



Elon University
Student Government Association
Senate Bylaws 2022-2023

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ARTICLE I: Senate Rules

These Senate Rules are presented to the Senate for ratification at the first business meeting of the Legislative year to govern the actions of the Student Government Association of Elon University in conjunction with the SGA Constitution.

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

- a. Each senator shall be a member of at least one (1) committee.
- b. Each senator shall be responsible for all SGA meetings required by office, Senate, Committee, special, or otherwise. In addition, each senator has the obligation to be informed of the location and time of the meetings.
- c. Senators shall read each week's legislation or other written materials sent to them in advance.
- d. Each senator is required to participate in a minimum of four (4) hours of programming sponsored by a campus cultural identity group, center or organization.
 - i. SICC will be required to regularly update a list of cultural organizations on campus and provide an updated list of acceptable/activities programs and their hour equivalents.
 - ii. Participation and attendance at these events will be tracked by the Parliamentarian.
- e. Each senator is required to participate in a diversity, equity, and inclusivity training.
 - i. This training is under the purview of the Speaker of the Senate to coordinate. It is recommended to host the training during the annual Senate retreat.
 - ii. It is recommended that the training be led by representatives from the Center for Race, Ethnicity, and Diversity Education, Gender and LGBTQIA Center, and/or Center for Leadership.

B. Senate Composition

- a. The Senate shall be composed of two (2) types of Senators: Class Senators and Academic Senators.
 - i. Each class will be made up of one (1) Class President, one (1) Class Treasurer, and five (5) class senators.
 1. The only exception to this will be the First-Year class, which will have six (6) class senators.
 - ii. Different schools will be represented by different amounts of senators based on the school's size.
 1. There will be five (5) College of Arts & Sciences Senators, four (4) Martha and Spencer Love School of Business Senators, three (3) School of Communications Senators, two (2) Dr. Jo Watts

Williams School of Education Senator(s), and one (1) School of Health Sciences Senator.

C. Senate Meetings

- a. The Senate meetings will be held every Thursday at 7:30 PM in Moseley 215, unless otherwise specified by the Speaker of the Senate.
 - i. Meeting Accessibility - All Senate meetings must provide Senators and Elon Community members with a virtual option upon request.
 1. Virtual attendance may be requested if a Senator is unable to attend a business meeting in-person. The request must be approved by the Speaker.
 2. A virtual option must be requested within the time specified by the Speaker in their weekly email.
 3. Senators must have their cameras on for the duration of the meeting, unless otherwise excused by the Speaker.
 4. All voting during an online meeting must be conducted by a roll call vote.
 5. For an online meeting, parliamentary procedure must be followed, and the meeting must be recorded to maintain the legislative record.
 6. Abuse of the virtual meeting option may be referred to the Judiciary for further consideration.
 - ii. Absentee Policy - Three (3) absences are allowed. The Speaker of the Senate shall keep track of absences and should a senator exceed three (3) absences, the Speaker of the Senate shall send a warning email to the senator, and potentially meet with them as well. The Judiciary will review the cases according to the procedures set forth in the Judicial Manual as they surpass five (5) absences.
 1. Excused and unexcused absences are defined in the Judicial Manual.
 2. Absence from roll-call at the beginning or end of a senate meeting will count as half of an absence.
 3. Absence from a class or committee meeting will count as half of an absence if stated by the Class President or Committee Chair.
 - iii. Special Meetings - The Speaker of the Senate is empowered by Article VI, Section B, subsection d, to call any special meetings of the Senate.
 - iv. First Business Meeting of the Term - The first meeting will be conducted by the incoming Student Body President until the Speaker of the Senate is sworn in, wherein the Speaker then assumes responsibility of conducting the meeting.

D. Office Hours

- a. All members of the SGA Administration are required to hold at least five (5) posted office hours per week and five (5) un-posted hours per week in the Student Government Office, Moseley 213. Those hours should be posted on the doors of their SGA office (Student Body President, Vice President of Communications, Vice President of Finance, and Speaker of the Senate).

