

*The*  
**Legislative**  
**Rules of Order**  
*of the*  
**STUDENT GOVERNMENT**  
**ASSOCIATION SENATE**

Supplemented by *Roberts Rules of Order: Newly Revised*, 12 ed.



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# COMMITTEE RULES OF ORDER

## Rule 1: Standing Committees

The standing committees of the Senate shall be the following:

1. SOLO Funding
2. Academic Affairs
3. Campus Outreach
4. Student Life
5. University Infrastructure

## Rule 2: Committee Service

Every Senator shall serve on at least one (1) standing committee. No Senator aside from the Speaker Pro Tempore shall serve on more than two (2) standing committees.

The Speaker and Speaker Pro Tempore shall serve as non-voting, *ex officio* members of all standing committees.

## Rule 3: Minimum Number of Committee Members

For the purposes of this rule, SOLO Funding shall be considered a special committee consisting of the Treasurer and six (6) Senators.

Each standing committee shall have a membership no less than the total number of Senate seats less the number of Senators serving on SOLO Funding divided by the total number of standing committees, rounded down.

The membership of a special committee shall consist of the members as provided in the motion or order establishing the committee.

## Rule 4: Committee Officers

Each standing or special committee shall elect, from its membership, a Chair and a Secretary at their first meeting or whenever a vacancy arises.

Any committee consisting of seven (7) or more members shall also elect a Vice Chair at the earliest possible meeting.

The duties of each officer are defined in the Constitution. Their key duties are listed below:

**Chair** Preside at meetings, manages the business of the committee, calls special meetings as necessary (subject to Committee Rule 12).

**Vice Chair** Assists the Chair, presides when the Chair is absent or when otherwise required, and becomes Chair in the event of a vacancy.

**Secretary** Prepares committee notes, serves as liaison to the Chief Clerk for routine business, and monitors the amount of time a bill has been considered for the purpose of enforcing time limits.

## Rule 5: Committee Order of Proceedings

The Chair of a committee shall call the committee to order at the time established by its members at or before its first meeting.

If the Chair is absent, the Vice Chair shall convene the meeting and preside until the Chair arrives. If the Chair and Vice Chair are absent, the Secretary will convene the meeting and preside to elect a temporary Chair to serve until the arrival of either the Chair or Vice Chair.

Upon being called to order, the committee shall proceed as follows:

1. Introduction of members (first meeting only)
2. Roll call (Committee Rule 6)
3. Election of officers (if needed)
4. Consideration of bills
5. Planning of events
6. Other such matters
7. Adjournment

## Rule 6: Committee Quorum

A quorum must be present for a committee to conduct business. A quorum at a regularly

scheduled meeting of the committee is one-half of the voting members of the committee, rounded up.

A quorum at a specially called meeting of the committee shall be one-half of the voting members of the committee (rounded up) or five voting members of the committee, whichever is less.

### **Rule 7: Selecting Committees**

Every Senator shall sign up for a standing committee at or before the first Senate meeting in the Fall semester.

Any individual may change their committee by swapping with another individual, provided that individual and the Speaker of the Senate consent. Committee reassignment is limited to once an academic year by the Constitution.

### **Rule 8: Assignment of Bills**

The Chief Clerk shall assign each bill to one (1) standing committee.

If a sponsor believes their bill has been assigned to the wrong committee, they may request reassignment of the bill with the Chief Clerk before the committee has considered the bill.

### **Rule 9: Time Limits, Introductory Remarks, Questions, and Debate**

If present, the sponsor may make introductory remarks not to exceed two minutes.

After the bill has been considered for thirty (30) minutes, including the sponsor's introduction, the Chair will put the question of whether to report the bill. The committee may move to end consideration sooner than thirty (30) minutes having passed through ordering the Previous Question with a two-thirds (2/3rds) vote.

If, by a show of hands, a majority of committee members present and voting are in favor of a bill, the bill shall be reported with a recommendation for approval. If a majority of committee members

vote against the bill, the bill shall be reported with a recommendation for defeat. A tie vote means no recommendation.

