**Revised as of Sept. 09, 2015**

**THE RULES**

**OF THE**

**McNEESE STATE**

**UNIVERSITY**

**STUDENT**

**GOVERNMENT**

**ASSOCIATION**

**Preamble**

*“These Rules regulations of the McNeese State University Student Government Association are established, consistent with the Student Government Association Constitution, to govern and maintain the regulation of Student Government at McNeese State University. The purpose of the Student Government Rules of Order is to provide guidelines to ensure that all Student Association and Legislative Actions are fair to the individuals involved. These regulations will not succeed the Student Government Association Constitution. In upholding its responsibility to the McNeese Student Body, the Legislative Body will endeavor to hold Senators and Representatives to the highest level of accountability for their own actions, as well as those actions performed on the behalf of their constituents.”*

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**Chapter 1**

 Officers and Legislators

**Rule 1.1: Presiding Officer**

1. The Speaker shall serve as the Presiding Officer of the House of Organizations. The SGA Vice President, as President of the Senate, will serve as Presiding Officer of the Senate.
2. The Vice President may defer to the Senate to elect its own Presiding Officer. The Vice President may return as Presiding Officer at any meeting

**Rule 1.2 Speaker Duties**

1. At Legislative Sessions, to proceed with its business in the proper order under the rules, if a quorum is present, and to proceed upon each order of business.
2. To preserve order and decorum of the Legislature.
3. To decide all points of order, subject to appeal to the Legislature.
4. To explain or clarify any rule of procedure upon request.
5. To state each motion as it is made.
6. To recognize members who seek the floor for the purpose of speaking in debate or otherwise.
7. To state and put to vote all questions requiring a vote, and all questions upon which a vote is ordered, and to announce the vote.
8. To sign all documents which require his/her signature.
9. To appoint the ~~Parliamentarian~~ Chief Communications Officer and additional Legislative staff, subject to approval by the Student Legislature.
10. ~~To make available the agenda of the upcoming meeting along with the previous meeting's minutes on the office by 12:00 p.m. on the Tuesday immediately preceding the meeting. Any changes to be made to the agenda after it is formally posted must be amended with the majority approval of the during the meeting.~~ (Move to secretary)
11. To be ultimately responsible for the processing of Senate-approved legislation, and to see that the legislation reaches the executive office within two (2) class days of passage.
12. To do and perform such other duties as may be required by the Constitution and Rules of the Student Government.
13. To plan and execute a Legislative Orientation Session at the beginning of each semester for members of the Legislature, with help from the Speaker, Legislative staff, and any other Legislators, as deemed necessary. Senators shall be briefed on at least the following areas:
14. SGA Constitution
15. Rules of Order
16. Basic Parliamentary Procedure

**Rule 1.3 Acting Speaker**

The Speaker may call upon a member to assume the duties of presiding officer for a limited period, but in no case shall the period extend beyond adjournment. The member so appointed shall be designated Acting Speaker. In the absence of the Speaker and Speaker pro tempore, ~~the Legislative Clerk~~ Chief of Communications Officer shall call a member to serve as Acting Speaker.

**Rule 1.4 Speaker Pro tempore Duties**

1. At the discretion of the Speaker, to assist the Speaker in his/her duties.
2. In the absence of the Speaker, to preside, or to call a member to preside as Acting Speaker.
3. To prepare and distribute a comprehensive and current list of all persons appointed by the Student Body President, Student Body Vice President, and Speaker of the House.
4. If a vacancy occurs in the office of Speaker, to serve as Acting Speaker until such time as the vacancy can be filled.
5. To supervise the activities of the Legislative, and insure that Committee Reports are acted upon promptly.
6. To perform such other duties or functions and to exercise such other powers as may be prescribed by the Constitution, Rules, or action of the Student Legislature.
7. To assist in Student Government Association projects as needed

**~~Rule 1.5 Legislative Clerk Duties~~**

* 1. ~~To announce the receipt of each veto message as received from the Student Body President and to read the same upon the appropriate order of business.~~
	2. ~~To make accessible to each member of the legislative body a copy of the order of business.~~
	3. ~~In the absence of the Speaker and Speaker pro tempore to call a member to preside over the Legislature.~~
	4. ~~To report each legislative instrument as it is considered by the Legislature.~~
	5. ~~To execute all proper orders of the Legislature.~~
	6. ~~To call the roll of the legislative body on any matters which the ayes and nays are requested as well as keep proper records of membership attendance.~~
	7. ~~To engross all legislation with the action taken and the date of such action taken thereon.~~
	8. ~~To perform proofing of all legislation and to provide correctly formatted copies of all legislation to legislative members and the news media upon request and upon the convening of a legislative meeting.~~
	9. ~~In the absence of the Speaker, Speaker pro tempore, and Secretary, to call a member to preside over the Legislature.~~
	10. ~~To maintain files on all legislation including information and data relating to legislation.~~
	11. ~~To maintain a legislative journal which contains all minutes, attendance records, and any roll call votes taken and give to the Student Government Secretary.~~
	12. ~~To maintain a final legislation binder which contains all signed or vetoed copies of legislation in sequential order.~~
	13. ~~To assist the Secretary in the performance of his or her duties as it relates to the Legislature.~~

**Rule 1.6 ~~Parliamentarian Duties~~ Chief Communications Officer Duties**

* 1. ~~To advise the Presiding Officer concerning parliamentary procedure at his or her request.~~
	2. ~~Upon request, to advise any Legislative Committee.~~
1. To assist and create all social media graphics for the Student Government Association
2. To post all graphics and announcements on all Student Government Association platforms
3. To collaborate and ensure information is being broadcasted throughout the University
4. Act as a liaison between the senator, officer team, student body, and administration
5. Serve as the Chair for the House and Senate Relations Committee
6. To actively seek advertising and graphic design training, and/or have previous experience
7. To record and document all Student Government Association meetings

