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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 attending all SGA meetings required by their office. In addition, each senator has the obligation to be aware of the location and time of the meetings.
   c. Each senator shall be responsible for any duties outlined in the SGA Constitution, in the SGA Bylaws, and by their Committee Chair.
   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. The Student Inclusive Campus Committee (SICC) is required to regularly update a list of identity-based organizations and offices 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, the Gender and LGBTQIA Center, the Division of Inclusive Excellence, and/or the Center for Leadership.

B. Senate Composition
   a. The Senate shall be comprised 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. Each school will be represented by a varying amount 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 Senators, and one (1) School of Health Sciences Senator.

C. Senate Meetings
   a. The Senate meetings will be held on Thursdays at 7:30 PM in Moseley 215, unless otherwise specified by the Speaker of the Senate.
      i. Meeting Accessibility
         1. All Senate meetings must provide Senators and Elon Community members with a virtual option upon request.
            a. 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.
            b. A virtual option must be requested within the time specified by the Speaker in their weekly email.
            c. Senators must have their cameras on for the duration of the meeting, unless otherwise excused by the Speaker.
            d. All voting during an online meeting must be conducted by a roll call vote.
            e. For an online meeting, parliamentary procedure must be followed, and the meeting must be recorded to maintain the legislative record.
            f. Abuse of the virtual meeting option may be referred to the Judiciary for further consideration.
      ii. Absentee Policy
         1. Up to 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. If a senator surpasses five (5) absences, the Judiciary will review the cases according to the procedures set forth in the Judicial Manual.
            a. Excused and unexcused absences are defined in the Judicial Manual.
            b. Absence from roll-call at the beginning or end of a senate meeting will count as half of an absence.
            c. Absence from a class senator or committee meeting may count as a half-absence as decided at the discretion stated of the Class President or Committee Chair with the approval of by the Speaker of the Senate.
iii. Special Meetings  
1. The Speaker of the Senate is empowered by Article VI, Section B, subsection d, to call a special meeting of the Senate.

iv. First Business Meeting of the Term  
1. 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. As a member of the SGA Executive Board, the Speaker of the Senate is required to hold at least five (5) posted office hours per week in the SGA Office, Moseley 213; these hours will be posted on the door of the office. The Speaker must also hold five (5) unposted hours per week.

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 at least one (1) week prior to the meeting of which it will be on the Agenda.
      ii. Legislation may be authored by any student who is a activity fee-paying undergraduate student, but must have a Senator as a sponsor. A Senator may author and sponsor a piece of legislation.
      iii. In collaboration with the Speaker Pro Tempore, 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. The Senate Leadership Team must review and approve all legislation before it is presented to the Senate.
         2. Amendments to legislation can 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.

vi. As stipulated in the Finance Bylaws, all legislation which authorizes use of the SGA Reserve Fund must be presented to the Finance Board before being presented to the Senate.
   1. A formal recommendation from the Finance Board will be given and presented by the VP of Finance to the Senate with the proposal of the legislation.

F. Rules Governing 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. Work with University Advancement to collaborate on Senior Class Giving.
            b. Assist with university events as agreed upon by the class.
            c. Work with the staff member(s) designated by the university in selecting the speaker for Commencement.
            d. Collaborate on legislation that pertains to the Senior Class.
            e. Perform other duties as requested by the SGA Executive Board.
         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. Conduct at least one (1) constituent outreach event (i.e. survey, roundtable, forum, etc.) per semester.
            b. Assist with university events as agreed upon by the class.
            c. Collaborate on legislation that pertains to the Junior Class.
            d. Perform other duties as requested by the SGA Executive Board.
         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. Conduct at least one (1) constituent out-reach event (i.e. survey, roundtable, forum, etc.) per semester.

b. Assist with university events as agreed upon by the class.

c. Collaborate on legislation that pertains to the Sophomore Class.

d. Perform other duties as requested by the SGA Executive Board.

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. Conduct at least one (1) constituent out-reach event (i.e. survey, roundtable, forum, etc.) per semester.

   b. Collaborate on legislation that pertains to the First-Year class.

   c. Assist with university events as agreed upon by the Class.

   d. Perform other duties as requested by the SGA Executive Board.

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, selects the Chairs who then must be confirmed by the Senate.

     ii. All committee meetings are mandatory for every committee member. An absence from a scheduled committee meeting may constitute a half absence for judicial purposes, as decided at the discretion of the Committee Chair with the approval of the Speaker of the Senate.

     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(s).
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 fee-paying 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(s).

