



Elon University
Student Government Association
Senate Bylaws
Approved March 7, 2024

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ARTICLE I: Senate Rules

A. Duties and Responsibilities

- a. Each Senator shall be a member of at least one (1) committee except:
 - i. If a Senator is a Class Treasurer, in which case the Finance Board will serve as their 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 Senate Leadership.
- 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. Students Promoting Inclusive Excellence Committee (SPIE) will be required to regularly update a list of identity-based organizations and offices on campus and provide an updated list of acceptable activities or programs and their hour equivalents.
 - ii. Participation and attendance at these events will be tracked by the SPIE chair(s).
- e. Each Senator is required to participate in 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 Positions and Descriptions

- a. Speaker Pro Tempore
 - i. Responsibilities
 1. Meet with the Speaker of the Senate and Senate Leadership.
 2. Assume the responsibilities of the Speaker in the absence of the Speaker of the Senate.
 3. Provide general advising and aid to the Speaker of the Senate as needed.
 4. Ensure the Senate adheres to any dress code set in the SGA Bylaws.
 5. Assist the Speaker of the Senate in maintaining proper parliamentary procedure during Senate meetings.
 - ii. Qualifications
 1. Elected internally by the Senate with a simple majority vote.
 2. Familiarity with parliamentary procedure would be preferred.

- b. Parliamentarian
 - i. Responsibilities
 - 1. Keep all legislative records.
 - 2. Carry out clerical work for the Senate, including but not limited to, attendance and roll call voting.
 - 3. Responsible for compiling the minutes from all other Senate meetings, including committee and class meetings.
 - a. It is the responsibility for Committee Chairs and Class Presidents to communicate these documents to the Parliamentarian.
 - 4. In the absence of the Parliamentarian, the Speaker may designate another Senator to fulfill the Parliamentarian's responsibilities.
 - ii. Qualifications
 - 1. Elected internally by the Senate with a simple majority vote.
 - 2. Familiarity with parliamentary procedure would be preferred.
- c. Academic Relations Committee Chair
 - i. Responsibilities
 - 1. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
 - 2. Plan and meet with the Academic Relations Committee as needed or as directed by the Speaker.
 - 3. Oversee the planning of:
 - a. A meeting with the Faculty Academic Council Chair at least once per academic year.
 - b. Events for the student body to help enrich every students' academic experience, including, but not limited to, the Steven House Academic Opportunities Fair.
 - 4. Convene the Academic Relations Committee and oversee all members of the committee to ensure they are fulfilling their tasks (such as meeting with respective Deans).
 - 5. Keep records of all committee proceedings and send these records to the Parliamentarian.
 - ii. Qualifications
 - 1. Recommended experience with working in the committee in the past
- d. Elections Chair
 - i. Responsibilities
 - 1. Manage all elections conducted by the SGA.
 - 2. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.

3. Plan and meet with the Elections Committee as needed or as directed by the Speaker.
 4. Edit the Elections Packet as needed, to be approved by the Senate.
 5. Keep records of all committee proceedings and send these records to the Parliamentarian.
- ii. Qualifications
1. 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.
- e. One Phoenix Committee Chair
- i. Responsibilities
1. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
 2. Plan and meet with the One Phoenix Committee as needed or as directed by the Speaker.
 3. 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.
 4. Work collaboratively on university changes to help enhance a sense of community and belonging on campus.
 5. Oversee committee's planning and execution of internal events and traditions such as the Administrative Professionals' Day, the 9/11 Memorial, and Senate Dinner.
 6. 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.
 7. Sit on the Student Homecoming Committee.
 8. Keep records of all committee proceedings and send these records to the Parliamentarian.
- ii. Qualifications
1. Recommended experience with working in the committee in the past.
- f. Students Promoting Inclusive Excellence Committee Chair
- i. Responsibilities
1. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
 2. Plan and meet with the Students Promoting Inclusive Excellence as needed or as directed by the Speaker .
 3. Work with the committee on the maintenance of an updated document of cultural organization and campus and cultural events occurring across campus.

