



Lincoln University of Missouri  
Student Government Association

---

# 80<sup>th</sup> General Assembly

## RULES OF THE SENATE

Revised by  
80<sup>h</sup> General Assembly Senate President  
2014-2015

## TIME OF MEETING

Rule 1. The time of meeting by the Senate, unless otherwise ordered, shall be 11:00 a.m., Thursday in the Ballroom of Scruggs University Center

## CONSTITUTIONAL MAJORITY DEFINED

Rule 2. The term “constitutional majority”, as used herein, shall mean a quorum of members of the Senate

## ORDER OF BUSINESS

Rule 3. The first of each day, after the Senate is called to order, shall be employed as follows unless otherwise ordered by the Senate:

- a. Call to order
- b. Pledge of Allegiance
- c. University Oath
- d. Roll Call
- e. Adoption of the Agenda
- f. Reading of Previous minutes
- g. Vice President Comments
- f. Financial Report
- g. Student Body President Comments
- h. Advisor Comments
- i. Committee Reports
- j. Old Business
- k. New Business
- l. Presentation of Guests
- m. Announcements
- n. Adjournment

## FIRST AND SECOND READING OF BILLS

Rule 4. A bill shall be read the first time by journal entry of the title of the bill on the legislative day of its filing by its sponsor. It shall be read a second time on the following legislative day by its Committee Chair. The reading of a bill by its title shall be deemed sufficient reading unless the further reading be called for. If the further reading be called for and no objection made, the bill shall be read at length; if, however, objection be made, the question shall be determined by the majority of the members present.

## ELECTION OF INFERIOR OFFICERS GENERALLY

### Election; Oath; Compensation

Rule 6. The Senate shall elect by recorded vote the following officers at the commencement of the first regular session of each general assembly: its Sergeant-at-Arms, and Chaplain, who shall hold office during all sessions until the convening of the succeeding General Assembly, unless sooner removed by a vote of the majority of the members. Each shall receive such compensation as may be provided for by law. Each shall take an oath to “support the Constitution of the Student Government Association and of this State and to faithfully demean himself or herself in office and to keep the secrets of the Senate.” Said oath shall be administered to the President Pro- Tem by a Justice of the Supreme Court, and by the Speaker to the other officers. All other officers of the Senate shall be appointed by, and serve at the pleasure of the President and receive such compensation as provided by law.

## PRESIDENT

### PRESIDENT TO CALL MEMBERS TO ORDER

Rule 7. The President shall take the chair at the hour to which the Senate has been assembled and immediately call the members to order, and on the appearance of a quorum, shall cause the journal of the preceding day to be read (unless otherwise ordered by the Senate), which may then be corrected by the House.

## PARLIAMENTARY RULINGS;

### REFERRAL TO PARLIAMENTARY COMMITTEE

Rule 8. Parliamentary rulings may be made only by the President or the President Pro- Tem. No member who is temporarily in the Chair may rule on points of order. It shall be at the President’s discretion whether members may speak on points of order.

### PRESIDENT MAY SPEAK ON POINTS OF ORDER

Rule 9. The President may speak on points of order in preference to any other member, arising from his/her seat for that purpose, and shall decide questions of order, subject to an appeal to the Senate, upon which appeal no member shall speak more than once, except by leave of the Senate. No member shall inquire of another member or debate with other members on points of order but shall address his/her remarks only to the chair.

### APPEAL FROM A RULING OF THE CHAIR

Rule 10. Should there be an appeal from any ruling of the chair, the question, “Shall the chair be sustained?” shall be immediately put and determined before the Senate proceeds to other business.

### PRESIDENT HAS GENERAL SUPERVISION OF CHAMBER

Rule 11. The President shall have general direction and supervision of the Senate and shall preserve decorum and order in the Chamber and/or Hallway.

## PRESIDENT MAY SUBSTITUTE MEMBER TO PERFORM DUTIES

Rule 12. The President may substitute any member to perform the duties of the Chair in the absence of the President Pro- Tem or absence of President Assistant Pro-Temp

## PRESIDENT SHALL SIGN ALL BILLS

Rule 13. The President shall sign all bills, and perform all duties in relation thereto, as required by the Constitution. He/she shall also sign all joint relations and addresses; and all writs, warrants, and subpoenas issued by order of the Senate shall be under his/her hand, attested by the Clerk.