E. Legislative Procedure

- a. The following are the processes and requirements for a piece of Legislation to be presented to the Senate with the discretion of the Speaker of the Senate.
 - i. Bills, Constitutional Amendments, Proclamations and Resolutions must be submitted to the Speaker of the Senate one (1) week prior to the meeting of which it will be on the Agenda.
 - ii. Legislation may be authored by any student activity paying degree-seeking undergraduate student, but must have a Senator as a sponsor. A Senator may author and sponsor a piece of legislation.
 - iii. The Speaker of the Senate will review the legislation to ensure proper format and grammar. The Speaker of the Senate will make the appropriate changes, will notify the author and the sponsor of the legislation of any recommended changes, and will work with the author and sponsor to revise and otherwise perfect the document before it is presented to the Senate.
 1. Amendments to legislation can still be enacted by the Senate during the presentation of the legislation.
 - iv. The Speaker of the Senate will assign each piece of legislation a legislative number, which is as follows:
 1. For a Resolution: SR 21-4.2 [Senate Resolution 2021- April (4). Second resolution of the month (2)]
 2. For a Bill: SB 21-4.2[Senate Bill 2021 April (4) Second Bill of the Month (2)]
 3. For a Constitutional Amendment: SA 21-4.2 [Senate Constitutional Amendment 2021 April (4) Second Constitutional Format of Legislation- See Template on Format for Legislation.]
 - v. The Speaker must share a piece of legislation with all Senators, and any Elon Community members upon request, 48 hours prior to the business meeting for review.

F. Rules Governings Classes

- a. The Student Body President and Speaker of the Senate have the right to attend any SGA meeting.
 - i. Senior Class:
 1. Will have regular meetings as decided by the Class President.

2. Is responsible for the following:
 - a. Working with Institutional Advancement in selecting the Senior Class gift.
 - b. Assisting with University events as agreed upon by the Class.
 - c. Working with the Provost and the Dean of Cultural and Special Programs in selecting the Senior Class speaker for graduation.
 - d. Collaborating on legislation or planning and hosting events that pertain to the Senior Class.
 - e. Performing other duties as requested by the SGA Administration.
 3. Members are as stated in Article 1, Section B, sub-section a of this document.
- ii. Junior Class:
1. Will have regular meetings as decided by the Class President.
 2. Is responsible for the following:
 - a. Conducting at least one (1) constituent outreach event (i.e. surveys, roundtables, forums, etc.) per semester.
 - b. Assisting with University events as agreed upon by the Class.
 - c. Collaborating on legislation that pertains to the Junior Class.
 - d. Performing other duties as requested by the SGA Administration.
 3. Members are as stated in Article 1, Section B, sub-section a of this document.
- iii. Sophomore Class:
1. Will have regular meetings as decided by the Class President.
 2. Is responsible for the following:
 - a. Conducting at least one (1) constituent out-reach event (i.e. surveys, roundtables, forums, etc.) per semester.
 - b. Assisting with University events as agreed upon by the Class.
 - c. Collaborating on legislation that pertains to the Sophomore Class.
 - d. Performing other duties as requested by the SGA Administration.
 3. Members are as stated in Article 1, Section B, sub-section a of this document.

- iv. First-Year Class:
 1. Will have regular meetings as decided by the Class President.
 2. Is responsible for the following:
 - a. Collaborating on legislation that pertains to the First-Year Class.
 - b. Assisting with University events as agreed upon by the Class
 - c. Performing other duties as requested by the SGA Administration.
 3. Members are as stated in Article 1, Section B, sub-section a of this document.