4. Facilitate committee's discussion on matters of diversity, equity, and inclusivity that are lacking on Elon's campus and ways it can be improved.
 5. Keep records of all committee proceedings and send these records to the Parliamentarian.
- ii. Qualifications
 1. Recommended experience with working in the committee in the past.
 2. Recommended experience working with cultural organizations, programs, and offices across campus.
- g. Student Outreach Committee Chair
- i. Responsibilities
 1. Sit on the Senate Leadership Team and meet with the Team at the discretion of the Speaker.
 2. Plan and meet with the Student Outreach Committee as needed or as directed by the Speaker.
 3. Work collaboratively with Student Outreach committee members to connect Student Government with the student body.
 4. Keep records of all committee proceedings and send these records to the Parliamentarian.
 - ii. Qualifications
 1. Recommended experience with working in the committee in the past.

C. Class Senators

- i. Class Senators shall be responsible for communicating with their constituents, both in their class and the general student body, and regularly reporting on these sentiments to the Senate as defined in the SGA Bylaws.
 - ii. Class standing will be defined by the SGA Bylaws and can be evaluated by the Elections Committee as needed.
 - iii. 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.
- b. Senior Class President
- i. Responsibilities
 1. Convene and plan class meetings as frequently as requested by the Speaker of the Senate and Senate Leadership Team
 2. Assisting with university events as agreed upon by the Class.
 3. Working with the Provost and/or Vice President of Student Life and the Executive Director of Cultural and Special Programs in selecting the Senior Class speaker for graduation.

4. Represent the interests of the students of the senior class in the Senate.
 5. Sit on a committee within the Senate.
 6. Attend and promote all Senate meetings and SGA events.
 7. Keep records of all class proceedings and send these records to the Parliamentarian.
- c. Junior Class President
- i. Responsibilities
 1. Convene and plan class meetings as frequently as requested by the Speaker of the Senate and Senate Leadership Team.
 2. Assist Religious and Spiritual Life with Luminaries.
 3. Lead in the planning and hosting of at least one (1) constituent outreach event (i.e. surveys, roundtables, forums, etc.) per semester.
 4. Assisting with university events as agreed upon by the Class.
 5. Represent the interests of the students of the junior class in the Senate.
 6. Sit on a committee within the Senate.
 7. Attend and promote all Senate meetings and SGA events.
 8. Keep records of all class proceedings and send these records to the Parliamentarian.
- d. Sophomore Class President
- i. Responsibilities
 1. Convene and plan class meetings as frequently as requested by the Speaker of the Senate and Senate Leadership Team.
 2. Lead in the planning and hosting of at least one (1) constituent outreach event (i.e. surveys, roundtables, forums, etc.) per semester.
 - a. Responsible for planning Mardi Gras with the Office of the President for the Spring.
 3. Assisting with university events as agreed upon by the Class.
 4. Represent the interests of the students of the sophomore class in the Senate.
 5. Sit on a committee within the Senate.
 6. Attend all and promote Senate meetings and SGA events.
 7. Keep records of all class proceedings and send these records to the Parliamentarian.
- e. First-Year Class President
- i. Responsibilities
 1. Convene and plan class meetings as frequently as requested by the Speaker of the Senate and Senate Leadership Team.

2. Lead in the planning and hosting of at least one (1) constituent outreach event (i.e. surveys, roundtables, forums, etc.) per semester.
 3. Assisting with university events as agreed upon by the Class.
 4. Represent the interests of the students of the first-year class in the Senate.
 5. Sit on a committee within the Senate.
 6. Attend and promote all Senate meetings and SGA events.
 7. Keep records of all class proceedings and send these records to the Parliamentarian.
- f. Class Treasurer
- i. Responsibilities
 1. Sit on the Finance Board and attend all Board meetings as communicated by the Vice President of Finance.
 2. Advise class on the funding process, particularly in the context of planning class events.
 3. Represent the interests of the students of their class in the Senate.
 4. Sit on a committee within the Senate.
 5. Attend and promote all Senate meetings and SGA events.
- g. Class Senator
- i. Responsibilities
 1. Represent the interests of the students of their class in the Senate.
 2. Sit on a committee within the Senate.
 3. Attend and promote all Senate meetings and SGA events.