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 per semester.
   c. Plan and coordinate events to display opportunities to the student body to help enrich every students’ academic experience.
   d. Write legislation that pertains to academic issues.
   e. 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.

4. The responsibilities of the Committee Chair(s) are as follows:
   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. Keep records of all committee proceedings and send these records to the Parliamentarian.
   d. 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.

iii. Elections Committee

1. The committee will meet at the discretion of the committee chair(s).

2. Responsibilities:
a. Carry out its business as stated in the Constitution.
b. Write the election candidate application.
c. Notify the student body of elections in cooperation with the Public Relations Committee.
d. Hold an informational seminar for aspiring candidates before the election packet due date.
e. Hold a campaign launch event after the due date of election packets.
f. Set dates for the election, and due dates of applications.
g. Carry out the elections.
h. Set up PhoenixCONNECT elections.
i. Notify the Student Body, student media, and candidates of the results of the election.
j. Collaborate on legislation that pertains to issues in regards to election procedure.
k. Perform other duties as requested by the SGA Executive Board.

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. The responsibilities of the Committee Chair(s) are as follows:
   a. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
   b. Plan and meet with the Elections Committee as needed or as directed by the Speaker.
   c. Keep records of all committee proceedings and send these records to the Parliamentarian.

iv. One Phoenix Committee
   1. The committee will meet at the discretion of the committee chair(s).
   2. Responsibilities:
      a. Assist 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. Execute and support internal events and traditions such as the, Administrative Professionals’ Day, the 9/11 Memorial, and Senate Dinner.
c. Support external collaborative events and traditions such as tailgating, Trick-or-Treat Moseley, Homecoming, the Holiday Party, and the Dr. Leo Lambert Awards.

d. Partner with the PR Team as needed to promote events.

e. Work in collaboration with university partners on initiatives to help enhance a sense of community and belonging on campus.

3. The responsibilities of the Committee Chair(s) are as follows:
   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. Represent SGA on the Student Homecoming Committee.
   d. Keep records of all committee proceedings and send these records to the Parliamentarian.

v. Student Inclusive Campus Committee (SICC)

1. The committee will meet at the discretion of the committee chair(s).

2. Responsibilities:
   a. Promote an inclusive campus for students to express their authentic selves.
   b. Build and maintain relationships with organizations who represent inclusivity, community, and wellbeing.
   c. Plan and execute events, speakers, tabling, and other informational activities that further a mindset of diversity, equity, and inclusivity on Elon’s campus.
   d. Collaborate on legislation that pertains to inclusivity with the goal of making SGA and Elon’s campus more inclusive.
   e. Promote a more diverse and inclusive body within SGA by working closely with its established internal committees.
   f. Serve as an advisory committee to the Senate and Executive Officers regarding matters of diversity, equity, and inclusivity. Bring ideas, conversations, and issues from committee meetings to the attention of the Senate to ensure that the Senate is informed of issues on campus and what can be done to address these issues.

3. The Student Inclusive Campus Committee is an open committee and as such, non-SGA members may be appointed to the committee at the discretion of the Chair(s).
4. The responsibilities of the Committee Chair(s) are as follows:
   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. Maintain and build relationships internally with committee members and externally with cultural organization.
   d. Keep the Senate informed of events relating to diversity, equity, and inclusion that are taking place on campus.
   e. Keep records of all committee proceedings and send these records to the Parliamentarian.

vi. Student Outreach Committee
   1. The committee will meet at the discretion of the committee chair(s).
   2. Responsibilities:
      a. Investigate concerns that are brought to the Senate that affect the student body.
      b. Plan outreach strategies to the student body to recognize issues concerning the student body.
      c. Assist the development of projects, initiatives, and other innovative solutions to issues facing the student body.
      d. Collaborate with students, campus departments, and other relevant parties when working on issues and implementing initiatives.
      e. Execute at least one outreach event each semester.
   3. The responsibilities of the Committee Chair(s) are as follows:
      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.
      c. Support committee members and ensure the committee is fulfilling all responsibilities listed above.
      d. Keep the Senate informed on the work of the committee and the concerns that have been collected by the committee.
      e. Keep records of all committee proceedings and send these records to the Parliamentarian.

vii. Ad-Hoc Committees
   1. The SGA Executive Board is able to create and oversee an Ad-Hoc Committee with a three-fourths majority vote of the members of
the SGA Executive Board and two-thirds majority vote by the Senate.

