

**PURDUE STUDENT GOVERNMENT**  
**STANDING RULES OF THE STUDENT SENATE**

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## Article I. Oaths and Membership

### Section 1. Oaths of the Student Senate

1. The oaths and affirmations required by the Constitution of the Purdue Student Government, the Bylaws of the Purdue Student Government, and/or Purdue University Regulations shall be taken by each Senator during an open Student Senate meeting, before entering upon their duties. A Senator shall not be permitted to perform any of the duties or responsibilities outlined in the Constitution or Bylaws of the Purdue Student Government, unless they have taken the oath of the Purdue Student Government Student Senate.
2. The oath of the Purdue Student Government Student Senate shall read:

*"I [state your name], / on this [day number] day of [month, year] / swear to abide by and uphold / the Constitution and the Bylaws / of the Purdue Student Government. / I swear to conduct / all legislative business / with the utmost integrity / and with the best interest of Purdue University and its student body / as my main objectives."*
3. The swearing-in of Senators-elect or of Senators-designate, and other questions of privilege, shall always be in order, in accordance with Senate Standing Rules Article I, Section 1, Part 1. The following are exceptions to this rule, during which questions of privilege shall not be in order:
  - a. Roll call;
  - b. The approval of minutes;
  - c. A pending motion to adjourn;
  - d. Or suspension of these Standing Rules.

## Article II. Proper Attire

### Section 1. Proper Attire of the Student Senate Meetings

#### Part A

Proper attire for student senate meetings shall be business formal, as defined below. The President Pro-Tempore shall have the authority to change meeting attire to business casual or casual at their discretion on special occasions including, but not limited to, the first and last days of the session or holidays. Business casual guidelines, as well as inappropriate clothing, are also defined below.

## **Section 2. Definitions**

### **Part A. Business Formal**

Business formal shall be defined as attire that exemplifies professionalism and respectability. Senate clothes should be similar to career fair or job interview clothes.

Business formal may include, but is not limited to, a tucked-in dress shirt with a collar, a tie, a jacket, dress slacks, a dress or skirt, and/or a blouse.

### **Part B. Business Casual**

Business casual shall be defined as attire that is less formal but still exemplifies professionalism and respectability. When in doubt, dress more formally.

Business casual may include, but is not limited to, a tucked-in dress shirt with a collar, dress slacks, an appropriate blouse, and/or appropriately conservative shoes. Jacket and/or tie are optional.

### **Part C. Inappropriate Clothing**

Appropriately conservative shoes exclude athletic shoes, sneakers, open-toed shoes, sandals, and similar shoes.

No articles of clothing that could be considered unbecoming of a Senator (as determined by the President Pro-Tempore) should be worn on the senate floor, even if the President Pro-Tempore has designated the meeting as casual. Clothing should represent a professional, conservative environment.

## **Article III. Order of Business**

### **Section 1. Order of Business**

1. The order of business in the Student Senate shall be as follows:
  - a. Call to Order
  - b. Proxy Reports
  - c. Roll Call
  - d. Introduction of Visitors
  - e. Pledge of Allegiance
  - f. Pledge of Purpose
  - g. Approval of Minutes
  - h. Special Programing
  - i. Cabinet Reports
  - j. Committee Reports
  - k. Advisor Reports
  - l. Informal Discussion
  - m. Old Business
  - n. New Business
  - o. Announcements
  - p. Adjournment
2. The Student Body Vice President, acting as the President of the Senate, and the President Pro-Tempore shall be permitted to add or move items of business prior to the start of the meeting.

## **Article IV. Legislative Procedure and Motions**

### **Section 1. Submission of Legislation**

1. All pieces of legislation to be considered by the Student Senate shall be submitted to the President Pro-Tempore in the form of an email.
2. In order to appear on the agenda for a meeting of the Purdue Student Senate, all pieces of legislation must include:
  - a. The name of a consenting Senate co-sponsor, unless authored by a Senator, and a majority consent of a Purdue Student Senate Standing Committee; or
  - b. The authorship of the President Pro-Tempore.
3. Upon receiving legislation, the President Pro-Tempore shall assign the legislation an ascension number and, unless authored by the Student Body President, Student Body Vice President, or President Pro-Tempore, assign that piece of legislation to a proper Student Senate Standing Committee.
4. Once legislation has been assigned to a committee, it is the responsibility of the Committee Chair to set the committee meeting agenda and to distribute all relevant pieces of legislation to the members of that committee.