D. Academic Senators

- a. Academic Senators shall be responsible for communicating with their constituents, students within their respective colleges, and regularly reporting on these sentiments and initiative updates to the Senate as defined in the SGA Bylaws.
- b. Each school will be represented by a varying amount of senators based on the school's size.
 - i. 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. College of Arts & Sciences Senator
 - i. Responsibilities
 1. Sit on Academic Relations Committee
 2. Meet with the Dean of the College of Arts & Sciences at least once a semester.
 3. Represent the interests of the students of the College of Arts & Sciences in the Senate.

4. Attend and promote all Senate meetings and SGA events.
- d. Martha and Spencer Love School of Business Senators
 - i. Responsibilities
 1. Sit on Academic Relations Committee
 2. Meet with the Dean of the Love School of Business at least once a semester.
 3. Represent the interests of the students of the Love School of Business in the Senate.
 4. Attend and promote all Senate meetings and SGA events.
- e. School of Communications Senator
 - i. Responsibilities
 1. Sit on Academic Relations Committee
 2. Meet with the Dean of the School of Communications at least once a semester.
 3. Represent the interests of the students of the School of Communications in the Senate.
 4. Attend and promote all Senate meetings and SGA events.
- f. Dr. Jo Watts Williams School of Education Senator
 - i. Responsibilities
 1. Sit on Academic Relations Committee
 2. Meet with the Dean of the Dr. Jo Watts Williams School of Education at least once a semester.
 3. Represent the interests of the students of the Dr. Jo Watts Williams School of Education in the Senate.
 4. Attend and promote all Senate meetings and SGA events.
- g. School of Health Sciences Senator
 - i. Responsibilities
 1. Sit on Academic Relations Committee
 2. Meet with the Dean of the School of Health Science at least once a semester.
 3. Represent the interests of the students of the School of Health Science in the Senate.
 4. Attend and promote all Senate meetings and SGA events.

E. Initiative Senators

- a. Initiative Senators shall be responsible for communicating with their constituents and all students impacted by the initiatives they represent and regularly reporting on these sentiments and initiative updates to the Senate as defined in the SGA Bylaws.
- b. Initiative Senators shall serve on the University committees that correspond to their respective areas.
- c. Initiative Senators shall represent the following six (6) initiatives:

- i. HealthEU
 - 1. Shall work to advocate for the student body on relating and contextualizing all six (6) holistic aspects to wellness and wellbeing based on the HealthEU Brand.
- ii. Inclusive Excellence
 - 1. Shall work to build relationships with all student cultural and identity based organizations.
 - 2. Partnering with the Center for Race, Ethnicity, and Diversity Education, Center for Equity and Inclusive Excellence, Center for Access and Success, Gender and LGBTQIA Center, the Office of Undergraduate Admissions, and any other relevant offices.
- iii. Mentorship
 - 1. Shall work and meet with the Faculty Administrative Fellow on Mentoring & Design to aid and provide student support around the university priority.
- iv. Civic Engagement
 - 1. Shall partner with Elon Volunteers and the Kernodle Center for Civic Life to promote service opportunities available to students for organizations to complete service hours and build strong relationships with these departments.
 - 2. Shall serve as the SGA representative on the Council on Civic Engagement and the Political Engagement Working Group within the Kernodle Center for Civic Life.
- v. Community Outreach
 - 1. Shall be responsible for engaging the campus community and collaborating with Elon Campus Safety and Police and work towards advancing initiatives of community safety.
 - 2. Shall work to build strong relationships with the Town of Elon, City of Burlington, Alamance County, and other surrounding communities.
- vi. Sustainability
 - 1. Shall partner with the Office of Sustainability, Elon Dining, Eco-Reps, and any other relevant group to promote sustainability on Elon University campus.

F. 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. 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 Review Board will review cases according to the procedures set forth in the Review Board Bylaws.

- a. Excused and unexcused absences are defined in the Review Board Bylaws.
 - 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.
- ii. 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.
 - iii. Beginning of the Term
 1. Until the new Speaker of the Senate is sworn in, the incoming Executive President assumes responsibility of conducting business.