2. The Ad-Hoc Committee will meet in accordance with its written mission as presented by the Speaker of the Senate.

3. Upon completion of the Ad-Hoc Committee, a report and minutes will be submitted to the Speaker of the Senate.

4. The Speaker of the Senate should read the written statement aloud during the Speaker’s report.

H. Rules Governing Senate Leadership
   a. Membership
      i. Senate Leadership will be lead by the Speaker of the Senate.
      ii. Senate Leadership will be made up of the Speaker Pro Tempore, Parmilmenatran, and the Committee Chairs, or a designee appointed by the Speaker.
         1. Speaker Pro Tempore
            a. The Speaker Pro Tempore is responsible for assuming the responsibilities of the Speaker in their absence.

   2. Parliamentarian
      a. The Parliamentarian is responsible for keeping all legislative records, including attendance, voting, and meeting minutes.
         i. Additionally, the Parliamentarian is responsible for compiling the minutes from all other Senate meetings, including committee and class meetings.
            1. It is the responsibility for Committee Chairs and Class Presidents to communicate these documents to the Parliamentarian.
         b. In the absence of the Parliamentarian, the Speaker may designate another Senator to fulfill the Parliamentarian’s responsibilities.
      b. As specified in the Constitution, Senate Leadership has the authority to draft the agenda for each Senate meeting and must review any legislation before it is presented to the Senate.
      c. Senate Leadership shall meet at least once every two weeks at a time decided by the Speaker.

I. SGA Mid-Year and Year-End Reports
   a. The SGA Mid-Year Report
      i. The SGA Mid-Year Report shall be compelled by the Speaker of the Senate in collaboration with the Executive Board. This report will recount the work that has been achieved by SGA.
1. The Speaker of the Senate is in charge of reporting on the work of the Legislative Branch.

b. The Year-End Report
   i. The Year-End Report is an overarching report of the Student Government Association over the past term will be presented to the school at the end of each term.
      1. Each member of the SGA Executive Board will contribute to the report.
   ii. 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.
   iii. Each Year-End report must include at least the following information from the Senate:
      1. Speaker of the Senate
         a. Position Responsibilities - What are the main responsibilities of the position?
         b. Achievements - What are the biggest accomplishments you achieved in your position?
         c. Issues - What areas are 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?
      2. Classes
         a. Members - Provide a list of members and their respective duties.
         b. Achievements - What are the biggest accomplishments for the Class?
         c. 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?
      3. Committees
         a. Mission - State why the Committee is important and its goals as a part of SGA and Elon University.
         b. Members - Provide a list of members and their respective duties.
         c. Chair Responsibilities - What are the main responsibilities of the chair?
         d. Achievements - What are the accomplishments of the Committee?
e. 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?

4. 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.

J. Transition

a. All leadership positions are required to create transition documents to be passed on to those who fill their positions following them.
   i. These positions include: Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, all Committee Chairs, and all Class Presidents.

b. These transition documents must include, but is not limited to, the following:
   i. A list of all responsibilities of the position, both those mentioned in governing documents and those additional that may arise during their term.
      1. A list should be provided of all events carried out by each member of the senate leadership.
         a. A timeline should be provided for actions pertaining to the planning of the event(s).
            i. This should also discuss any insights that were gained or advice that could be given following the planning and execution of the event.
            ii. Any advice pertaining to the office that may be helpful for the successor to know.

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 the SGA Executive Board).

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 Executive Officers, 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 Parliamentarian 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?”

b. The order of the agenda may be amended at the discretion of the Speaker of the Senate.

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 Executive Board; 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

1. 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 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 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).
   e. Keep records of all committee proceedings and send these records to the Parliamentarian.

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.
   e. Keep records of all committee proceedings and send these records to the Parliamentarian.

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 planning and execution of internal events and traditions such as the, Administrative Professionals’ Day, the 9/11 Memorial, and Senate Dinner.
   f. Oversee the committee’s support of external collaborative events and traditions such as tailgating, Trick-or-Treat Moseley, Homecoming, the Holiday Party, and the Dr. Leo Lambert Awards.
   g. Sit on the Student Homecoming Committee.
   h. Keep records of all committee proceedings and send these records to the Parliamentarian.

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 diversity, equity, and inclusivity that are lacking on Elon’s campus and ways it can be improved.
   e. Keep records of all committee proceedings and send these records to the Parliamentarian.

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.
   c. Keep records of all committee proceedings and send these records to the Parliamentarian.

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 University Advancement to collaborate on Senior Class Giving.
         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.
         h. Keep records of all class proceedings and send these records to the Parliamentarian.

   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.
h. Keep records of all class proceedings and send these records to the Parliamentarian.

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.
g. Keep records of all class proceedings and send these records to the Parliamentarian.

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.
g. Keep records of all class proceedings and send these records to the Parliamentarian.

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.