



SGA Senate 2010-2011

Quick Guide to Rules and Decorum

1. Be polite

- a. Always stand when you have the floor.
- b. Address the Chairperson as "Mr. Chairman," or "Madam Chairwoman"
- c. Address your fellow Senators as such. For example, "Senator Smith"
- d. Follow the dress code (page 5 of the rules guide).

2. Attendance

- a. Senators may miss up to three meetings. If a senator misses any meeting beyond three the senator may be removed from office by majority vote of the Senate.

3. Motions

- a. A detailed guide to these is available on page 19 of the rules guide
- b. **Motion to adjourn** - End the meeting, requires majority of those present
- c. **Motion to Recess** - Take a break for a few minutes (useful in long meetings)
- d. **Motion to Table** - Set something aside until the next meeting
- e. **Motion to Advance the Question** - half time on debate for bills
- f. **Motion to Put Previous Question** - No more debate, no more questions
- g. **To Amend** - Change the item in question
- h. **To suspend the rules** - Items of decorum, technicalities (requires 2/3)
- i. **Withdrawal Motion** - Any motion you make can be withdrawn as long as debate has not begun on it, it has not been adopted, or voting has not begun.
- j. **Challenge the Ruling of the Chair** - Requires two people to stand and make the motion. Requires 2/3 vote to overturn chair ruling. Use this if you think the rules have been ignored or neglected by the chair

4. Questions

- a. Question time is for questions about the bill, what it does, and what it will accomplish.
- b. You may disagree with the author, but you may only ask questions during this time. Save your points for or against the bill for debate.

5. Debate

- a. Anyone can ask for debate.



- b. Bills and most motions are debatable (see page 19 of rules guide).
- c. Debate time is divided equally among proponents and opponents, with proponents going last
- d. Debate is encouraged

6. Voting

- a. All votes on bills, resolutions, and bylaws are recorded (See the rules guide 8.6.g)
- b. Votes on some motions, like amendments, are recorded.
- c. Recorded Votes
 - i. If a vote is taken orally by Senators saying "Aye" first and then "No," then a "recorded vote" can be requested.
 - ii. Two different Senators must request a recorded vote in order to execute it.
 - iii. Recorded votes need only be requested on items that are not recorded by default.
 - iv. Recorded votes go down in the journal and are permanently saved.
 - v. A recorded vote may be requested for any item the Senate decides.
- d. Do not lobby for or against a question (bill, resolution, bylaw, motion, etc.) while the vote is in progress. This should be done during debate.
- e. Senators may change their vote any time before the voting is closed. Senators will be asked if they would like to change their vote.

7. Discipline

- a. Persistent and/or intentional violation of any of these rules may result in dismissal from Senate.