SOUTHERN METHODIST UNIVERSITY
STUDENT SENATE POLICIES AND PROCEDURES
(Amended April 18th, 2017)

ARTICLE I
PURPOSE

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

ARTICLE II
ORDER OF BUSINESS

1. The order of business of the Student Senate shall be as follows:
    I. Call to Order
    II. Recitation of the SMU Value Statement
    III. Moment of Silence
    IV. Roll Call
    V. Approval of the Minutes
    VI. Speaker's Podium
    VII. Officer Reports
    VIII. Committee Reports
    IX. Old Business
    X. New Business
    XI. Second Roll Call
    XII. Senatorial Forum
    XIII. Announcements
    XIV. Adjournment
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 III
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.

ARTICLE IV
DOCUMENTS REQUIRING SENATE APPROVAL

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.

ARTICLE V
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 VI
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 VII
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 three-fourths 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 Associate Chair of the Chartered Organizations' Fund shall notify the group of the funds which have been allocated. The Associate Chair will then make regular inquiries with the group about the status of the funding. If the organization informs the Associate Chair that the funds are not going to be spent in their entirety, the Associate Chair will inform the Finance Chair, 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 Associate 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. A representative of the organization or a Student Senator must appear before a group of committee members for a budget interview.
    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 following procedures:
        1. Requests submitted for funds from the Senate 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 three-fourths 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 Associate Chair of the Senate Fund shall notify the group of the funds which have been allocated. The Associate Chair will then make regular inquiries with the group about the status of the funding. If the organization informs the Associate Chair that the funds are not going to be spent in their entirety, the Associate Chair will inform the Finance Chair, and the unspent funds will be returned to the Senate Fund.

ARTICLE VIII
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.
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 regarding the vacancy. This recommendation shall be presented to the Senate at the next Senate meeting.
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 IX
RECOGNIZING ORGANIZATIONS

1. SMU has a two-step chartering process. The requirements for each tier of the chartering process are listed in Article V Section 4(4) of the Southern Methodist University 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 X
STUDENT SENATE AFFILIATE PROGRAM

1. The Student Body Vice-President shall assign each Student Senator, except for Law Senators and Theology Senators, to chartered student organizations. Student organizations should be affiliated with a Student Senator that matches the best interests of the organization as well as the organization's school of record. In addition, one Student Senator will be assigned to serve as the liaison to the Assembly of Residential Housing and regularly attend the meetings of the Assembly.
2. Senators shall have the responsibility of communicating all relevant issues to their affiliate student organization as well as represent them during all relevant functions, including but not limited to any meetings before the Finance Committee and the Organizations Committee.
3. Returning Senators should have priority when determining organization affiliation.
4. Expectations between Student Senators and their affiliate organizations shall be outlined by the Student Body Vice-President in consultation with the Organizations Committee Chair.
5. Senators will be required to attend all mandatory functions of Standing Committees including but not limited to Mandatory Organization Meetings and Organization Budget Information Sessions.
6. Organizations who have issues or problems with their affiliate Senator may file a complaint with the Executive Committee. The Executive Committee will then recommend action before the entire Senate in order to resolve the issue.

ARTICLE XI
LEGISLATION

1. 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.
2. Only voting members may submit legislation. Standing Committee Chairs may sign pieces of legislation but may not be the primary author.
3. 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.

4. All legislation requesting funding should be referred to as "Bills" and all other legislation should be referred to as "Resolutions."
5. 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 XII
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 ¾ 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 XIII
TIME LIMITS

1. The following maximum amounts of time shall be adhered to at all times during Student Senate business:
    a. Speaker's Podium: 20 minutes allocated equally to all speakers
    b. Officer Reports: 10 minutes per Student Body Officer
        1. Student Body Officers will submit the written potion of their report at a deadline established by the Speaker of the Senate.
    c. Committee Chair Reports: 10 minutes per Student Senate Chair
        1. 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: 3 minutes
    e. Old Business Authorship Speech: 3 minutes
    f. Questions and answers for officers, chairs, or authors of legislation: 10 minutes total
    g. Answers to individual questions: 2 minutes per answer
    h. Debate: 3 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. Announcements: 1 minute per announcement
    l. Opening Speech of Senatorial Forum: 2 minutes
    m. Response to topic at Senatorial Forum: 1 minute
    n. Questions following the Senatorial Forum Opening Speech: 4 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 XIV
ADJOURNMENT TIME

1. At 5:50 PM each Tuesday afternoon, the Speaker of the Senate shall announce the pending adjournment of the Senate at 6:00 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 XV
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. Such amendments must be presented as legislation (this procedure and the requirements that amendments must be presented as legislation may not be suspended).