**Rule 1.7 Sergeant at Arms Duties**

* 1. To assist the Presiding Officer in maintaining order in the Legislative chamber, and upon the request of the Presiding Officer, to escort any disorderly legislator or member of the gallery out of the chamber.
	2. ~~To receive from the Chief of Staff of the Executive branch a list of all officers to report during Executive Officer Reports and provide this list to the Presiding Officer before the legislative body is called to order.~~
1. To help facilitate any and all votes of the legislative body.
2. To advise the Presiding Officer concerning parliamentary procedure at his or her request
3. To assist in Student Government Association projects as needed

**Rule 1.8 Secretary Duties**

1. The SGA Secretary must be jointly appointed by the president of the SGA and the Speaker subject to a majority approval of the Legislature.
2. To take and prepare effective minutes.
3. To make available the agenda of the upcoming meeting along with the previous meeting's minutes on the office by 12:00 p.m. on the Tuesday immediately preceding the meeting. Any changes to be made to the agenda after it is formally posted must be amended with the majority approval of the during the meeting.
4. To create and upload all documents, applications, and submissions
5. To keep file and upload all governing documents of the Student Government Association
6. To document and take attendance of all legislative meetings
7. To post all updates and forms to the Student Government Association website; maintain website maintenance

**Chapter 2**

 Meetings, Decorum, and Quorum

**Rule 2.1: Regular Meetings**

1. The Speaker shall see that the Legislature is notified of the date, time, and place off all legislative meetings.
2. All regular meetings shall be scheduled for Wednesday afternoons, beginning at 4:00 p.m. and ending no later than 6:00 p.m. This rule can be suspended by a simple majority vote of Legislators present.
3. ~~At the first Legislative meeting of each semester, the Institutional Senate and House of Organizations shall meet for a joint session.~~
4. ~~At the first Legislative meeting of each semester~~, the Speaker shall submit a proposed schedule of meetings for that semester. This schedule shall be approved by a simple majority vote of Legislators present.
5. The approved schedule of Legislative meetings shall include no less than one meeting per month during the Fall and Spring academic semesters. Weekly meetings are suggested at Legislative discretion during the Fall and Spring academic semester.
6. When the Legislature convenes, the Presiding Officer shall designate separate and distinct areas for legislators, visitors, and SGA officials.
7. Any organization wishing Legislative recognition shall be sworn in by the Presiding Officer upon successfully completing the application process. No Legislator shall be allowed to vote until sworn in.

**Rule 2.2 Order Decorum**

1. The Presiding Officer shall preserve order and decorum during sessions of the Legislature.
2. If a member violates any of these rules, the Presiding Officer shall call the member to order.
3. Any member may request the Presiding Officer to preserve order.
4. All questions of Order shall be determined by the Presiding Officer without debate.
5. All who attend McNeese SGA Legislative Meetings, including guest speakers, must turn off or silence all cellular devices including pagers, for the duration of the meeting. For the first offense the Presiding Officer will issue a warning. On the second and further offenses the Sergeant-at-Arms, upon direction from the Chair will escort the person or persons from the Legislative Chambers.

**Rule 2.3 Prerogatives**

1. The Presiding Officer may speak on point of orders in preference to all other members and shall decide all point of orders.
2. The decision is final unless, upon appeal, it is reserved by a two-thirds 2/3 of the members present.

**Rule 2.4 Languages and Behavior**

All members shall conduct themselves in an appropriate professional fashion while in Legislative Session.

**Rule 2.5 Quorum**

1. Quorum shall be defined as forty percent plus one of the voting membership. The presence of a quorum of the legislative body is required for the body to transact business; however, a smaller number of the voting membership may adjourn, fix the time to adjourn, or recess.

**Rule 2.6 Quorum Call**

1. A quorum call to ascertain whether or not a quorum is present shall be in order at any time excluding a vote.
2. When a member of the legislative body requests a quorum call, The Legislative Clerk shall open the machines or call the roll. If more than forty percent (40%) plus one of the voting membership answers such roll call, a quorum shall be deemed present.

**Rule 2.7 Emergency Senate Action In Absence of a Quorum**

If a legal quorum is not present for a legislative meeting at which an important opportunity would be lost unless acted upon immediately, the legislators present can act in the emergency. Their action must be ratified by a later meeting at which a quorum is present. A two-thirds vote of the legislative body at the next regularly scheduled meeting shall be necessary for ratification of the emergency action.

**Rule 2.8 Attendance**

1. All legislators are expected to attend all regularly scheduled legislative meetings in which their respected body is scheduled to meet.
2. Once a Legislator has acquired three (3) absences in one (1) semester, he/she shall be suspended from the Legislature for the remainder of that semester.
3. ~~In cases where an Organizational Representative is suspended from the House, the organization shall not be allowed representation until the first legislative meeting in the following semester.~~ In cases where an Institutional Senator is suspended from the Senate, the Senate seat then becomes vacant and shall be filled in accordance with the SGA Constitution.
4. The Speaker shall also abide by attendance regulations.
5. In the event that an ~~Organizational Representative~~ ~~or~~ Institutional Senator loses his/her seat because of absences, that Legislator may appeal the suspension, in writing to the Speaker. If the Legislator is unsatisfied with the ruling of the Speaker, he/she may then appeal to the Judiciary Committee.
6. Strikes against a legislator’s attendance from a regularly scheduled legislative meeting shall begin after the third meeting of the semester.