## PRESIDENT MAY CLEAR THE CHAMBER

Rule 14. In case of disturbance or disorderly conduct in the Chamber or surrounding area, the President shall have power to order them cleared. They shall not, however, have the power to remove members from the floor of the Senate, except by a majority vote of those present.

## MANNER OF PUTTING QUESTIONS

Rule 15. The President or Chair shall rise to state and put questions. Questions shall be in the following form: "As many as are in favor (by roll call) vote 'Aye'. As many as are opposed (if by roll call) vote 'No'. (Or if by voice vote say 'Aye' or 'No'.) If the President doubts on a voice vote, voting shall be ordered by roll call. The President may require a recorded roll call on any motion.

## PRESIDENT PRO TEMPORE

Rule 16. The President Pro- Tem shall perform the duties of President during the sickness or absence of the President.

## SENATE CLERK

Rule 17. It shall be the duty of the Clerk to serve also as Chief Administrator of the Senate and to attend the Senate during its sittings. The Clerk, under the direction of the President, shall prepare and keep the Senate Journal and seasonably record the proceedings of the Senate; keep regular files of Senate papers; attest all writs, warrants, and subpoenas issued by order of the Senate; and keep a docket of proceedings on all bills, resolutions, and acts; and execute the commands of the Senate from time to time.

## SERGEANT-AT-ARMS AND CHAPLAIN

Rule 18. (a) SERGEANT-AT-ARMS. It shall be the duty of the Sergeant-at-Arms to attend the Senate during its sittings; to execute the commands of the Senate from time to time, together with such process issued by authority thereof as shall be directed to him/her by the President. He/she shall preserve order in the galleries and lobby and keep the entry to the aisle cleared during the session of the Senate.

(b) CHAPLAIN. It shall be the duty of the Chaplain, or a person designated by the Senate, to attend at the commencement of each day's sitting of the Senate, to open the sessions thereof with a prayer, visit any member who may be sick.

## PARLIAMENTARIAN

Rule 19. It shall be the duty of the Parliamentarian to serve as the advisor to the President on matters of parliamentary procedure. It is the duty of the Parliamentarian to define, clarify, and interpret parliamentary procedure, the rules of the senate, and the constitution when such rules are in question.

## COMMITTEES

### By Whom Appointed; Composition of Membership

Rule 20. All standing, conference, interim, and statutory committees shall be appointed by the President who, when appointing a committee, shall designate a member thereof as chairman, designate another member as vice-chairman and designate the total number of members to serve on each committee. The vice chairman shall preside at all committee meetings in the absence of the chairman. The President of the Senate and the President Pro-Tem shall be ex-officio members of all committees of the Senate.

## TIME OF SETTING

Rule 21. No committee shall meet except during those times so designated by the President. No committee shall sit during the session of the Senate without leave of the Senate.

## COMMITTEE HEARINGS

Rule 22. All bills afforded a committee hearing shall be considered by giving the sponsor or handler, the proponents, the opponents, and those testifying for informational purposes a reasonable opportunity to be heard. Persons addressing the committee must keep their remarks to the point and avoid repetition and are subject to call to order by the chair for failure to do so. At the discretion of the committee chair, the length of time allowed one speaker or questioner may be limited.

## OTHER DUTIES

Rule 23. Each committee, in addition to the duties prescribed above, shall perform such other duties as may be required by the Senate. If it shall become necessary to compel the presence of any person before a committee or to receive sworn testimony before a committee, a subpoena may be issued under the hand of the President as provided by law and an oath or affirmation may be administered by the chair of the committee as provided by law.

## ATTENDANCE

Rule 24. The secretary of each committee shall keep a record of the attendance of each committee meeting in the minute book of the committee, which shall be available to any person upon request. Any member of a committee absent, without good cause, from two consecutive meetings of the committee, as shown by the records of the committee, may be dropped there from by a statement to that effect entered into the Senate Journal by the President. The roll shall be recorded by the chair or secretary of a committee at each meeting.

Rule 25. Attendance at all assemblies of the senate and committee meetings shall be deemed mandatory. If any member is absent two meetings without just cause, he or she shall receive a warning notice of their accumulating absence. If any member is absent three meetings without just cause, he/she and the organization he/she represents shall be suspended from the senate chambers. All members coming into the senate after five minutes from the official start of the meeting will be deemed tardy. If any member is tardy a total of three times then their tardiness will equal one absence.