The secretary of the committee will take an exact count of the votes on each motion to report the bill.

**Rule 10: Final Actions** A committee may take one of these actions on each bill:

Report the bill:

- a. With a recommendation for passage
- b. With no recommendation
- c. With a recommendation for defeat
- d. Postpone the bill until the next committee meeting except:
  1. If it has been postponed previously, it may not be postponed again unless it lacks an essential component of a bill (Committee Rule 11).
  2. If it is the final scheduled committee meeting of the session, it may be postponed only if it lacks an essential component of a bill.

When reporting a bill, a committee may choose to include the reasoning behind their decision. The Chair shall author the report in line with the decisions taken by the committee.

### **Rule 11: Essential Components of a Bill**

Before reporting a bill, the committee should be sure it contains all of the following essential parts of a bill:

1. **Long title.** The long title must completely and accurately summarize the purpose and scope of the bill.
2. **Short title.** The short title is the formal name by which bills may be cited.
3. **Whereas clauses.** A sufficient number of whereas clauses must be included to provide an unacquainted individual with pertinent background information and reasoning for the bill being proposed.

4. **Enacting clause** “Be it enacted (or resolved) by the Senate of the Tennessee Technological University Student Government Association.”
5. **Substance of the Bill** The bill shall be organized into sections (ex. Section 1, Section 2, etc.), subsections, and clauses. These can be nested (or ‘tabbed over’) under other sections, subsections, or clauses.
6. **Effective date** (Acts only, not resolutions). The Effective date shall be contained in the concluding section and shall read: “This bill shall take effect on [date]” or “This bill shall take effect immediately, the welfare of the students requiring it.”
7. **Senate sponsor(s)** The first-listed sponsor is the Prime Sponsor and will introduce the bill in the Senate.

If the bill does not have any of these seven (7) items, it should be corrected or postponed. It may not be reported to the floor if any of these essential parts are missing.

#### **Rule 12: Committee Backlogs**

If a committee develops a backlog, the Chair, in consultation with the other officers, may call a special meeting of the committee at a time when no other SGA activities are scheduled. Special meetings should be scheduled as far in advance as possible and shall be announced to the Senate.

#### **Rule 13: Sponsors' Responsibility to Follow Bills**

It is the responsibility of the sponsor to know which committee is considering their bill and to be at the committee hearing. The sponsor may be excused from their assigned committee to attend the hearing of the committee in which their bill has been assigned.

A sponsor does not have to be present for the bill to be considered by the committee. The

committee should make an effort, however, to consider first the bills whose sponsors are present and to wait as long as reasonably possible for absent sponsors to arrive. The committee is not obliged to summon the sponsor(s) of the bill.

#### **Rule 14: Legislative Council**

The Legislative Council is considered neither a special nor standing committee for the purposes of these rules therein. As provided by the Constitution, the Legislative Council shall consist of the Speaker, Speaker Pro Tempore, and all standing committee Chairs.

The Speaker shall call all meetings, preside, and determine all committee orders of business for the Legislative Council. The Speaker Pro Tempore shall serve as Vice Chair. The Speaker shall designate a member of the Legislative Council to serve as Secretary.

# SENATE RULES OF ORDER

The Tennessee Technological University SGA Senate Rules of Order are a blend of Robert's Rules of Order, the Rules of Order for the two houses of the Tennessee General Assembly, and the Rules of Order for the United States Senate. Much of the text of this document is based on the aforementioned documents. Anyone skilled with these Rules of Order would be comfortable with the proceedings of Congress or any other legislative body.

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## Rule 1: Speaker to Preside

The Speaker will convene and preside over the Senate at the time established by the Official Schedule and at such other times as the Senate may establish by adopting a motion to recess.

In the absence of the Speaker, the Speaker Pro Tempore shall convene the Senate at the designated time and proceed with the regular order of business.

In the absence of the Speaker and the Speaker Pro Tempore, the Chief Clerk shall preside until a temporary Presiding Officer is elected by a majority of members present, provided that a quorum is present.