**Rule 2.9 Listing of Senators**

1. The Speaker shall see that an official list of legislative membership is compiled prior to the third legislative meeting of the semester and kept current. The list shall include all Institutional Senators and Organizational Representatives.
2. The official roll shall consist of all duly selected Legislators who have met proper legislative requirements. No person may represent or answer roll for more than one legislative seat at any one legislative meeting.
3. Beginning at the third legislative meeting of the semester, no person shall be seated as a legislator unless he/she is listed on the official list of members.
4. Roll shall be taken at the beginning of each meeting by voice or by sign in. The Sergeant-At-Arms is responsible for ascertaining that a quorum is present. Quorum shall be defined as forty (40) percent plus one of each legislative body. Quorum shall not be defined until the third meeting.

**Chapter 3**

 Order of Business and Speaking Privileges

**Rule 3.1 Order of Business**

1. Call to Order
2. Roll Call
3. Moment of Silence
4. Pledge of Allegiance
5. Induction of New Legislators
6. Reading, Correction, and Adoption of the Minutes
7. Executive Reports
8. Committee Reports
9. Legislative Officer Reports
10. Executive Officer Reports
11. Advisor Reports
12. New Business
	* + 1. All Bills
			2. Concurrent Resolutions
			3. Resolutions
13. Old Business
	* + 1. Consideration of Veto
			2. Reconsideration
			3. Bills that pertain to appropriations
			4. Resolutions
			5. Concurrent Resolutions
			6. All other bills
			7. Executive Orders
			8. Legislative Orders
14. Petitions, Memorials, and Other Communications
15. Announcements
16. Open Forum
17. Adjournment

**Rule 3.2 Business of the Day**

The Presiding Officer shall lay upon the desk of the Legislature at the beginning of each day’s session all business properly arranged and classified, pending before the Legislature at the session.

**Rule 3.3 Open Forum**

1. The Legislature shall provide an open forum at every legislative meeting scheduled. During this time, any Legislator or guest may address the body on any topic they choose.
2. Once recognized by the Presiding Officer, a Legislator shall be allotted five minutes for their address and time necessary for answering questions.
3. Any Legislator having already addressed the legislative body may address the Legislative body again once all other Legislators requesting to address the body have been recognized by the Presiding Officer to do so.

**Rule 3.4 Adjournment**

1. If there is an item of legislation being considered for passage by a legislative body, and the body adjourns, then the legislation shall be placed in the category of Old Business and consideration of such item shall be completed before any other instrument may be considered.
2. When a Motion is filed for Adjournment the next meeting time shall be announced unless the last meeting of the session that will be a motion to sine die.

**Rule 3.5 Speaking Privileges**

1. The Student Body President, Vice President, Treasurer, any member of the Executive Branch, and the SGA Advisor shall be considered Friends of the Legislature for point of information status.
2. Any other non-legislator wishing to speak in meetings must gain majority approval of the body in session. The speaker's time limit shall be five (5) minutes unless otherwise stipulated by a majority vote of the body. A question and answered period will be counted in this time.
3. Friends of the Legislature and guests shall not be granted permission to speak on any matters facing the Legislature.
4. Friends of the Legislature may be called up to answer questions on a matter presented in front of the legislative body during debate and consideration.

**Chapter 4**

 Legislation

**Rule 4.1 Sponsorship**

1. Legislation may be sponsored by any member of the Legislature Senate.
2. Legislation only requires one sponsor from a senator to be considered by a legislative body; however any legislation may be co-sponsored by other legislators Senators.
3. If legislation has multiple sponsors the main one shall be first listed.
4. Organization Representatives, who are making a request from the Org Fund do not need to be sponsored by a senator.
5. Legislation does not need a sponsor to be presented before the senate. However, with the exception of an “Organization Finance Request”, legislation must be sponsored by one senator for it to be voted on by the senate.

**Rule 4.2 Types of Legislation**

1. BILL: A binding statement of the Legislature that calls for specific actions to be taken, to include but not be limited to:
	* 1. Appropriation of funds for specific Colleges or Charter Organizations.
		2. Amendments to the Constitution, Rules, or Election Code.
		3. Impeachment.
		4. Project Proposal Idea for Senate Special Project Fund.
2. ORGANIZATION FINANCE REQUEST: A binding statement of the Legislature that calls for the specific action of allocating monies of the Student Government. These can be brought before the senate to request funding for an organizational event. It need not be sponsored by a senator, and when presented must be considered and voted on by the senate. These expenditures will be requested from the Organizational fund, and upon approval, will be dispensed from this fund.
3. CONCURRENT RESOLUTION: A binding statement that calls for specific action to be taken concerning appointments or the issuance of a directive, to include but not be limited to:
	* 1. Confirmation of Presidential Appointments.
		2. Confirmation of Legislative Appointments.
		3. Placement of items on a Student Government Election Ballot, including amendments to the Constitution.
		4. Establishing permanent committees from the Legislature.
		5. Altering the Senator Expectation Program or Senate Special Project fund in any way.
4. RESOLUTION: A non-binding statement of the opinion of the legislative body, to include but not be limited to:
	* 1. Recommending action or representing opinion on behalf of the Student Body to the University Administration or State Legislature.
		2. Commending individuals or groups for outstanding service or accomplishment.
		3. Censure of individuals within Student Government.
		4. Establishing temporary committees from the legislative body.
5. LEGISLATIVE ORDER: A binding edict that allows the Speaker to execute actions pursuant to Senate duties to include but not be limited to:
	* 1. Appointing the membership and leadership of the standing committees of the Student Legislature.
		2. Appointing the membership of the exterior committees under which the Speaker has jurisdiction to appoint.
		3. Appointing additional legislative staff
6. EXECUTIVE ORDER: A binding edict that allows the McNeese Student Body President to execute actions pursuant to executive duties, to include, but not be limited to:
	* 1. The Executive Charter.
		2. The establishment of committees from the President.