G. Legislative Procedure

- a. The following are the processes and requirements for a piece of legislation to be presented to the Senate at the discretion of the Speaker of the Senate.
 - i. Bills, Constitutional Amendments, 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 activity fee-paying undergraduate student, but must have a Senator as a sponsor. A Senator may author and sponsor a piece of legislation.
 - iii. The Speaker Pro Tempore, reviews the legislation to ensure proper format and grammar, in addition to feasibility. They will work with the author and the sponsor of the legislation to recommend changes, and will work with the author and sponsor to revise the document before it is presented to the Speaker of the Senate.
 1. The Senate Leadership Team must review all legislation before it is presented to the Senate.
 2. Amendments to legislation can be enacted by the Senate during the Business Meeting while the legislation is on the floor.
 - 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.

H. Rules Governing Classes

- i. Senior Class
 1. Will have regular meetings as decided by the Class President.
 2. Is responsible for the following:
 - a. Assist with university events as agreed upon by the class.
 - b. Work with the staff member(s) designated by the university in selecting the speaker for Commencement.
 - c. Collaborate on legislation that pertains to the Senior Class.
 - d. Perform other duties as requested by the SGA Executive Board.
- 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 out-reach event (i.e. survey, roundtable, forum, etc.) per semester.
 - b. Conduct at least one (1) activity per year, including Luminaries.
 - c. Assist with university events as agreed upon by the class.
 - d. Collaborate on legislation that pertains to the Junior Class.
 - e. Perform other duties as requested by the SGA Executive Board.
- 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. Conduct at least one (1) activity per year, including Mardi Gras.
 - c. Assist with university events as agreed upon by the class.
 - d. Collaborate on legislation that pertains to the Sophomore Class.
 - e. Perform other duties as requested by the SGA Executive Board.
- 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. Conduct at least one (1) activity per year.
 - c. Collaborate on legislation that pertains to the First-Year class.
 - d. Assist with university events as agreed upon by the Class
 - e. Perform other duties as requested by the SGA Executive Board.

I. Rules & Structure Governing Committees

a. Committee Rules

- i. The Executive President and Speaker of the Senate have the right to attend any SGA meeting. These meetings are not required to follow the Senate Dialogue.
- ii. 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.
- iii. 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.
- iv. Each committee will be responsible for taking minutes and attendance and submitting them to the Speaker of the Senate following each committee meeting.
- v. 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).
- vi. Each Committee Chair will meet with the Speaker of the Senate on a regular basis as designated by the Speaker of the Senate.
- vii. Each Committee Chair will update the Senate on their Committee's work during the Senate Leadership Report portion of Business Meetings.

- viii. All committees are open to all student activity fee-paying undergraduates, unless otherwise specified.
- b. Committee Structures
 - i. Standing Committees
 - 1. There shall be standing committees in the Senate, to which the Speaker of the Senate may appoint chairpersons and designate the number of members of which each committee shall consist.
 - 2. Any standing committee must be listed and structured within these Senate Bylaws, and cannot be dissolved without an amendment to such.
 - 3. The Committee Chairs serve a term coinciding with the legislative year and at the discretion of the Speaker.
 - ii. Ad Hoc Committees
 - 1. Ad Hoc Committees serve as temporary committees to respond to changing issues within SGA and the student body as they arise.
 - 2. Only the Speaker of the Senate shall have the authority to form such a committee and shall require no additional approval to appoint a chair to such a committee.
 - 3. After a period of one (1) calendar year, the Senate by a two-thirds majority vote may deem an Ad Hoc Committee important to the mission and functioning of the SGA to become a standing committee with an amendment to the Bylaws.
 - iii. Academic Relations Committee
 - 1. The Committee shall produce a set of goals for the year to be carried out during the Senate term.
 - 2. The Chair of the Committee shall arrange a meeting with the Provost at least once per semester in accordance with the SGA Bylaws.
 - 3. The Committee shall arrange a meeting with the Faculty Academic Council Chair at least once per academic year.
 - 4. The Committee shall be responsible for planning and coordinating events for the student body to help enrich every student's academic experience, including, but not limited to, the Steven House Academic Opportunities Fair.
 - 5. There will be one representative from each school of Senators on this committee to serve as a point person between the Deans and other respective School Senators.
 - iv. Elections Committee
 - 1. This committee will manage all elections conducted by the SGA.
 - 2. This committee shall edit the Elections Manual as needed, to be approved by the Senate as outlined in Article V of the Constitution.

