

Piedmont College
Student Government Association
Senate By-Laws
2013 - 2014

I. Senate Rules

- A. Duties and Responsibilities of a Senator as Stated in the Constitution
- B. Senate Meetings
- C. Absentee policy
- D. Office Hours
- E. Legislative Procedure
- F. Rules Governing Councils
- G. SGA Mid-Year and Year-end Report

II. Senate Dialogue

- A. Bases of the SGA's Senate Dialogue and the reasoning for Parliamentary Procedure
- B. Framework for Parliamentary Procedure
- C. Senator's Rights
- D. Appropriate Motions
- E. Yielding the Floor
- F. Appropriate times to make a Motion
- G. Notes on Voting

I. Senate Rules- These Senate Rules are presented to the Senate as mandated by the SGA Constitution for the Senate to ratify on the first meeting of the Legislative year to govern the actions of the Senate in conjunction with the SGA Constitution and Senate Dialogue.

A. Duties and Responsibilities of a Senator (as Stated in the Constitution)-

1. All members of SGA are expected to conduct themselves professionally in meetings.
2. Each Senator shall be responsible for all SGA meetings and work calls required by office, Senate, Council, Committee, special or otherwise. In concordance with this, the Executives are obligated to ensure that the time and location of any and every meeting and work call is provided to all Senators.
3. Each Senator shall be responsible for minimum office hours as required by the Senate Rules.
4. Senators shall read each week's legislation or other written materials sent to them in advance.

B. Senate Meeting-

C. Absentee Policy- Three absences are allowed, excused and unexcused, during the legislative year; upon a Senator surpassing three excused or unexcused absences, the Executive Secretary is required to inform the Executive Vice President, who will notify the Senate. The Senate will review the cases according to the procedures set forth in the SGA Constitution.

1. Absence from roll call at the beginning or end of a Senate Meeting will count as half of an absence.

D. Office Hours-

1. All Senators are required to maintain at least one office hour a week in the Student Government Office, Student Center and record it in the office hour binder, unless specified by the Executive Secretary.
2. All Executive Officers are required to work at least five posted office hours per week in the Student Government Office, Student Center. Those hours should be posted on the doors to the Student Government office (President, Vice President, and Secretary/Treasurer).

E. Legislative Procedure- The following are the processes and requirements for a piece of Legislation to be presented to the Senate.

1. Two- Week Waiting-Period- this allows for anyone to submit a piece of legislation to be added to the agenda for a meeting.
 - a. A Bill, Constitutional Amendment and Proclamation must be submitted to an Executive Officer two weeks prior to the meeting of to be added to the Agenda.

b. Legislation not on the agenda may be presented for debate at the discretion of the Speaker. If the Senate feels the legislation has been thoroughly debated the Senate can bring the legislation out of debate for a formal vote. It requires 2/3 of the Senate to bring legislation out of debate. If the Senate fails to bring the legislation out of debate, it will be added to the agenda for the next meeting.

c. The Bill may be authored by anyone connected to the campus of Piedmont College, but must have a Senator as a Sponsor. A Senator may Author and Sponsor a piece of legislation.

d. An Executive will review the Bill or Constitutional Amendment to ensure proper format and grammar. The Executive will make the appropriate changes and will notify the Sponsor of the legislation of any recommended changes.

e. An Executive will assign each piece of Legislation a legislative number, which is as follows:

i. For a Resolution: SR 02-4.2 [Senate Resolution 2002- April(4). 51 Second resolution of the month (2)]

ii. For a Bill: SB 02-4.2[Senate Bill 2002 April (4) Second Bill of the Month (2)]

iii. For a Constitutional Amendment: SA 02-4.2 [Senate Constitutional Amendment 2002 April (4) Second Constitutional Amendment of the Month (2)]

F. Rules governing Councils-

1. Executive Council:

a. Will meet at least once a month as an Executive Council

b. Members are as stated in Constitution

i. Additional Members shall be added by a unanimous vote of the Executive Officers with the concurrence of the student body by means of a constitutional amendment

ii. Those members shall be selected by the Executive Officers

c. Meet once a year with the assigned Executive Officers member as stated in the Constitution as well as once a month according to the following:

i. Chief of Staff shall meet with the Executive President.

ii. Speaker Pro Tempore shall meet with the Executive Vice President.

iii. Assistant Treasurer shall meet with the Executive Treasurer.

d. Shall attend the first Senate meeting of every month and shall report to 307 Senate as requested.