**Rule 4.3 Filing of Legislation**

1. If a piece of legislation is to be presented at a legislative meeting, it shall have been delivered to the **Speaker** electronically in proper format no later than two (2) class days before the meeting is to convene.
2. The Speaker shall deem any legislation “emergency" which is submitted after the announced deadline for submission of Legislations. Legislation that is submitted as "emergency" shall be on a topic which has become pertinent after the deadline or will be moot prior to the next meeting of the Legislature.
3. The Speaker may refuse to accept for introduction any Legislation not drawn in conformity with these requirements.
4. Legislation shall be numbered in order as they are received by the Speaker beginning with  “F” during the fall semester or “S” during the spring semester, followed by the year of the Legislation’s introduction in order of year, month, and day, followed by the number designate the order in which the Legislations were received.
5. Legislation shall be classified as either an “Act”, “Resolution.”, or an “Organizational Fund Request”.
	* + 1. A Resolution shall be a declarative statement, announcing a position or stance of the SGA.
			2. An Act shall be any Legislation which calls for a formal action of the SGA and its members, including, but not limited to the allocation of monies according to the statutes issued in Rule 4.2 Section 1, subsection A., or a change in the governing documents.

**Rule 4.5 Consideration**

 The procedure for consideration of properly pre-filed legislation shall be as follows:

1. FIRST READING: The purpose of the first reading is to introduce the legislation to the legislature.

1. The author shall read the legislation as it is introduced in New Business, and questions about it will then be answered. There shall be no debate and the Presiding Officer shall refer the piece of legislation to the legislature. If it is an Organization Finance Request it shall be directly considered, debated and voted upon. If there is not already a sponsor, the Speaker shall ask if anyone wishes to sponsor the legislation. If it already has a sponsor or acquires during the presentation, then the legislature shall move to voting and discussion. If the legislation is unable to acquire sponsorship, then it shall not move forward, until it has sponsorship **all appropriate committees.**

2. A suspension of the rules is required in order to consider Legislation without referring it to a committee.

3.A resolution that offers either a condolence or congratulatory message shall be introduced in Old business and debated and voted upon following questions for the author.

2. **COMMITTEE: The committees to which the legislation has been referred shall be presented the legislation by the author.**

**1. The committees shall discuss the legislation and make suggestions on its form and content.**

**2. The committees then vote to report upon the legislation favorably, unfavorably, or without recommendation.**

3. **SECOND READING: If the committees to which the legislation was referred reports the legislation favorably, upon introduction of legislation in Old Business, the author is required to give a reading of the legislation.**

4. DEBATE:

1. After the reading of the legislation, the Senate speaker shall open General Debate with Opening Remarks about the legislation. The Author may then yield the floor to others if needed and answer any questions. Author’s opening comments shall be limited to five (5) minutes. Questioning shall be limited to five (5) minutes.

2. During General Debate, the legislation is open for debate and changes may be made.

3. With Legislation or Organizational Finance Requests regarding appropriations, if the amount appropriated is increased by amendment of the Legislature the bill does not need to go back to Finance and Budget Committee.

6. Any other Legislator who wishes to debate the pending legislation may seek the floor for debate and may yield to questioning from the legislative body at completion of his/her remarks. A fixed time of five (5) minutes will be allowed for each legislator’s recognized turn for debate. A fixed time of five (5) minutes will be allowed for the questioning of each senator’s recognized turn for debate.

7. When all debate is finished the author of the legislation shall be given the floor for Closing Remarks, even when debate has been ended by Calling the Question, in which time the author may yield the floor but no questions may be asked at this time. A fixed time of ten (10) minutes will be allowed for the Author’s Closing Remarks. When Closing Remarks are finished, the General Debate is finished.

 During Debate any speaker my wave the right to answer question

 The author may wave his or her right to close on the legislation.

8. After Closing Remarks is finished, a vote is taken on the legislation.

5. FINAL ACTION: If the legislation is approved by the Legislature, the approval is certified by the Speaker and the legislation is forwarded to the Student Body President within forty-eight (48) hours after passage.

**Rule 4.6 Amendments**

1. Consideration of any amendment to a bill is limited to five minutes equally divided in open debate.
2. Time used in the debate of an amendment or any other question other than the Main Motion shall not count against the time limits on a piece of Legislation unless otherwise specified in these Rules.
3. No amendment on a subject different from that under consideration may be offered.
4. An amendment to a piece of Legislation, adopted by a legislative committee or the Legislature remains a part of the Legislation unless the Legislature specifically reverses or modifies the action.
5. No Legislation may be amended in its passage through the Legislature in the nature of a complete substitute or by any other amendment or series of amendments with the effect of changing the predominance of the original purpose of the Legislation.
6. Amendments to Legislation, whether included with the report of the Legislature or offered from the floor shall be clearly and specifically written. The amendment shall be delivered to the desk prior to its introduction.
7. No words may be changed in this document outside the amendment process unless they involve simple term clarification, format alterations, grammatical error, or spelling.

**Rule 4.7 Withdrawal**

Legislation being considered by the Legislature may be withdrawn by the author at any time before the

final vote.

**Rule 4.8 Rights of the Author**

1. The Author of a piece of legislation shall be defined as the person whose name appears first on a piece of legislation. Co-Authors shall follow the author’s name in alphabetical order.

2. The author shall have the following privileges exclusively:

1. To assign another senator to handle a piece of legislation on behalf of the author in his/her absence.

2. In the consideration of a veto, the author of the vetoed legislation shall have the first response to the president’s veto explanation, and shall be the last person to speak prior to the president’s closing comments, regardless if previous question is called.