## Rule 2: Orders of the Day

The Official Schedule of the Senate shall designate discrete legislative days. Upon being called to order by the Presiding Officer, each legislative day shall disregard the incomplete portion of any previous calendar and proceed as follows:

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Reading and Approval of Previous Minutes
5. Reading of the Agenda
6. Guest Speakers
7. Public Comment

8. S.O.L.O. Applications
9. Reading of Reports
  - a) Standing Committees
  - b) Special Committees
  - c) University Committee
  - d) Executive Cabinet
  - e) Executive Council
10. Unfinished Business and General Orders
11. New Business
  - a) Confirmations
  - b) Information Items and Notices
  - c) Bills
    1. Recommended for Approval
    2. No Recommendation
    3. Recommended for Disapproval
  - d) Other Such Matters
12. Announcements
13. Adjournment

In between the consideration of any item of business, the Orders of the Day may be amended by a two-thirds (2/3rds) majority of the Senate.

All other such matters need to be proposed to the Speaker of the Senate at least three (3) business days in advance of the meeting at which it is to be considered.

## Rule 3: Rank of Motions

Motions rank in the following order, from highest to lowest:

1. Adjourn
2. Recess
3. Lay on the table
4. Previous question (close debate)
5. Postpone to a certain time
6. Extend or limit debate
7. Refer to committee
8. Amend an amendment
9. Amend
10. Postpone indefinitely
11. Adopt (main motion)

A motion is in order when it outranks all other pending motions.

*For example, if a motion to Refer to Committee is pending, a motion to Adjourn shall be in order. On the other hand, if a motion to Adjourn is pending, a motion to Refer to Committee shall not be in order.*

## Privileged Motions

### **Rule 4: Adjourn**

A motion to Adjourn is always in order. It is not debatable and shall be voted on immediately. It requires a simple majority to pass.

A motion to adjourn should include a specific time to reconvene. If a motion to adjourn does not include a time to reconvene, the Senate shall reconvene at the next scheduled meeting.

The legislative day ends upon the adoption of the motion to adjourn.

*“Mr./Madam Speaker, I move to adjourn until 6:00 P.M. today.”*

### **Rule 5: Recess**

A motion to recess should be expressed in terms of recessing for a specified length of time (e.g., recess one hour for lunch), until a specific time (e.g., 8 p.m.), or at the call of the presiding officer. A motion to recess is not debatable and takes a simple majority for passage.

*“Mr./Madam Speaker, I move to recess for 10 minutes.”*

## Subsidiary Motions

### **Rule 6: Lay on the Table**

The motion to Lay on the Table is used to temporarily stop considering a motion so that a more urgent motion or issue may be dealt with. The motion to Lay on the Table may apply to any motion ranked below it.

The cause for needing to Lay on the Table shall be stated when the motion is made.

All debate ceases when the motion is made and seconded, except that the proponent of the lowest-ranking motion that might be tabled is allowed closing remarks.

The motion to Lay on the Table passes with a simple majority, and the motion to Lift from the Table requires a simple majority (Rule 21).

It is improper and out of order to dispose of a bill or motion by laying it on the table; the only proper motion to dispose of a bill or motion without a vote on the motion itself is to Postpone Indefinitely (Rule 13).

*“Mr./Madam Speaker, I move to lay [motion] on the table.”*

### **Rule 7: Previous Question**

Previous Question is a motion to end debate. It requires a second, is not debatable and requires a two-thirds (2/3rds) majority to pass. As soon as this motion is made and seconded, the presiding officer puts the motion to a vote. If the motion fails, debate resumes as before.

The previous question may be moved on any motion that ranks below it. However, if more than one motion is pending, the person moving the previous question must specify to which motion the previous question applies.

For instance, if a motion is pending to amend a bill, the previous question may be moved on the motion to amend or on the motion to adopt the bill.

If the previous question applies to the motion to adopt the bill, it implicitly includes closing debate on the motion to amend. If the previous question is adopted, the body will first vote on the amendment and then, without further debate, on the motion to adopt the bill.