G. Rules Governing Committees

- a. The Student Body President and Speaker of the Senate have the right to attend any SGA meeting. These meetings are not required to follow the Senate Dialogue.
- b. Committee Structure/Rules:
 - i. The Speaker of the Senate, with assistance from the Speaker Pro Tempore and Parliamentarian, decides on Chairs to then be confirmed by the Senate.
 - ii. All committee meetings are mandatory for every committee member. An absence from a scheduled committee meeting will constitute a half absence for judicial purposes.
 - iii. Each committee will select a Secretary from within their committee, who will be responsible for taking minutes and attendance and submitting them to the Vice President of Communications following each committee meeting.
 - iv. Each committee will meet at least once a month during the spring and fall semesters, in addition to any additional necessary meetings as decided by the Committee Chair.
 - v. Each Committee Chair will meet with the Speaker of the Senate on a regular basis as designated by the Speaker of the Senate.
 - vi. All committees are open to all student activity paying degree-seeking undergraduates, unless otherwise specified.
- c. Committees:
 - i. The Speaker will assign all Senators to at least one committee, in which they will be held to the standards of their committee chair.
 - ii. Academic Relations Committee
 1. Will meet at the discretion of the committee chair.
 2. Responsibilities:
 - a. Meet with the Provost at least once per semester.

- b. Senators will meet with their respective Deans at least once a semester.
 - c. Planning and coordinating events to display opportunities to the student body to help enrich every students' academic experience.
 - d. Writing legislation that pertains to any academic issues.
 - e. Any other responsibilities as stated in the Constitution.
 - 3. The committee shall be composed of all of the Academic Senators and be open to non-Academic Senators.
 - a. Academic Relations Committee members may serve on another committee.
- iii. Elections Committee:
 - 1. Will meet at the discretion of the committee chair
 - 2. Responsibilities:
 - a. Carrying out its business as stated in the Constitution.
 - b. Writing the election candidate application.
 - c. Notifying the student body of elections in cooperation with the Public Relations Committee.
 - d. Holding an informational seminar for aspiring candidates before the election packet due date.
 - e. Holding a campaign launch event after the due date of election packets.
 - f. Setting dates for the election, and due dates of applications.
 - g. Carrying out the elections.
 - h. Setting up PhoenixCONNECT elections.
 - i. Notifying the Student Body, student media, and candidates of the results of the election.
 - j. Collaborating on legislation that pertains to issues in regards to election procedure.
 - k. Performing other duties as requested by the SGA Administration.
 - 3. Members are stated in the Constitution under Article VI, Section D, subsection c. This committee can include no more than four (4) non-Senate members selected at the discretion of the Chair(s).
 - 4. Candidates for the Executive Offices are required to be on campus for their elections.
- iv. One Phoenix Committee:
 - 1. Will meet at the discretion of the committee chair
 - 2. Responsibilities:

- a. Assisting in the planning and execution of all SGA school spirit and programming activities along with all other activities deemed necessary by the Senate or Executive Branch.
 - b. Executing internal events and traditions such as the Dr. Leo Lambert Awards, Administrative Professionals' Day, Trick-or-Treat Moseley, the 9/11 Memorial, the Holiday Party, and Senate Dinner.
 - c. Partnering with the PR Team as needed to promote events.
 - d. Working collaboratively on University changes to help enhance a sense of community and belonging on campus.
3. The Chair must earnestly attempt to delegate responsibilities equally among all of the members of the Homecoming Committee.
- v. Student Inclusive Campus Committee (SICC)
 1. Will meet at the discretion of the committee chair.
 2. Responsibilities:
 - a. Promoting an inclusive campus for students to express their authentic selves.
 - b. Holding meetings and maintaining an active email list with those organizations on campus that promote an inclusive community. Those organizations will include, but will not be limited to, Latinx-Hispanic Union (LHU), Caribbean Students Association (CSA), Black Student Union (BSU), Asian Pacific Students Association (APSA), Spectrum, ALANAM, PanHellenic Council, Interfraternity Council, National Pan-Hellenic Council, Campus Outreach, Elon African Society (EAS), Elon Feminist for Equality Change and Transformation (EFFECT), Elon Muslim Society, New Student Orientation (NSO), National Council of Negro Women (NCNW).
 - c. Help to plan events, speakers, informational tables, etc. to promote inclusivity on Elon's campus.
 - d. Collaborating on legislation that pertains to inclusivity with the goal of making SGA and Elon's campus more inclusive.
 - e. Promoting a more diverse and inclusive body within SGA by working closely with its established internal committees.
 - f. Serving as an advisory committee to the Senate and Student Body President, bringing ideas, conversations, and issues from their meetings to the attention of the Senate to ensure