3. In the case of a hostile amendment, the author shall be the first to speak in opposition of the amendment, and shall be the last person to speak in opposition to the amendment prior to the author of the amendment’s closing comments, regardless if previous question is called.

**Rule 4.9 Reconsideration**

1. Upon final consideration of any bill, resolution, or concurrent resolution, should the instrument fail to be adopted, the author may make a motion to bring the instrument up for reconsideration. The motion shall be debated and voted upon at the beginning of old business in the following legislative week.

2. Upon passage of said motion by a majority (1/2) vote, the legislative instrument in instrument in question shall be placed into old business for that legislative week.

3. No legislative instrument shall be reconsidered if it has been reconsidered once before.

**Rule 4.10 Veto**

The President has the right to veto any Legislation at his/her discretion.  The veto must occur with six (6) calendar days, or the Legislation is automatically enacted.  When Legislation has been vetoed by the President and is returned to the Legislature:

1.     The message containing the President’s objections shall be read aloud either by the chair, or if the President so desires, it shall be read aloud by the President who shall have no rights to speak or debate except to read verbatim from the written objection. The President shall have no right to ask or answer questions of the Legislature at this time.

2.    At the next session of the Legislature, the Legislature then shall proceed to reconsider the Legislation, and the presiding officer shall put the question: "Shall the Legislation pass notwithstanding the objections of the President?”

3.    The vote of the Legislature shall be determined by roll call of the yeas and nays;

4.     The affirmative vote of at least two-thirds of each Body is necessary to pass the Legislation over the President’s veto.

5.    The question of reconsideration under this rule is debatable for no more than thirty minutes equally divided in open debate, and is not amendable, nor is the Legislation to which it applies.

**Chapter 5**

 Motions

**Rule 5.1 Majority Vote**
Except as otherwise specifically provided in these Rules, each question shall be determined by a majority vote of the votes cast by persons entitled to vote, excluding blanks and abstentions, provided that there is a quorum present.

**Rule 5.2 Division of a Question**
If a motion contains more than one substantive proposition, the presiding officer or any Member supported by at least five others may call for a division of the question into separate propositions.

**Rule 5.3 Withdrawal**
After a motion is stated by the presiding officer or read by the Clerk, it is in the possession of the Legislature; however, it may be withdrawn by its sponsor at any time before the question is put thereon.

**Rule 5.4 Precedence of Motions**

1. When a question is before the Legislature, no motion may be received except for one of those set forth in paragraph (b) of this Rule and then only if the motion is of higher precedence than the original question.
2. The following motions have precedence in the order listed:
	1. To adjourn to a time certain;
	2. To suspend a rule;
	3. To recess;
	4. To reconsider a previous action;
	5. To vote on the previous question;
	6. To lay on the table or postpone indefinitely;
	7. To postpone to a certain day or time;
	8. To commit;
	9. To recommit;
	10. To amend.
3. No motion may be received after a vote upon any question before the Legislature has been called for by the presiding officer.

**Rule 5.5 Motions**

**Rule 5.51 Motion to Adjourn**

1. A motion to adjourn:
	1. Shall state the hour and day to which it is proposed the assembly adjourn;
	2. Is not debatable
	3. Can neither be amended nor reconsidered
2. Must, in the opinion of the presiding officer, respect the calendar agreed upon by the Legislature and the Speaker.

**Rule 5.52 Motion to Vote Upon the Previous Question**

1. A motion to vote upon the previous question:
	1. may be made on any debatable motion
	2. is not debatable
	3. requires a two-thirds (2/3) majority vote of members present
	4. is only in order after the affirmative and negative floor leaders have each consumed at least 5 minutes of time (where applicable)
	5. immediately brings the Legislature to a vote on the question before it, precluding any additional debate should the motion be adopted.
	6. May be made only by a member holding the floor

**Rule 5.53 Motion to Postpone Indefinitely**

A motion to Postpone indefinitely is debatable for a period of ten minutes equally divided in open debate. Any motion which is postponed indefinitely may not be taken up again during that meeting.

**Rule 5.54 Motion to Postpone to a Certain Day or Time (Special Order)**

A Motion to postpone to a certain day or time may be amended but may not be reconsidered. It is debatable for a period of four minutes equally divided in open debate.

    **Rule 5.55 Motion to Suspend a Rule**

A motion to suspend a Rule:

* 1. Must be offered separately for each proposition.
	2. Is debatable for a period of four minutes equally divided in open debate;
	3. Does not permit discussion of the main question
	4. Requires the concurrence of at least two-thirds of the members present in order to be adopted.
	5. Cannot be reconsidered.

**Rule 5.56 Motion to Extend or Limit Debate**

A motion to suspend or limit debate is in order and requires a two-thirds (2/3) majority vote.

**Rule 5.6 Right to Yield**

Only the person who has the primary possession of the floor may yield to any person in the room.

**Rule 5.7 Motion to Adjourn**

* 1. A motion to adjourn shall always be in order, except when the main question has been order. The motion to adjourn shall be decided without debate.
	2. In putting the question on the motion to adjourn, the presiding officer shall inform the Legislature of remaining business by indicating the position in the Order of Business.
	3. If a motion to adjourn or to take a recess is made and adopted while legislation, or an amendment thereto, is under debate, then the pending amendments, if any shall be deemed to have been withdrawn, and the legislation, in the case of the motion to recess, and in the case if the motion to adjourn, shall be considered first when the Legislature next returns to that order of business.

**Chapter 6**

 Voting

**Rule 6.1 Explanation of Vote**
A vote on legislation or a question may be explained by the member rising for that purpose or by the Presiding Officer.

**Rule 6.2 Yeas and Nays**
The vote on any question, except as otherwise provided for within these Rules, shall be decided upon by yeas and nays. Upon the request of any Member who indicates his or her support by rising from their seat with a "call for division," voting by standing division shall be conducted. Division by roll call vote shall be conducted by the specific request of any Member.