2. Legislative Council

- a. The legislative council will consist of 2 elected representatives from each year class (Freshman, Sophomore, Junior, Senior)
- b. Empty seats in the Legislative Council can be filled via special elections or appointed by the President.
- c. Appointed seats, such as Commuter Representative or Athletic Representative, may be created at the discretion of the Senate.
- d. All appointments to the Senate shall be made by the Executive President of SGA.
- e. All appointments shall be confirmed by the Senate.

G. SGA Mid Year and Year-end Report-

1. All Executives, Positions, Executive Council Members, Committee Chairs, Council Liaisons shall draft Mid Year reports to be given to the Executive Vice President before the last meeting of Fall Semester.
2. An SGA Year-end Report will be compiled from the Senate
3. The SGA Year-end Report must receive reports from the following members of the SGA:
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
 - d. Speaker Pro Tempore
 - e. Assistant Treasurer
 - f. Chief of Staff
 - g. Class and Appointed Senators
 - h. All Committee Chairs
4. Each report must include at least the following information:
 - i. Positions Responsibilities- What are the main responsibilities of the Position?
 - ii. Achievements - What are the biggest accomplishments you achieved in your position?

iii. Issues- What areas is the Executive strong or weak in? What was the biggest problem that prevented the work of the Executive to be carried out if any at all? Any hints for the following Executive?

5. The SGA Year-end Report should be compiled and presented to the SGA Senate on the last Senate meeting of the legislative year. The Vice President is in charge of compiling the SGA Year-end Report.

II. Senate Dialogue- The Speaker of the Senate always has discretion over Parliamentary Procedure.

A. Basis of the SGA's Senate Dialogue and the reasoning for Parliamentary Procedure- The Student Government Association of Piedmont College will conduct its Senate meetings on a variation of Robert's Rules of Order. Parliamentary Procedure is important in order to conduct the business of the SGA because it allows everyone to be heard in an orderly fashion and to make decisions without confusion. Only Senators are allowed to speak on the floor of the Senate with the following exceptions.

1. Any person who has a report or presentation on the Senate agenda.
2. Any person who is speaking during open forum.
3. Any member of SGA who is a non-Senator (i.e. the Advisor or the Executives).

B. Framework for Parliamentary Procedure- The Framework for Parliamentary Business assures that appropriate business is placed at the appropriate times in the meeting agenda.

1. **The Agenda-** (important note- reports are reports not discussion, any discussion comes under new or old business), New Business also has Open Forum Time, which allows Senators, Executives, and Students to address the Senate on any issue they feel is important.

a. **Call to Order-** the Speaker says, "The Meeting will please come to order."

b. **Roll Call-** the Speaker says, "The Secretary will now commence with the roll". This is where then quorum will be noted.

c. **Presentation**

d. **Open Forum-** the Speaker will yield the floor to any persons, within the Senate or not, who wishes to voice their concerns to the Senate

e. **Advisor's Report-** The Speaker yields the floor to the advisor by saying, "The Advisor will now have the floor to present their report to the Senate."

f. **Executive Officer's Reports-** the Speaker yields the floor to the appropriate persons by saying, "The _____ will now have the floor to present their report to the Senate."

g. **Class Reports**- the Speaker yields the floor to the appropriate person by saying, "The President of the _____ Class will now have the floor to present their report to the Senate."

h. **Council Reports**- the Speaker yields the floor to the appropriate person by saying, "The (Liaison of the _____ Council) will now have the floor to present their report to the Senate."

i. **Committee Reports**- the Speaker yields the floor to the appropriate person by saying, "The Chair of the _____ Committee will now have the floor to present their report to the Senate."

j. **Executive Council Report**: the Speaker yields the floor to the appropriate person by saying, "The Chief of Staff will now have the floor to present their report to the Senate."

k. **Old Business**- the Speaker commences old business by saying, "Next item on the Agenda is (Old Business) and we will open the floor for any motions on the matter."

l. **New Business**- the Speaker commences new business by saying, "Next item on the Agenda is (New Business) and the (Sponsor of the Business) , _____, will have the floor to discuss new business."

m. **Open Forum**- the Speaker will yield the floor to any persons, within the Senate or not, who wishes to voice their concerns to the Senate

n. **Announcements**- the Speaker will read announcements and/or yield the floor to any other persons who wish to announce an event to the Student Senate.

o. **Roll Call**- the Speaker says, "The Secretary will now commence with the roll".

p. **Adjournment**- The Speaker will call for a motion after all business finished by saying, "Seeing that all Business has been exhausted, are there any motions on the floor?"