5. At the next meeting of the committee, or a meeting within at least one month of assignment by the President Pro-Tempore, members of the committee will vote as to whether a piece of legislation can be heard on the floor of the Student Senate.
  - a. If a piece of legislation receives majority consent of the committee members present, assuming quorum has been met, the Committee Chair shall send the legislation to the President Pro-Tempore to be placed in “New Business” on the next regularly scheduled Student Senate meeting agenda.
  - b. If a piece of legislation fails to receive majority consent of the committee members present, assuming quorum has been met, the Committee Chair shall send the legislation to the President Pro-Tempore and Student Body Secretary to be placed in the official record of the Student Senate, but shall not be included in the agenda of the Student Senate.
  - c. If a piece of legislation fails to receive majority consent of the committee, a petition of twelve or more Student Senators that deem the legislation necessary to be heard by the Student Senate can allow for the legislation to be placed on the agenda for the next Student Senate meeting. This petition must be sent to the President Pro-Tempore and the Student Body Secretary by 11:59 PM on the Wednesday prior to the next regularly scheduled Student Senate meeting. Senators must be notified that legislation has failed in committee during the following Senate meeting with a copy of failed legislation provided electronically with the passed legislation.
  - d. If a piece of legislation has 12 senators as sponsors on the piece of legislation, the piece of legislation goes directly to the floor and bypasses committee oversight.
6. Legislation must be approved by an outlined way above and sent to the President Pro-Tempore by 11:59 PM on the Sunday immediately following a regularly scheduled Senate meeting in order to be placed in “New Business” on the next regularly scheduled Student Senate meeting agenda.
7. Any legislation sent to the President Pro-Tempore after this deadline may be included on the agenda, but shall require:
  - a. Consent of the Student Body Vice President or President Pro-Tempore, and
  - b. A ten-minute recess for Student Senators to review all of the information
8. The President Pro-Tempore shall send out, in the form of an email, all documents for the next Senate meeting by 11:59 PM on the Sunday prior to a regularly scheduled Student Senate meeting.
  - a. The documents shall include, but are not limited to the following: the agenda for the Student Senate meeting, all bills, resolutions, informational material, and any other relevant documents.
  - b. In the case that the material is not sent out before 11:59 PM on the Sunday prior to the regularly scheduled Student Senate meeting, Senators will be allowed a ten-minute recess to review all relevant information and legislation.

## Section 2. Reading of Legislation

1. The first reading of any piece of legislation shall consist of:
  - a. The option of a reading of the entire piece of legislation by the primary author or sponsor;
  - b. The option of a brief presentation by the primary author or sponsor, not to exceed five (5) minutes in duration;
  - c. A vote for the piece of legislation to pass confirmation, or to proceed to the second reading, when needed.
2. A piece of legislation may be referred to a Student Senate committee at any time after its introduction. Upon referral to committee:
  - a. The Chair of the specific committee is responsible for reporting the committee's findings at the next Student Senate meeting.
  - b. The committee may postpone the Chair's report to the Student Senate by a majority vote.
  - c. The committee may table a piece of legislation indefinitely by a majority vote. A two-thirds vote of the Student Senate shall be required to retrieve legislation tabled by committee.
  - d. If the committee is in receipt of a piece of legislation prior to its passage through the first reading, said piece of legislation must return and clear that phase before it may proceed to the second reading.
3. Additional readings of any piece of legislation, following the first reading, shall consist of:
  - a. An announcement of the number, title, authors, and sponsors of the piece of legislation;
  - b. The report of the committee reviewing the legislation, when applicable;
  - c. Unlimited debate;
  - d. A final vote.
4. In addition to standards outlined in the Constitution of the Purdue Student Government, any piece of legislation that appropriates funds, requires action by departments within PSG, or alters the functions or duties of any part of the Purdue Student Government must be in the form of a bill, and shall require at least two readings, following the processes described herein.
5. Unless otherwise noted within the governing documents of the Purdue Student Government or within a specific piece of legislation, all pieces of legislation presented to the Student Senate for consideration shall require only one reading.
6. It shall not be in order to consider any proposed committee amendment, other than a technical, clerical, or conforming amendment, which contains any significant matter not within the jurisdiction of said committee proposing such amendment.