**Rule 6.3 Abstentions**

1. A member may abstain from voting on any motion or legislative instrument on which a vote has been ordered.
2. For the purposes of determining the number of votes required for said question to pass, abstentions shall be treated as if such member did not vote on said instrument, and abstentions shall not be counted in determining the total number of votes on the question but shall be counted in determining if quorum is present.

**Rule 6.4 Putting the Question**

1. When the time comes for disposal of a question before the legislative body, the Speaker or presiding officer shall announce the question.
2. The Speaker or presiding officer shall put the question in the following manner: “All those in favor of (question) will vote aye, those opposed will vote nay, and those abstaining will do so.”
3. After the Legislators have voted, the Speaker or presiding officer will announce the vote.

**Rule 6.5 Voting by Electronic Device**

All votes shall be taken by electronic device. However, at any time may a Roll Call or Voice Vote maybe in place of a Vote by Electronic Device.

**Chapter 7**

 Meeting Minutes and Rules

**Rule 7.1 Minutes**

1. The Legislature shall be taken to detail a true and accurate account of the proceedings. Minutes with a detailed account listing members present and absent. Approved excused absences shall be noted as such in said Minutes.
2. Each vote of the Legislature shall be entered in the Minutes together with a concise statement of the question upon which the vote was taken. Each roll call vote shall be entered in the Minutes in such a manner as to list the name of each member voting yes, no, or abstaining or absent.
3. The number of each piece of legislation, along with each action taken on it, shall be entered in the Minutes when the instrument is up for consideration.

**Rule 7.2 Adoption of Minutes**

1. Once the Minutes have been read, or after the reading thereof shall have been dispensed with, the Minutes may be corrected, and shall be approved, by a majority (1/2) vote of the members of the legislative body present.
2. No other rule withstanding, once the Minutes have been adopted, they shall be designated as official, and they shall not be amended.

**Rule 7.3 Adoption, Amendments, and Repeal**

A standing rule of the Legislature shall be added, amended, or repealed only by a favorable vote of two-thirds (2/3) of voting membership present and voting at a regularly scheduled meeting of the Legislature.

**Rule 7.4 Suspension of rules**

The SGA Rules shall be a working document for the purpose of handling the business of each legislative meeting. Any Rule may be suspended to more effectively or efficiently handle regular business and/or emergency situations.

1. No rule shall be suspended except by a favorable vote of at least two-thirds (2/3) of the members present and voting.
2. SGA Rules shall not be suspended without quorum present.

**Rule 7.5 Robert’s Rules of Order Newly Revised**

On any question of procedure, when these rules are silent or inexplicit, then the most recent edition of Robert’s Rules of Order Newly Revised shall be considered as the authority.

**Chapter 8**

Legislative Committees

**Rule 8.1 Committee Membership**

* 1. The Speaker shall appoint all Legislative committee chairs and members subject to the majority approval of the Legislature. The Speaker may remove any Legislative-appointed committee member without majority approval of the Legislature. Any student of McNeese shall be eligible to serve on these committees, as long as the majority of the committee are Legislators. The Speaker is responsible for maintaining an updated roster of all committees, including University committees, on which there is a Legislative appointment.
	2. On the third unexcused absence of any voting member of any Legislative committee during an academic semester, that member shall lose his/her seat on said committee. All rulings on the validity of excuses shall be under the sole preview of the Speaker.
	3. For all SGA and University committees in which Legislative members participate and are appointed by the Speaker, the Speaker has the final authority to name an alternate or replacement. All such appointments are subject to a majority approval of the Legislature at the next regularly scheduled Legislative meeting. If the appointment is not approved by a majority vote, then the actions of the temporary appointment stand, but a different appointment must be made at the same meeting subject to majority approval of the Legislature.

**Rule 8.2 Standing Legislative Committees**

1. All Legislative committee meetings shall be public.
2. The announcement of all committee meetings must be posted for public view at least twenty-four (24) hours prior to the said committee meeting. Whenever possible, all committee meetings shall be announced before the adjournment of the legislative meeting preceding the planned committee meeting.
3. If the public announcement of a Legislative committee meeting is not followed, the committee shall not be able to submit a report on anything discussed at said meeting in the following legislative meeting.
4. The Speaker must replace empty committee seats as they become vacant.
5. All Legislative committees must be comprised of an odd number of members.
6. The Speaker may also appoint other committee members at his/her discretion as long as said appointments follow all other rules regarding Legislative committee appointments.
7. All committee vacancies must be filled by the Speaker no later than the third regularly scheduled legislative meeting of the semester.
8. Quorum for all Committees shall be forty (40) percent of those serving on said committees.
9. All committees should take minutes as specified in the Louisiana Open Meeting Laws. These minutes should be made publicly available via the internet at least 48 hours prior to the call to order of the next scheduled meeting. This applies to standing and ad-hoc committees.