C. **Senator's Rights**- These motions can be called out at any time, even to interrupt a speaker, and Senators rights need no vote. Exceptions are noted with corresponding motion.

1. "Point of Parliamentary Inquiry"- to receive an explanation of the issue being discussed.

2. "Point of Personal Privilege"- to request that a speaker speak louder, or to request and correct a disturbance in the Senate.

3. "Point of Order"-to correct the use of parliamentary procedure by a member of the Senate or to address a belief that incorrect procedure is being used in the conduct of debate. The Speaker of the Senate in consultation with the Speaker Pro Tempore of the Senate will rule on the Point.

4. "Roll-Call Vote"- to request that a vote be conducted by roll call where every Senator will vote yes, no, or abstain on the issue. Exception: can only called out before actual voting begins, once voting begins, this motion can no longer be called.

D. Appropriate Motions- For a motion to be considered the Speaker must recognize it. Every motion, except for Senators Rights and Previous Question, must be seconded. Any motion that provokes objections must be voted on and must pass by a simple majority (50% plus 1) in order to pass.

1. Motions that Affect Speaker

a. "Move to Suspend the Rules" - This allows persons that are not a member of the Senate to speak on whatever issue is before the Senate

b. "Move to Set a Speaking time to..." - This limits the amount of time that a person or persons can speak on an authored or sponsored bill, resolution, amendment, or motion. "Move to extend the Speaking time to..." - This extends speaking time when the previous speaking time was exhausted.

c. "Move to Set the Discussion time to..." - This limits the amount of time that Senators may discuss the bill, resolution, amendment, or motion currently being considered.

d. "Move to Extend the Discussion time to..." This extends the discussion time for Senators speaking on the bill, resolution, amendment, or motion currently being considered.

e. "Move to Limit the Number of Questions asked to..." - This limits the number of questions that can be asked of the person who has the floor.

"Move to add the number of Questions asked to the Speaker to..." - This adds more questions allowed to be asked of the Speaker holding the floor.

Motions that Affect Legislation

f. "Move the proposed Amendment" - This allows for an amendment to read. After the reading, the Speaker will ask if the Amendment is friendly (the sponsor accepts the amendment to be added on to the legislation) or unfriendly (the sponsor does not accept the amendment to be added to the legislation). If it is friendly then it automatically enters into the piece of legislation. If it is unfriendly, it is voted on when voting is carried out on the legislation.

g. "Move to refer the matter to the _____ Committee for a recommendation" - This motion moves the issue to a committee for a recommendation which would be brought back to the Senate at the next meeting.

h. "Voting

i. "Move the Previous Question" - This is a vote to vote. It does not require a second, but does require a $\frac{3}{4}$ majority for passage. If passed, the body will vote on the main motion.

ii. "Move the Question" - This is a direct vote on the main motion. It requires a second. If objected to, the body will return to debate on the main motion. Since Question is assumed, a Senator does not need to be recognized but the chair must recognize the motion.

i. "Move a Roll-Call vote"- This makes each Senator vocalize their vote and be recorded.

j. "Move to Table the issue of..."- This puts the issue off until the next Senate session.

k. "Permission to Withdraw the motion" - A Senator may request that the motion before the Senate may be withdrawn or removed. Unless there is an objection to this motion, the question before the Senate is withdrawn.

l. "Division of the Question" - A Senator may request that the motion currently be considered to be split into several motions. This would occur if the Senator believes that the motion is too lengthy or if it covers too many different areas. This motion requires a second and a majority vote.

2. Motions that Affect the Agenda

a. "Move to Skip"- This motion if passed jumps to the next item on the Agenda, can only be used for Minutes, Reports, or Announcements.

b. "Move to Recess for..."- This calls for a vote to give the Senate a brief break from proceedings.

c. "Move to Adjourn the Meeting"- This calls for a vote on ending the Senate meeting.

d. "Move to read the Minutes from the previous meeting" - This requests the Executive Secretary to read the weekly Senate meeting minutes from the previous meeting.

3. Motions that Affect passed Motions

a. "Appeal from the Decision of the Speaker" - A Senator make an appeal after the Speaker rules. This motion requires a second and is debatable. This motion would be used if a Senator feels the decision of the Speaker is incorrect and forces the Senate to decide on the disagreement by a vote.

b. "Division of the Senate" - A Senator may call for a Division of the Senate in the case where the Senator believes the Speaker ruled incorrectly on the voting. A Division called on a voice vote would then be conducted by raising hands. A Division called on a hand vote would then be conducted by a roll call vote.