If the motion for the previous question applies only to the amendment and is adopted, the



Senate will proceed to vote on the amendment and continue debating the bill.

*“Mr./Madam Speaker, I call for the previous question.”*

### **Rule 8: Postpone to a Certain Time**

This delays consideration of a bill for a specified period of time (as opposed to tabling, which postpones until a motion to lift from the table is adopted). The motion to postpone is debatable and requires a simple majority for adoption. A motion to amend is in order.

The motion to postpone may be expressed as a specific time (e.g., 3 p.m.), as relative time (e.g., immediately after lunch), or as a specific meeting (e.g., the beginning of the next scheduled meeting).

If a bill is postponed to a certain time, it automatically becomes the next bill considered after the time set in the motion to postpone.

*“Mr./Madam Speaker, I move to postpone Bill [number] until [time].”*

### **Rule 9: Extend or Limit Debate**

This motion can be used to impose or change the limits for time on debate. The motion to extend (or limit) debate is not debatable and requires a two-thirds (2/3rds) majority for adoption.

The motion may extend (or limit) the number of speeches each member can make, the time for each speech, total time for consideration, or the time to consider subsidiary motions. The motion may apply to just the pending motion or all motions for the rest of the legislative day.

*“Mr./Madam Speaker, I move to extend the time for speeches to 15 minutes per speech.”*

### **Rule 10: Refer to a Committee**

All bills are referred to a relevant Senate Standing Committee by the Chief Clerk upon introduction and are to be considered by the committee before being reported to the floor.

The Senate may vote to send the bill back to committee for further consideration or for modifications in the bill as directed by the Senate.

A motion to refer to committee must specify the Standing Committee to which the bill is being referred. The motion to refer to committee is debatable, may be amended, and requires a simple majority for passage.

In lieu of referring a bill to a standing committee, a motion may create a special committee, the membership of which will be appointed by the Speaker of the Senate.

*“Mr./Madam Speaker, I move to refer Bill [number] to the [committee name] Committee.”*

### **Rule 11: Amend an Amendment**

Also known as an amendment to the second degree. After an amendment has been proposed (Rule 12), an amendment to the first amendment may be proposed. The second-degree amendment is considered before the main amendment.

An amendment to the second degree is debatable and requires a simple majority for adoption. An amendment beyond the second degree (e.g., an amendment to the third degree) is out of order.

Rules for amendments (Rule 12), also apply to amendments to the second degree.

*“Mr./Madam Speaker, I move to adopt Amendment [number] to Amendment [number].”*

### **Rule 12: Amendments**

An amendment is a method to change part(s) of a motion to eliminate flaws, ambiguities, or to otherwise modify the motion.

The motion to amend is debatable, may be amended further (Rule 11) and requires a simple majority for adoption.

The Senate shall not follow a practice of “friendly amendments.”

Amendments to bills are to be submitted in writing on a form available from the Chief Clerk or committee secretary.

When a Senator submits an amendment to the Chief Clerk or committee secretary for the pending bill, the Chief Clerk or committee secretary shall assign it an amendment number, notify the Presiding Officer, and the Presiding Officer shall recognize the sponsor as soon as possible.

The Presiding Officer shall ask the Chief Clerk or committee secretary to read the amendment. If the amendment is seconded, the sponsor will be allowed introductory remarks on the amendment. Amendments are only debatable if the motion they are amending is debatable.

An amendment may take one of three (3) forms:

1. **To Strike Out...** Be specific about the part of the bill to be deleted.

*Strike out Section 3 and renumber subsequent sections accordingly.*

2. **To Strike Out and Insert...** A combination of the above.

*In Section 5, delete “5,000” and insert in lieu thereof “10,000”.*

3. **To Insert...** Give the specific wording to be inserted and the specific location of where it is to be inserted.

*In Section 3, insert “or community college” after the word “university”.*

Laying an amendment on the table has the effect of defeating it unless the same body votes to lift the amendment from the table before the President has acted on the bill.

