CHAPTER I
Orders of Business and Regulations for the Meetings of the Student Senate

Section 1.

The Executive Vice President shall be responsible for gathering together all items necessary for the conduct of a Senate meeting by a deadline specified by the Executive Vice President including, but not limited to-

(a) An agenda;

(b) Minutes of the previous meeting;

(c) The written reports of the committees to be approved by the Senate;

(d) The written reports of the officers;

Section 2.

The order of business on the agenda for each Senate meeting shall appear as follows-

(a) The order of business on the agenda for each Senate meeting shall appear as follows:
   (i) Call to Order;
   (ii) Roll Call;
   (iii) Approval of the Agenda;
   (iv) Approval of Senate Minutes or State of the Association Minutes;
   (v) Ex-Officio Reports
      1. A representative from each of the Student Program offices;
      2. A representative from each of the campus media;
      3. A representative from the Residence Halls Association;
      4. A representative from the Student Services Fee Advisory Committee;
      5. The Chair of the Associated Students Program Board;
      6. The Executive Cabinet of ASUCR;
      7. Other persons as the Constitution, the ASUCR Bylaws or the Senate, may provide.
   (vi) Public Forum;
   (vii) Committee Reports;
      Committee Reports include, but are not limited to,
      1. Finance Committee
      2. Green Campus Action Plan
      3. Legislative Review Committee
      4. Outreach Committee
   (viii) Reports from Officers and or Senators;
   (ix) New Business;
Section 3.

Call to Order shall be done by the Executive Vice President, President Pro Tempore, or designated officer at the declared time. Quorum shall constitute of a simple majority of the elected Senators, rounded up to the nearest Senator. If quorum is not reached at any point in the meeting, the presiding officer shall continue with all items of business except for minute’s approval, agenda approval, policy items, and action items until quorum is met. When quorum is met, a motion to approve all agenda items previously covered shall be in order.

Section 4.

Roll Call shall be read by the presiding officer or by the secretary.

Section 5.

Approval of the previous minutes shall be amendable and debatable. A majority vote shall be necessary for approval.

Section 6.

The agenda shall contain time limits for each section, which are up to the discretion of the Executive Vice President. Such limits may be changed when approving the agenda, or by a two-thirds vote in favor when the time has expired. To change the order of the agenda during a meeting shall require a two-thirds vote.

Section 7.

Public forum in the order of business shall be a time during the meeting where members of the Associated Students or University community are able to address themselves to the Senate.

(a) This item on the agenda shall not exceed fifteen (15) minutes, excluding the question and answer period, unless Senate agrees on a time extension by two-thirds (2/3) vote of the elected Senators.

(b) Each speaker is allowed three (3) minutes to address the Senate, unless Senate agrees
on a time extension by a two-thirds (2/3) vote of the elected Senators.

Section 8.

Reports—All written reports are to be submitted to the Executive Vice President at least forty-eight (48) hours previous to the meeting for the distribution to the members. The Executive Vice President shall have the authority to grant exceptions. All requests for oral reports shall be submitted to the Executive Vice President at least forty-eight (48) hours previous to the meeting. Any report shall be considered only if properly submitted to the Executive Vice President.

(a) Each report shall be limited to five (5) minutes;

(b) Any policy item or action item arising from the reports will be taken up at the end of the report;

(c) Questions arising from any reports will not be subtracted from the reporter’s time.

Section 10.

Policy Items shall be introduced and regulated as described in Chapter XVI herein.

Section 11.

Action Items shall be introduced and regulated as described in Chapter XVI herein.

Section 12.

The Executive Vice President has discretion to make any vote a secret ballot vote. If this decision is objected to by any voting member of the Senate then there will be a closed ballot vote by the voting members present to decide whether or not to have a secret ballot vote.

Section 9.

All meetings of the Senate, and of all ASUCR committees, shall be governed in their proceedings by such methods as allowed by Article IV Section 7 of the Constitution.