that the Senate is up- to-date on issues on campus and what can be done to combat these issues.

3. Members will include three to five Senators and representatives from the student groups and campus programs listed above, and additional representatives as deemed necessary by the Co-Chairs.
- vi. Student Outreach Committee:
 1. Will meet at the discretion of the committee chair.
 2. Responsibilities:
 - a. Investigating concerns that are brought to the Senate that affect the student body.
 - b. Polling, surveying, and outreach to the student body to recognize issues concerning the student body.
 - c. Assisting the development of projects, initiatives, and other innovative solutions to issues facing the student body.
 - d. Collaborating with students, campus departments, and other relevant parties when working on issues and implementing initiatives.
 - vii. Ad-Hoc Committees:
 1. Will meet in accordance with the written mission of the Ad-Hoc Committee as presented by the Speaker of the Senate.
 2. Upon completion of the Ad-Hoc Committee, a report and minutes will be submitted to the Speaker of the Senate.
 3. The Speaker of the Senate should be presented with the written statement for an Ad-Hoc Committee.
 4. The Speaker of the Senate should read the written statement aloud during the Speaker's report.
 5. The SGA Administration has the ability to create and oversee an Ad-Hoc Committee with a 3/4 majority vote of the members of the SGA Administration.

H. Rules Governing Administrative Council

- a. Administrative Council:
 - i. The Administrative Council is defined as the assistants of: the Executive Officers and the Speaker of the Senate.
 1. Additional members shall be added by a unanimous vote of the SGA Administration with the concurrence of the Student Body by means of a Constitutional Amendment.
 - ii. Each member shall meet at least once a month according to the following:
 1. The Chief of Staff shall meet with the Student Body President.
 2. The Assistant Comptroller shall meet with the Vice President of Finance.

3. The Assistant Vice President of Communications shall meet with the Vice President of Communication.
4. The Speaker Pro Tempore shall meet with the Speaker of the Senate.

I. SGA Mid-Year and Year-End Reports

- a. An overarching report of the Student Government Association over the past term will be presented to the school at the end of each term.
 - i. Each member of the SGA Administration will contribute to the Report
- b. The SGA Year-End Report will be compiled as mandated in- SB 69-2.0A Bill to Require a Year-End Report, and- SB 98-A Bill to Require an Annual Report from the Senate.
- c. Each report must include at least the following information:
 - i. Executive Offices
 1. Position Responsibilities - What are the main responsibilities of the position?
 2. Achievements - What are the biggest accomplishments you achieved in your position?
 3. 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 tips for the following Executive?
 - ii. Speaker of the Senate
 1. Position Responsibilities - What are the main responsibilities of the position?
 2. Achievements - What are the biggest accomplishments you achieved in your position?
 3. Issues - What areas is the Speaker strong or weak in? What was the biggest problem that prevented the work of the Speaker to be carried out if any at all? Any tips for the following Speaker?
 - iii. Classes
 1. Members - Provide a list of members and their respective duties.
 2. Achievements - What are the biggest accomplishments for the Class?
 3. Issues - What are areas of strengths or weaknesses? What was the biggest problem that prevented the work of the Class to be carried out if any at all? Any tips for the following Class and chair?
 - iv. Committees
 1. Mission - State why the Committee is important and its goals as a part of SGA and Elon University.
 2. Members - Provide a list of members and their respective duties.