**Article 1**

Events Committee

1. This shall be a standing committee. The Events Committee shall be composed of up to three (3) Legislators appointed by the Chairman of the Legislature and approved by a majority of the Legislator. The SGA Treasurer and one (1) Executive Officer shall also be members of the Events Committee.
2. The Events Committee shall be responsible for planning, supervising, and conducting the Student Government Association Banquet during Spring Semester and other Legislative events.
3. The Events Committee shall be responsible for nominating a Faculty/Staff Member of the Year.
	* + 1. This award will recognize an administrator/faculty member who has provided exemplary support to the student body during the preceding year.
			2. The Legislature shall approve and elect one (1) faculty/staff member for the honor of "Faculty/Staff Member of the Year" at the third to last regularly scheduled Legislative meeting in the Spring semester. The "Faculty/Staff Member of the Year" shall be elected by a simple majority vote of the Legislature. The honor of "Faculty/Staff Member of the Year" and a plaque shall be presented at the annual SGA Banquet. A monetary prize is highly encouraged for this award but is not mandatory.
			3. The award will be presented at the SGA Banquet.
4. The Events Committee shall be responsible for nominating a “Legislator of the Year”.

a) This award will recognize a Legislator who has provided exemplary support, leadership, and contribution to the Legislature during the preceding year.

b) The Legislature shall approve and elect one (1) Legislator for the honor of "Legislator of the Year" at the third to last regularly scheduled Legislative meeting in the Spring semester. The "Legislator of the Year" shall be elected by a simple majority vote of the Legislature. The honor of Legislator of the Year" and a plaque shall be presented at the annual SGA Banquet. A monetary prize is highly encouraged for this award but is not mandatory.

c) The award will be presented at the SGA Banquet.

1. The Events Committee shall also present the following awards at the SGA Banquet: Senator of the Year, selected by the SGA Legislature; Faculty/Staff Member of the Year, elected by the Legislature; and Executive Member of the Year, selected by the SGA President.

**Article 2**

Elections Board

* 1. The Election Board is responsible for marshalling elections and ruling on potential violations of the Election Code.
	2. Powers and duties
1. To marshal all elections that are held campus wide;
2. To rule on all election irregularities within three (3) class days after receipt of a written complaint;
3. The Election Board may refuse to rule on irregularities based on the evidence presented;
4. To possibly require, with a minimum of forty eight (48) hours notification, that pictures of all candidates be prepared and posted at the polls for all elections.

**Article 3**

Finance/Budget Committee

1. This shall be a standing Legislative committee. The Finance/Budget Committee shall be composed of five (5) Legislators, the Speaker, and the SGA Treasurer. The SGA Treasurer shall serve as the Chair of this committee.
2. The Committee shall receive from the Legislature all matters involving financial expenditures in writing for approval, to include SGA budgets, appropriations to University organizations, and any other SGA appropriations not specified in the budget.
3. Business conducted and recommendations made by the Finance/Budget Committee shall be reported on at the next legislative meeting.

**Article 4**

Rules Committee

1. This shall be a standing legislative committee. The Speaker shall appoint five (5) to serve on the SGA Rules Committee subject to a majority approval of the Legislature.
2. All proposed new SGA rules and/or proposed changes to SGA rules shall be presented to the and automatically sent to the Rules Committee after a second is received. At the next regularly scheduled meeting, the Committee shall give a report on the proposal(s). The Committee's report should include the ramifications for the Legislature, and its opinion of the submitted proposal(s).
3. At the request of any member of the Student Association, the Rules Committee shall provide an interpretation of any part of the SGA Rules.
4. It shall be the responsibility of the Chair of the Rules Committee to have a current list of approved rules to be distributed to the Legislature by the Speaker.

**Article 5**

Campus Affairs Committee

1. This shall be a standing legislative Committee. The Speaker shall appoint at least three (3) Legislators to serve on the legislative Campus Affairs Committee subject to a majority approval of the Legislature. The appointment of student-at-large members is highly encouraged to increase the diversity and fact-finding capabilities of the committee.
2. The committee shall be responsible for assessing the concerns and needs of the student body in all matters affecting campus life. These concerns should include but are not limited to Residential Life, Dining Services, facilities and grounds, parking, curriculum, and student organizations.
3. The Campus Affairs Committee shall use any and all means at its disposal to rectify solutions to students’ concerns including but not limited to personal contact with University officials and the crafting of legislation to be passed by the Legislature~~.~~
4. The committee chair shall report regularly to the Legislature to keep students abreast of issues addressed and the resolutions to said issues.

**Article 6**

Judicial Committee

**Rule 8.3 AD HOC Committee**

1. The Speaker has the authority to create and to fill Ad Hoc committees as needed subject to majority approval of the Legislature.
2. Ad Hoc committees shall be disestablished at the end of the semester in which they are created unless otherwise stipulated by the Legislature.
3. Ad Hoc committees of the Legislature shall follow all general rules of legislative standing committees

**Chapter 9**

Budget

**Article 1: Budget for Fall and Spring Semesters**

1. The SGA Treasurer shall give at least three (3) reports on the financial status of SGA to the Legislature in both the Fall and Spring semesters.

a) One report outlining all expenditures anticipated shall be provided by the Finance/Budget Committee to the legislature given as soon as the Finance/Budget Committee approves the preliminary budget for the SGA.

b) Another report shall be given as soon as accurate enrollment figures (from which the SGA assessment is figured) are available.

c) The third report shall be given at the last regularly scheduled meeting of the Fall and Spring. At this committee meeting, The Treasurer shall make available copies of all financial documents for the current semester. These copies shall be maintained in the SGA office and shall be available for public access.

1. Budget Categories

The three major classifications shall be revenue, expense, and general fund. Expense categories may include, but are not limited to, postage, general office supplies, paper, equipment, and maintenance for offices, salaries, telephone, travel, project fund, and organizations fund.

1. Emergency Fund

a) The emergency fund for the fall and spring semester shall be two thousand dollars ($2000) taken from the overall SGA fall and spring budget before any other monies are budgeted.

b) At the end of the semester, any unused money will roll back in the SGA account.

1. Salaries

There must be a list of all paid positions in SGA along with the salaries. This category must also include a total amount for the semester for each position.

1. Legislative Project Fund

The purpose of the Project Fund is to provide funds for the Legislature to spend on projects it deems necessary. This fund shall fall under the domain of the ten (10) percent allotment to the Legislature.