## BILLS

Rule 26. Bills may be introduced only on the report of a committee or by any member of the Senate, in the regular order of business. No member shall file a bill, other than an appropriation bill, after May 1, without the leave of the Senate.

- a. *Numbering of Bills.* The Clerk shall number bills in the order of their filing, reserving numbers for appropriation bills.

Rule 27. Bills must be presented on the senate floor by a senator. No other entity may bring a bill before the senate unless it is co-sponsored by a senator.

Rule 28. Any senator wishing to bring a Bill, Resolution, or Act before the senate shall submit his/her piece of legislation to the senate clerk no later than 24 hours before the senate assembly that he/she wishes to present the legislation at.

Rule 29. Any organization wishing to request monies from the senate must do so in the form of a bill, resolution, or act.

Rule 30. Any organization wishing to request monies from the senate must meet with the Executive Treasurer a minimum of 2 weeks prior to the date that such requests will be brought before the senate

Rule 31. Any organization wishing to request monies from the senate must have participated in at least one community service activities during that same semester recorded by the senate clerk. In the event that one community service activities were not available during that semester before monies are needed, the organization shall be allowed to request funds with the approval of the President.

## NUMBER OF COPIES PRINTED

Rule 32. The Clerk shall print such number of copies of all Senate Bills and Senate Joint Resolutions as he/she shall deem appropriate.

## MOTIONS

### Must Be Read or Stated Before Debate

Rule 33. When a motion is made, it shall be stated by the Chair or read aloud by the Clerk before being debated.

## WHEN IN POSSESSION OF THE SENATE

Rule 34. When a motion is stated by the Chair or read by the Clerk it shall be deemed to be in possession of the Senate. The motion may be withdrawn by the author at any time before a decision or amendment.

## DECORUM AND DEBATE

### On Speaking

Rule 35. When any member is about to speak in a debate or deliver a matter to the Senate, he/she shall rise from his/her seat and respectfully address him/herself to “Mr. President” or “Madam President”. The member shall refer, as appropriate, to other members as “Lady”, “Gentleman”, or “Senator”. The member shall confine him/herself to the questions under debate and avoid personality and derogatory personal comments. If any member violates the rules of the Senate, the President, or any member, may call him/her to order. Any member called to order shall immediately sit down, unless permitted to explain, and the Senate shall, if appealed to, decide the case.

## MEMBER TO RISE OR SEEK RECOGNITION

Rule 36. The President shall not recognize any member desiring to speak unless such member arises or appropriately seeks recognition at or near his/her desk. When two or more members seek recognition at the same time the President shall name the member who is to speak first, the other members having the preference next to speak.

## MEMBER MAY SPEAK-HOW OFTEN

Rule 37. No member shall speak more than twice on the same question without leave of the Senate, nor more than once until all other members desiring to speak have spoken. Except when reporting a bill or resolution from a committee, no member may speak or inquire for more than five minutes unless by unanimous consent of the Senate.

## NO MEMBER SHALL NAME ANOTHER IN DEBATE

Rule 38. No member shall name another member in debate, but shall refer to the member by district number or organization in which he/she belongs.

## NO PROFANITY

Rule 39. No member may use profanity either while speaking on the floor or in committee.

## MEMBERS NOT TO WALK ACROSS SENATE FLOOR-WHEN

Rule 40. While the President is putting any question or addressing the Senate, no one shall walk out or cross the Senate floor. When a member is speaking or the Journal is being read, no member shall engage in any private conversation; nor while a member is speaking shall any one member shall engage in any private conversation; nor while a member is speaking shall anyone pass between him/her and the President. No member shall walk between two members who are engaged in debate or inquiries in the Chamber of the Senate.

## VOTING

Rule 41. A member may not authorize any other person to cast his/her vote or record his/her presence.

## DRESS CODE

Rule 42. At all times when the Senate is seated, proper attire shall be business casual: which includes no jeans, tennis shoes, sandals, club attire, ball caps, or t-shirts. This rule shall apply to all members and staff on the floor of the Senate.

## DEFINITIONS

Rule 43. The space between the seats of the senators and the seats of the President shall be known as the floor of the Senate and the space beyond those seats either side shall be known as the gallery.

## RULES

Rule 44. Rules *may be rescinded or amended* by a majority vote of Senate at any given time.