3. Chair Responsibilities - What are the main responsibilities of the chair?
 4. Achievements - What are the accomplishments of the Committee?
 5. Issues - What are areas of strength or weakness? What was the biggest problem that prevented the work of the Committee to be carried out if any at all? Any tips for the following Committee and chair?
- v. Administrative Council
1. Position Responsibilities - What are the main responsibilities of the position?
 2. Achievements - What are the biggest accomplishments you achieved in your position?
 3. Issues - What areas is your office strong or weak in? What was the biggest problem that prevented the office from being effective if any at all? Any tips for the following office holder?
- vi. Cabinet
1. Position Responsibilities - What are the main responsibilities of the position?
 2. Achievements - What are the biggest accomplishments you achieved in your position?
 3. Issues - What areas is your office strong or weak in? What was the biggest problem that prevented the office from being effective if any at all? Any tips for the following office holder?
- vii. The SGA Year-End Report should be compiled and presented to the SGA Senate at the last Senate meeting of the legislative year. The Speaker of the Senate is in charge of compiling the SGA Year-End Report.

ARTICLE II: Senate Dialogue

A. Basis of the SGA's Senate Dialogue

- a. The Student Government Association of Elon University will conduct its Senate meetings on a variation of Robert's Rules of Order (Peterson'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.
 - i. Only Senators are allowed to speak on the floor of the Senate with the following exceptions.
 - b. Any person who has a report or presentation on the Senate agenda.
 - c. Any person who is speaking during an open forum.

- d. Any member of SGA who is a non-Senator (i.e. the Advisor or members of SGA Administration).

B. Framework for Parliamentary Procedure

- a. The Framework for parliamentary business assures that appropriate business is placed at the appropriate times in the meeting agenda.

C. The Agenda

- a. (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, SGA Administration, and Students to address the Senate on any issue they feel is important.
 - i. **Call to Order** - the Speaker says, "The Meeting will please come to order."
 - ii. **Roll Call** - the Speaker says, "The Secretary will now commence with the roll." This is where then quorum will be noted.
 - iii. **Open Forum** - the Speaker will yield the floor to any persons not in the Senate who wish to voice their concerns to the Senate. Speakers will have at most five minutes to speak and the time will last no longer than 30 minutes, unless the senate votes by majority to extend the discussion. Senators may speak if directly addressed by constituents who have voiced their concerns at open forum.
 - iv. **Presentations**
 - v. **Announcements** - the Speaker will read announcements and/or yield the floor to any other persons who wish to announce an event to the Senate.
 - vi. **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."
 - vii. **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."
 - viii. **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."
 - ix. **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."
 - x. **Senate Leadership Reports** - the Speaker yields the floor to the appropriate person by asking, in turn, all committee leaders if they would like the floor to present their reports to the Senate, then with their affirmation saying "The _____ will now have the floor to present their report to the Senate."

- xi. **Open Forum** - the Speaker will yield the floor to any Senators who wish to voice their concerns or announcements to the Senate.
- xii. **Roll Call** - the Speaker says, "The Secretary will now commence with the roll."
- xiii. **Adjournment** - The Speaker will call for a motion after all business is finished by saying, "Seeing that all Business has been exhausted, are there any motions on the floor?"

D. Senators' Rights

- a. 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.
 - i. **"Point of Inquiry"**- to receive an explanation of the issue being discussed.
 - ii. **"Point of Personal Privilege"**- to request that a speaker speak louder, or to request and correct a disturbance in the Senate.
 - iii. **"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.
 - iv. **"Point of Information"** - to provide relevant information, clarify, or elaborate on the issue being discussed. This point may only be used by members of the SGA Administration; all points by Senators will be made after being called on by the Speaker of the Senate.
 - v. **"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 be called out before actual voting begins, once voting begins, this motion can no longer be called.
- E. **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.
- a. **Motions that Affect Speakers**
 - i. **"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.
 - ii. **"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.
 - iii. **"Move to extend the Speaking time to..."** - This extends speaking time when the previous speaking time was exhausted.

