in the technical means to vote electronically. In the case of individual technical difficulties preventing a member from using the electronic system, a Roll Call Vote should be performed only for those members affected. These votes are to be treated equally with electronic votes.
 - c. The result of the vote should be automatically tallied to reduce human error and openly verified by the speaker as a determination as to which side has prevailed. Should any individual wish to verify the result of an electronic vote, the means will be clearly provided.
 - d. Members are to have access to clear and immediate means of ensuring their vote has been tabulated correctly.
 - e. The secretary is to record the results of an electronic vote in the minutes including each member’s name and how they voted, or provide external documentation of this information.
 - f. The electronic system of voting used to conduct an Electronic Roll Call Vote is to be decided by the chamber as a whole by a simple majority, and is to include safeguards to prevent voting fraud.

ARTICLE XVIII. TIME LIMITS

1. The following maximum amounts of time shall be adhered to at all times during Student Senate business:
 - a. Speaker’s Podium: 10 minutes allocated equally to all speakers
 - b. Officer Reports: 5 minutes per Student Body Officer
Student Body Officers will submit the written portion of their report at a deadline established by the Speaker of the Senate.
 - c. Committee Chair Reports: 5 minutes per Student Senate Chair
Committee Chairs will submit the written portion of their report at a deadline established by the Speaker of the Senate.
 - d. New Business Authorship Speech: 2 minutes
 - e. Old Business Authorship Speech: 2 minutes
 - f. Questions and answers for officers, chairs, or authors of legislation: 5 minutes total
 - g. Answers to individual questions: 2 minutes per answer
 - h. Debate: 2 minutes per speech
 - i. Concluding Statements by the Author (after the question has been called and

- properly seconded): 1 minute
 - j. Presentation of Amendments: 1 minute
 - k. Opening Speech of Senatorial Forum: 2 minutes
 - l. Response to topic at Senatorial Forum: 1 minute
 - m. Questions following the Senatorial Forum Opening Speech: 2 minutes
2. The Speaker shall be responsible for enforcing all time limits.
 3. The Student Senate may extend or reduce any of these time limits by a two-thirds vote.

ARTICLE XIX. ADJOURNMENT TIME

1. At 4:50 PM each Tuesday afternoon, the Speaker of the Senate shall announce the pending adjournment of the Senate at 5:00 PM.
2. The current business (Report or Legislation) shall be duly considered and finished prior to the adjournment of the Senate.
3. The Speaker of the Senate shall entertain motions to extend time to any pertinent business for that session.
 - a. Separate motions must be made for each piece of business considered.
 - b. Time shall be extended only by a piece of business to be considered, not by a set period of time. This clause is not suspendable.
5. All New business shall be considered as read and carried over as Old business for the following week.
 - a. A time period of 10 minutes will be granted the following week for non-debatable questions on any affected legislation.

ARTICLE XX. SUSPENSION AND AMENDMENT

Any part of this document may be suspended by a two-thirds vote of the Senate at any time, unless specifically prohibited.

This document may be amended by a two-thirds vote of the Senate. One-week notice must be given before any part of this document is amended.