1. Organizations Fund

The Legislature, in conjunction with the University Improvement Assessment Proposal (Bill#23 99), shall administer the Organizations Fund (to be referred to as the Organizations Assessment Fund) created by the November 17, 1999 student referendum. The intent of this fund is to help organizations attend national conferences, enact local programming, and conducted community outreach programs. All organizations must be maintained in order to remain eligible to expend allocated funds. All requests for funds are determined by the FBC based on the availability of funds. The requesting organizations must be in good standing with the university. The Organization Fund will operate on a semester budget.

* + - 1. a) Through the sponsorship of a Legislator, all appropriations bills shall be presented to the body to which the Legislator belongs. After the bill is presented, the Legislative Body from which the bill originated must table the bill or send it to the Finance/Budget Committee for recommendation. The sponsor of the bill, or his or her designee, is required to attend the Finance/Budget Committee meeting in which said appropriation bill is to be discussed. At the next regularly scheduled meeting of the body of origin, the Committee shall give a report on the appropriations bill. Upon a favorable majority vote by the Body of Origin, the appropriations bill will be sent to the second legislative Body for a vote. If the bill is passed by both legislative Bodies, it is then sent to the SGA President for approval.
			2. An organization may ask for allocations once within one semester, with the exception of a supplemental request.
				1. Supplemental Funds are intended only for events that could not be foreseen when an organization submitted its appropriation bill. Previous supplemental request items may not be repeated each year.
				2. Supplemental Funds are intended only for events that could not be foreseen when an organization submitted its appropriation bill. Previous supplemental request items may not be repeated each year.
				3. No organization can receive more than one (1) supplemental grant per fiscal (July 1- June 30) year.
				4. The process for a supplemental request is the same as the procedure for an appropriations bill.

c) Before an organization is denied appropriations or the bill is removed from the legislature for the incompletion of proper paperwork, they must be given a verbal warning and allowed one calendar week to update said paperwork.

d) The SGA Treasurer, as the Chair of the Finance/Budget Committee, shall report the standings of the Organizations Assessment Fund with every budget report.

e) Auditing Organizations: The SGA Treasurer reserves the right to audit any and all organizations that request and/or receive any SGA funds. The Treasurer shall maintain a copy of any audits performed.

**Article 2: Budget for Summer Semester**

1. There need be only two (2) budget categories for the Summer Semester. Those two budget categories are salaries and miscellaneous (expenditures other than salaries shall be taken from this fund). Any monies not spent in either of these two categories shall roll over into the SGA Account for the Fall semester.
2. The SGA Treasurer shall give a report for Summer expenditures by the Legislative meeting immediately following the Finance/Budget Committee’s first meeting of the Fall semester. The SGA Treasurer shall provide copies of all financial documents for the summer semester. These copies shall be maintained in the SGA office and shall be available for public access. The report given from the SGA Treasurer and Finance/Budget Committee shall include the original amount for each category, what expenditures were made in each category, and the balance for each category that rolled over into the fall semester General Fund.
3. Any adjustments to the estimated Summer SGA assessment due to enrollment changes shall be automatically reflected in the General Miscellaneous Fund.

**Chapter 10**

Archives

1. The SGA President is responsible for compiling the records of his/her term of office, including accepted University committee reports on which student representatives serve, and any other officially designated records.
2. The Legislative Clerk is responsible for compiling the records of all Legislative activities, including approved Legislative minutes, accepted Legislative committee reports, and any other officially designated records.
3. The Legislative Clerk is responsible for compiling the records of all Judicial activities, including but not limited to all election archives and results, Judicial hearings, and accepted committee results.
4. Three detailed accounts of all Legislative meetings, containing resolutions in full, shall be bound. One copy shall remain in the SGA office, and one copy shall be placed in the SGA Advisor's office. The third copy shall be sent to Frazar Memorial Library. All copies shall be available for public reference. The Speaker shall determine when a new copy of archives shall be bound.

**Chapter 11**

Spring Court

##### Candidates for Spring Court shall be nominated by University organizations and selected by the Spring Court Selection Committee. All nominees must submit an application to the Spring Court Selection Committee (see Rule 19, Section 4) who will select the court under the following guidelines:

1. Females: one (1) senior to be named Ms. McNeese, two (2) Senior/Graduate members, two (2) Junior members, one (1) Sophomore member, and one (1) Freshman.
2. Males: one (1) senior to be named Mr. McNeese, two (2) Senior/Graduate members, two (2) Junior members, one (1) Sophomore member, and one (1) Freshman.
3. Classification of candidates shall be by Academic Hours Earned only. Classifications are as follows:

 Freshmen: Students who have earned 0 to 29 hours.

 Sophomores: Students who have earned 30 to 59 hours.

 Junior: Students who have earned 60 to 89 hours.

 Seniors: Students who have earned 90 and above hours.

 Graduate Students: Students who are currently enrolled in Graduate School.

1. The Spring Court Selection Committee shall be jointly appointed by the SGA President and Speaker and shall be a twelve (12) member committee comprised of one (1) executive branch officer who will serve as the committee chair, one (1) executive branch member, the Senate Chair or Pro Temp, one (1) senator not affiliated with any nominating organizations, one (1) Blue/Gold Peer Leader not affiliated with any of the nominating organizations, *The Contraband* Editor, *The Log* Editor, the President of the Student Union Board, one (1) Student-at-Large not affiliated with Student Government or any nominating organizations, the McNeese Vice President of Administration and Student Affairs, and one (1) member of the Faculty or Administration. All senate positions are to be appointed by the Senate Chair and all others by the SGA President. In the event that any member of this committee accepts a nomination for any position on Spring Court, the seat shall be filled in an appropriate manner. Quorum for the Spring Court Selection Committee shall be seven (7) members; no nominations shall be made without a quorum of the committee present.