- iv. **“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.
- v. **“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.
- vi. **“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.
- vii. **“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.

b. Motions that Affect Legislation

- i. **“Move the proposed Amendment”**- This allows for an Amendment to be 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.
- ii. **“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.

c. Voting

- i. **“Move the Previous Question”**-This is a vote to vote. It does require a second, along with a simple hand majority vote. 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.
- iii. **“Move a Roll-Call vote”**- This makes each Senator vocalize their vote and be recorded.
- iv. **“Move to Table the issue of...”**- This puts the issue off until the next Senate session.
- v. **“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.
- vi. **“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.

d. **Motions that Affect the Agenda**

- i. **“Move to Skip”**- This motion, if passed, jumps to the next item on the Agenda, can only be used for Minutes, Reports, or Announcements.
- ii. **“Move to Recess for...”**- This calls for a vote to give the Senate a brief break from proceedings.
- iii. **“Move to Adjourn the Meeting”**- This calls for a vote on ending the Senate meeting.
- iv. **“Move to read the Minutes from the previous meeting”** – This requests the Parliamentarian to read the weekly Senate meeting minutes from the previous meeting.

e. **Motions that Affect passed Motions**

- i. **“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.
- ii. **“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.

f. **Yielding the Floor** - A Senator may yield the floor in three (3) manners:

- i. **Yield to the Chair**- When the Senator is finished speaking and wishes to remove themselves entirely from the floor, they state, “I yield the floor to the chair”.
- ii. **Yield to Questions**- When the Senator is finished speaking and accepts questions on his or her statement, they state, “I yield to questions”.
- iii. **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)”.

g. **Appropriate Times to Make a Motion-**

- i. 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.
- ii. A Senator may invoke his Senators Rights at any time, with the exception of “Roll-Call Vote”.

- iii. Whenever a speaker stops speaking and yields the floor back to the Chair, is a time when motions can be heard.
- h. **Notes on Voting-**
 - i. A Senator can either vote yes, no, or abstain. A vote in order to pass a piece of legislation must pass with a simple majority of the Senators present voting “Yes”. Even if there aren't any “No” votes, but over a half of the Senators present “Abstain” the piece of legislation still fails. An abstention is not necessarily a vote stating no opinion, but rather a vote where a senator has a conflict of interest or a feeling that the piece of legislation has not been thoroughly discussed.
 - ii. 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.
 - iii. All votes on bills, resolutions, amendments to governing documents, and special allocations must be conducted by roll call vote. A public record of these votes must be made available to the Student Body and the university community. Results must be available to all university media outlets.
 - 1. Bylaw amendments must pass with a two-thirds majority vote of the Senate as per Article X, Section C of the Constitution.
 - 2. Constitutional amendments must pass with a two-thirds majority vote of the Senate and are subject to a student body vote as per Article XIII of the Constitution.
 - iv. 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 a roll-call vote.

APPENDIX

A. Senate Position Descriptions

a. Senate Leadership

i. Speaker of the Senate

1. Responsibilities

- a. May call any special meetings of the Senate as deemed necessary by the Senate Leadership.
- b. Appointment Senators to Senate committees, as well as, the nomination of Senators to Committee Chair positions.
- c. Draft the Senate Rules to govern the Senate during the legislative year. The rules shall be submitted to the Senate

for any amendment, and approval by two-thirds majority is required.

- d. Maintain all legislative correspondence, including the notification of legislation that directly affects any individual or organization.
- e. Communicate all appropriate notices to members of the Senate concerning regular and special meetings.

2. Qualifications

- a. Must be a senator elected in the previous election
- b. Must have at least one year of Senate experience.
- c. Elected through internal election in the Senate with a majority vote.

ii. Speaker Pro Tempore

1. Responsibilities

- a. Meet with the Speaker of the Senate and Senate Leadership.
- b. Assume the responsibilities of the Speaker in the absence of the Speaker of the Senate.
- c. Provide general advising and aid to the Speaker of the Senate as needed.
- d. Ensure the Senate adheres to any dress code set in the SGA Bylaws.
- e. Assist the Speaker of the Senate in maintaining proper parliamentary procedure during Senate meetings.