### **Section 3. Amendment Authorship**

1. Any Senator that moves to make an amendment on a piece of legislation will be added as an author of that legislation, if that amendment is present in the final version of the legislation.
2. If an amendment is made to a piece of legislation, the original authors and sponsors may have their names removed from the piece of legislation. The authors and/or sponsors that wish to have their names removed from the legislation must inform the President Pro-Tempore, Student Body Vice President, and Student Body Secretary within 24 hours of the conclusion of the meeting.

## **Article V. Debate**

### **Section 1. Speaking Privileges**

1. Debate Overview
  - a. Debate shall be defined as a discussion on the merits of a pending question-that is, whether the proposal under consideration should, or should not be agreed to.
2. Speaking Time
  - a. When a Senator desires to speak, she or he shall address the chair and shall not proceed until she or he is recognized.
  - b. No Senator shall speak more than 6 times upon any one question in debate during the same Student Senate meeting. Each speaking time shall not exceed two and a half minutes. Posing a direct question without any additional commentary is not counted as a speaking instance. Yielding the floor to others is included as a speaking instance.
  - c. Answers to direct questions, for the purposes of clarification, shall not require speaking time and shall not constitute a speaking instance for the inquiring party.
  - d. The shared allotted speaking time for a single topic shall not exceed 30 minutes but can be extended with a two-thirds vote.
3. Decorum
  - a. No Senator in debate shall, directly or indirectly, by any form of words, impute to another Senator or to other Senators any conduct or motive unworthy or unbecoming of a Senator.
  - b. In the circumstances that a Senator is determined to be imputing or acting unbecoming of her or his position, she or he shall be sent to the Internal Affairs committee for a hearing.
    - i. Internal Affairs will conduct an investigation into the behavior of said Senator and report their findings to Senate, where impeachment will be considered and voted upon.

4. Yielding Time
  - a. Senators may yield their allotted speaking time to any individual present at the meeting. These individuals may include, but are not limited to, fellow Senators, acting proxies, other members of PSG, and members of the public.
  - b. Senators may also yield their speaking time to any available electronic media. Examples of available electronic media include, but are not limited to: audio files, Skype, video files. During this time, Senators have permission to operate the machinery necessary for the transmission of said electronic media.

## **Article VI. Committee Procedure**

### **Section 1. Closed Meetings**

1. All members of the public have a right to be present at committee meetings to present their views.
2. It is up to the discretion of the committee if the deliberation of the meeting will be closed to the public.

### **Section 2. Initiation of Meetings in Absence of Chair**

1. A meeting may be called by agreement of two members of a committee.
2. Meetings summoned by members of a committee must give two days notice of said meeting and must meet quorum.

### **Section 3. Requirement for Frequency of Meetings**

1. Committees are to meet no less than once per month.
2. When assigned a piece of legislation, committees must convene to vote on the legislation within four weeks of the committee chair receiving it.

### **Section 4. Procedure for Removal of Committee Chair**

1. A committee chair may be removed from his/her position if:
  - a. the President Pro-Tempore along with one-half of the respective committee calls for removal; or
  - b. two-thirds of the respective committee calls for removal of the chair
2. The committee chair in question may not be present during discussion or voting of his/her removal.
3. A person who is removed from a chair position may remain on the committee, or be moved to a different committee, at the discretion of the President Pro-Tempore.

## **Section 5. Debate Within Committees**

1. Motions to terminate or limit debate are not allowed in committee meetings.
2. There are no limits to the number of times members of a committee member may speak.

## **Article VII. Suspension and Amendment of these Rules**

### **Section 1. Suspension**

1. These Standing Rules of the Purdue Student Government Student Senate may be suspended by a two-thirds vote of all Senators present and voting. The suspension shall apply only to the immediately pending question.
2. The Standing Rules of the Purdue Student Government Student Senate cannot be suspended for an entire meeting.
3. The Presiding Officer may suspend these Standing Rules of the Purdue Student Government Student Senate during Special Programming, Cabinet Reports, Committee Reports, Advisor Reports, and Informal Discussion, as the Presiding Officer deems it necessary. However, a seconded motion to enforce the Standing Rules of the Purdue Student Government Student Senate shall always be in order during these instances.

### **Section 2. Amendment**

1. Amendments of the Standing Rules of the Purdue Student Government Student Senate shall be introduced to the Student Senate in the form of a bill, which shall require two readings.
2. Each amendment of the Standing Rules of the Purdue Student Government Student Senate must pass by majority vote of the regular membership of the Senate, and shall take effect upon the commencement of the next regularly scheduled meeting.
3. Amendments to these rules do not require the signature of the Student Body President, as they are the prerogative of the independent Student Senate.