3. This committee must be chaired by a member of the Senate who is a member of the Senior class and not an electoral candidate.
 4. Members of the committee may be Senators or students not participating in an upcoming election cycle.
- v. One Phoenix Committee
1. This committee shall be responsible for the planning and execution of school spirit and community-building initiatives of the SGA along with other activities deemed necessary by the Senate Leadership.
 2. The committee shall work in collaboration with university partners on initiatives to help enhance a sense of community and belonging on campus.
 3. The Committee shall plan and execute internal and external events and traditions as laid out in the SGA Bylaws.
 - a. These traditions include but are not limited to: 9/11, Homecoming, Elon Day, Administrative Professionals Day.
- vi. Students Promoting Inclusive Excellence Committee (SPIE)
1. This committee will be responsible for promoting an inclusive campus for all students. The committee will work with the student body, Senate, and administration to initiate, develop, and support diversity, equity, and
 2. inclusivity initiatives on campus.
 3. Additional members will include Senators, SGA representatives, and students from identity-centric organizations across campus.
 4. This committee will be responsible for maintaining an updated document of cultural organizations on campus and updating the Senate on cultural events and groups around campus.
- vii. Student Outreach Committee
1. This committee shall work with the university, community, and other student organizations to address the concerns of the student body.
 2. The Committee shall investigate concerns that are brought to the Senate that affect the student body.
 3. The Committee shall be responsible for polling, surveying, and outreach to recognize issues concerning the student body.
 4. The Committee shall be responsible for assisting the development of projects, initiatives, legislation, and other innovative solutions to issues facing the student body.
 5. The Committee shall be responsible for collaborating with students, campus departments, and other relevant parties when working on issues and implementing initiatives.

J. Rules Governing Senate Leadership

- a. Senate Leadership will be led by the Speaker of the Senate.
- b. Senate Leadership will be made up of the Speaker Pro Tempore, Parliamentarian, and the Committee Chairs, or a designee appointed by the Speaker.
- c. As specified in the Constitution, the Speaker of the Senate has the authority to draft the agenda for each Senate meeting and must review any legislation before it is presented to the Senate.
- d. Senate Leadership shall meet at least once every week as determined by the Speaker.

K. Middle and End of Year Reports

a. Middle of the Year Report

- i. This report shall be written by the Executive Board, in which its members will contribute the achievements of their jurisdictions during the term thus far. This report will require a deadline of the last business meeting of the Fall Semester.
 1. The Executive President shall facilitate the creation of this document.
 2. The Speaker of the Senate's jurisdiction shall consist of the Legislative Branch.

b. End of Year Report

- i. The End of Year Report is an overarching report of the Student Government Association over the past term that 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 69-2.0 A 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.

L. Transition Documents

- 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 are 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.
 - ii. 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).
 - b. This should also discuss any insights that were gained or advice that could be given following the planning and execution of the event.

- iii. 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 using a variation of Robert's Rules of Order (Peterson's Rules of Order).
 - 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 not a Senator (i.e. the Advisor or members of the SGA Executive Board).

B. The Agenda

- a. The order of the agenda may be amended at the discretion of the Speaker of the Senate at any point, so long as the Senate is notified.

C. 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.

D. Appropriate Motions - For a motion to be considered, the Speaker must recognize it. Every motion, except for Senators Rights and Previous Question, must be seconded. Any motion that provokes objections must be voted on and must win 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.
 - 1. If the Senate votes to refer a budget request to the Finance Board, the request will go back to the Finance Board for a second and final consideration and vote.
- c. Voting
- i. “Move the Previous Question” - This is a vote to vote. It does require a second, along with a simple hand-raise majority vote. If passed, the body will vote on the main motion.
 - ii. “Motion to 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.
 - 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 may 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.
 - ii. A Senator may invoke their 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.