E. Yielding the Floor- A Senator may yield the floor in three manners:

1. **Yield to the Chair-** When the Senator is finished speaking and wishes to remove themselves entirely of the floor they state, "I yield the floor to the chair".

2. **Yield to Questions-** When the Senator is finished speaking and accepts questions on his or her statement, they state, "I yield to questions".

3. **Yield to another Senator-** When the Senator is finished speaking and wishes to yield to another person in order to support what they said or answer a question directed at that other person, they state, "I yield my time to Senator (name)".

F. Appropriate times to make a Motion-

1. Whenever the Speaker of the Senate says, "Are there any points or motions on the floor?", is the signal that Senators may make a motion of any kind. The Speaker of the Senate must say this before beginning any of the Agenda items listed in Section B of the Senate Dialogue, except before call to order and roll call.

2. A Senator may invoke his Senators Rights at any time, with the exception of "Roll-Call Vote".

3. Whenever a speaker stops speaking and yields the floor back to the Chair, is a time when motions can be heard.

G. Notes on Voting-

1. A Senator can either vote yes, no, present, or they may abstain from voting. A vote in order to pass a piece of legislation must pass with a simple majority of the Senators present voting "Yes." A Senator may choose to vote "Present," which does not count as a vote, but does count towards Senators present. Even if there are no votes of "No," but more than half of the Senators present vote "Present," the legislation will fail. Senators may also choose to "Abstain" from a vote. Abstentions are a no-vote, and count towards the vote in no way. Abstentions are to be used if a Senator has a direct conflict of interest. For votes that are taken by show of hands, the Speaker has the right to ask for clarification if the Senator does not raise their hand (ask whether the vote is "abstain" or "present"). If the vote is an Abstention, the Advisor has the right to ask, in private, for clarification as to what the conflict of interest was.

2. For all procedural votes (i.e. a vote to move into voting), meaning any vote that is not a vote to pass a piece of legislation, all Senators present must vote and they must vote either "Yes" or "No". The rationale for this comes from the fact that a Senator cannot lack an opinion on a procedural matter. All procedural votes pass with a simple majority.

3. There is no secret balloting because Senators are public officials and students have a right to see their Senator vote by raising of the hand or recorded by roll call vote.

4. Neither the Executives, the Advisor, nor anyone but a Senator may cast a vote on issues brought before the Senate.

5. In the event of a tie, the Vice President has the right to vote as a tie-breaker.

STUDENT GOVERNMENT ASSOCIATION

Park Table Proposal:

The quality of recreational spaces around campus is of great importance to the maintenance and image of Piedmont College. Once space that shows extreme potential is the sand, volley ball court and grass area that surrounds. The grass area surrounding this space is not being used to it's fullest extent.

Large wooden table benches would add a wonderful element to this recreational space. The benches would allow a stable area to host events and encourage student activity. Having these would allow entities to host more successful events and bring larger groups of students together by way of improved facilities. Benches as of now are being offered at a sale price of eight eight dollars from Lowes. This proposal's goal is to acquire two benches for this recreational space. Costs for tools and labor are already being taken care of by the RAs and RD of the Swanson Dormitory. These individuals are also excited to receive new park benches and will have students aid in the construction. Once the benches are assembled, Students or SGA members will move the benches into their desired locations.



Requested Funding: \$176



Executive Update

The Student Government Association is happy to announce that campus beautification will be at the forefront of our agenda for the 2014 fall semester. Piedmont College is located in one of the most beautiful areas in the state of Georgia, and we wish to capitalize on this geographic location and provide students with increased access to outdoor facilities.

The first step will be a continuation of an earlier project on the beach volleyball courts. In 2013 we discussed the possibility of resurfacing the courts with new sand. At the next senate meeting we will be bringing forward a proposal to complete that project and introduce new picnic tables in the surrounding area. The volleyball courts are conveniently located at the center of on-campus housing and directly across the street from the new Student Commons facility.

A second location has been selected for renovation and an announcement will be made when further details are available. Several events will be planned to highlight the newly renovated locations, including a large keystone event designed engage and showcase multiple campus clubs and organizations. If you would like to be involved in this process, please contact your SGA representative or executive.

President Sam Thomas
Vice President Joshua McGowan
Secretary Caroline Harmon