2. Qualifications

- a. Elected internally by the Senate with a simple majority vote.
- b. Familiarity with parliamentary procedure would be preferred.

iii. Parliamentarian

1. Responsibilities

- a. Keep all legislative records.
- b. Carry out clerical work for the Senate, including but not limited to, attendance and roll call voting.

2. Qualifications

- a. Elected internally by the Senate with a simple majority vote.
- b. Familiarity with parliamentary procedure would be preferred.

iv. Academic Relations Committee

1. Responsibilities
 - a. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
 - b. Plan and meet with the Academic Relations Committee as needed or as directed by the Speaker.
 - c. Oversee the planning of:
 - i. A meeting with the Faculty Academic Council Chair at least once per academic year.
 - ii. Events for the student body to help enrich every students' academic experience, including, but not limited to, the Steven House Academic Opportunities Fair.
 - d. Convene the Academic Relations Committee and oversee all members of committee to ensure they are fulfilling their tasks (such as meeting with respective Deans)
 2. Qualifications
 - a. Recommended experience with working in the committee in the past
- v. Elections Chair
1. Responsibilities
 - a. Manage all elections conducted by the SGA.
 - b. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
 - c. Plan and meet with the Elections Committee as needed or as directed by the Speaker.
 - d. Edit the Elections Packet as needed, to be approved by the Senate.
 2. Qualifications
 - a. An Elections Chair must not participate in any elections during the course of their term (either in the fall or the spring). For this reason, Elections Chairs are almost always Seniors.
- vi. One Phoenix Committee Chair
1. Responsibilities
 - a. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
 - b. Plan and meet with the One Phoenix Committee as needed or as directed by the Speaker.
 - c. Responsible for overseeing the planning and execution of school spirit and community building initiatives of the SGA

along with other activities deemed necessary by the Senate Leadership.

- d. Work collaboratively on University changes to help enhance a sense of community and belonging on campus.
- e. Oversee committee's execution of internal events and traditions such as the Dr. Leo Lambert Awards, Administrative Professionals' Day, Trick-or-Treat Moseley, the 9/11 Memorial, the Holiday Party, and Senate Dinner.

2. Qualifications

- a. Recommended experience with working in the committee in the past.

vii. Student Inclusive Campus Committee Chair

1. Responsibilities

- a. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
- b. Plan and meet with the Student Inclusive Campus Committee as needed or as directed by the Speaker.
- c. Work with the committee on the maintenance of an updated document of cultural organization and campus and cultural events occurring across campus.
- d. Facilitate committee's discussion on matters of DEI that are lacking on Elon's campus and ways it can be improved.

2. Qualifications

- a. Recommended experience with working in the committee in the past.
- b. Recommended experience working with cultural organizations, programs, and offices across campus.

viii. Student Outreach Committee Chair

1. Responsibilities

- a. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
- b. Plan and meet with the Student Outreach Committee as needed or as directed by the Speaker.

2. Qualifications

- a. Recommended experience with working in the committee in the past

b. Class Senators

i. Senior Class President

1. Responsibilities

- a. Convene and plan class meetings as frequently as requested by the Speaker of the Senate and Senate Leadership Team
 - b. Working with Institutional Advancement in selecting the Senior Class gift.
 - c. Assisting with University events as agreed upon by the Class.
 - d. Working with the Provost and the Dean of Cultural and Special Programs in selecting the Senior Class speaker for graduation.
 - e. Represent the interests of the students of the senior class in the Senate.
 - f. Sit on a committee within the Senate.
 - g. Attend and promote all Senate meetings and SGA events.
- ii. Junior Class President
- 1. Responsibilities
 - a. Convene and plan class meetings as frequently as requested by the Speaker of the Senate and Senate Leadership Team.
 - b. Assist Religious and Spiritual Life with Lumaries.
 - c. Lead in the planning and hosting of at least one (1) constituent outreach event (i.e. surveys, roundtables, forums, etc.) per semester.
 - d. Assisting with University events as agreed upon by the Class.
 - e. Represent the interests of the students of the junior class in the Senate.
 - f. Sit on a committee within the Senate.
 - g. Attend and promote all Senate meetings and SGA events.
- iii. Sophomore Class President
- 1. Responsibilities
 - a. Convene and plan class meetings as frequently as requested by the Speaker of the Senate and Senate Leadership Team.
 - b. Lead in the planning and hosting of at least one (1) constituent outreach event (i.e. surveys, roundtables, forums, etc.) per semester.
 - c. Assisting with University events as agreed upon by the Class.
 - d. Represent the interests of the students of the sophomore class in the Senate.
 - e. Sit on a committee within the Senate.
 - f. Attend all and promote Senate meetings and SGA events.

- iv. First-Year Class President
 - 1. Responsibilities
 - a. Convene and plan class meetings as frequently as requested by the Speaker of the Senate and Senate Leadership Team.
 - b. Lead in the planning and hosting of at least one (1) constituent outreach event (i.e. surveys, roundtables, forums, etc.) per semester.
 - c. Assisting with University events as agreed upon by the Class.
 - d. Represent the interests of the students of the first-year class in the Senate.
 - e. Sit on a committee within the Senate.
 - f. Attend and promote all Senate meetings and SGA events.
- v. Class Treasurer
 - 1. Responsibilities
 - a. Sit on the Finance Board and attend all Board meetings as communicated by the Vice President of Finance.
 - b. Advise class on the funding process, particularly in the context of planning class events.
 - c. Represent the interests of the students of their class in the Senate.
 - d. Sit on a committee within the Senate.
 - e. Attend and promote all Senate meetings and SGA events.
- vi. Class Senator
 - 1. Responsibilities
 - a. Represent the interests of the students of their class in the Senate.
 - b. Sit on a committee within the Senate.
 - c. Attend and promote all Senate meetings and SGA events.
- c. Academic Senators
 - i. College of Arts & Sciences Senator
 - 1. Responsibilities
 - a. Sit on Academic Relations Committee
 - b. Meet with the Dean of the College of Arts & Sciences at least once a semester.
 - c. Represent the interests of the students of the College of Arts & Sciences in the Senate.
 - d. Attend and promote all Senate meetings and SGA events.
 - ii. Martha and Spencer Love School of Business Senators
 - 1. Responsibilities

- a. Sit on Academic Relations Committee
 - b. Meet with the Dean of the Love School of Business at least once a semester.
 - c. Represent the interests of the students of the Love School of Business in the Senate.
 - d. Attend and promote all Senate meetings and SGA events.
- iii. School of Communications Senator
 - 1. Responsibilities
 - a. Sit on Academic Relations Committee
 - b. Meet with the Dean of the School of Communications at least once a semester.
 - c. Represent the interests of the students of the School of Communications in the Senate.
 - d. Attend and promote all Senate meetings and SGA events.
- iv. Dr. Jo Watts Williams School of Education Senator
 - 1. Responsibilities
 - a. Sit on Academic Relations Committee
 - b. Meet with the Dean of the Dr. Jo Watts Williams School of Education at least once a semester.
 - c. Represent the interests of the students of the Dr. Jo Watts Williams School of Education in the Senate.
 - d. Attend and promote all Senate meetings and SGA events.
- v. School of Health Sciences Senator
 - 1. Responsibilities
 - a. Sit on Academic Relations Committee
 - b. Meet with the Dean of the School of Health Science at least once a semester.
 - c. Represent the interests of the students of the School of Health Science in the Senate.
 - d. Attend and promote all Senate meetings and SGA events.