Amendments that are not germane to the motion being amended are out of order.

*“Mr./Madam Speaker, I move to adopt Amendment [amendment number] to Bill [bill number].”*

### **Rule 13: Postpone Indefinitely**

This causes a main motion to face a preliminary test of support. It is debatable, may not be amended, and requires a simple majority for passage. If the motion is adopted, consideration of the bill ceases and the Senate proceeds to consider the next item of business.

The only way the Senate can return to consider the bill is to reconsider the motion to postpone indefinitely. (Rule 22).

### **Rule 14: Main Motion**

This is primarily the motion to adopt a bill as presented to the Senate by the sponsor.

It is subject to all of the motions listed above, is debatable, and requires a simple majority to pass, unless otherwise stated in the text of this document or in the SGA Constitution.

*“Mr./Madam Speaker, I move that this Senate adopt Bill [bill number].”*

## **Incidental Motions**

Incidental motions concern matters that need to be brought before the Senate immediately.

Incidental motions must pertain to the business before the Senate. They have no rank among themselves and outrank all other motions. Only one incidental motion of each type may be pending at a time.

### **Rule 15: Point of Order**

If a Senator believes the rules of order are being breached, they shall make a Point of Order, asking the Presiding Officer to rule on the issue. If the Presiding Officer does not understand the

Point of Order, they may ask the Senator to explain the point.

If the Presiding Officer agrees with the Point of Order, they will rule that the point “is well taken.” Conversely, they will rule that the point “is not well taken.”

This motion does not require a second or a vote.

Point of Order can interrupt when someone else is speaking and is the only motion that does not require recognition from the Presiding Officer.

*“Point of Order!”*

#### **Rule 16: Appeal the Ruling of the Chair**

After the Presiding Officer has ruled on an issue such as a Point of Order, the Senate may review their decision.

*For example, if the Presiding Officer rules that a motion is out of order, a Senator who believes the motion is in order may appeal the Speaker’s ruling. If the appeal is seconded, the Senate decides whether to uphold or overrule the Presiding Officer’s decision.*

An appeal is subject to the general rules of debate, and the Presiding Officer may explain their decision. The Presiding Officer does not have to relinquish the chair during the discussion. A simple majority can overrule the Presiding Officer’s decision.

The Parliamentarian may be consulted by the Presiding Officer and may address the floor on the issue of a breach of parliamentary procedure when dire.

*“Mr./Madam Speaker, I appeal the ruling of the chair.”*

#### **Rule 17: Suspend the Rules**

When the Senate desires to consider a matter or do something that would violate these rules or to establish a special rule for itself, it may suspend the rules.

A motion to suspend the rules requires a second, is debatable, and requires a two-thirds (2/3rds) majority for passage.

A motion to suspend the rules must include the purpose for suspending the rules. Once that purpose has been accomplished, the rules are automatically reinstated. No motion or action is necessary to reinstate a rule that has been suspended.

A suspension of the rules applies only to actions pursuing the stated purpose for suspending the rules.

A standing committee may suspend the rules only as they affect the rules of debate or the order in which the committee considers legislation.

*“Mr./Madam Speaker, I move to suspend Rule [number] for the purpose of [purpose].”*

#### **Rule 18: Division of the House**

Immediately after a method of voting that does not provide a definite volume of ayes and noes (voice vote, show of hands), any member may request the yeas and nays if there is reasonable doubt about the result.

Any Senator requesting the ayes and noes should state it aloud after the Presiding Officer announces the outcome of the motion.

*“Division!”*

## Requests and Inquiries

Requests and Inquiries require no motion, second, or vote and are the prerogative of any Senator. They are proper at any time, but they may not interrupt another speaker unless a period of voting is about to begin. All Requests and Inquiries are non-amendable.

#### **Rule 19: Parliamentary Inquiry**

A Parliamentary Inquiry is any request for information about the present parliamentary situation, current suspensions of the rules, or for the Parliamentarian's opinion on a matter concerning the Rules of Order.

This is not a request for a ruling.

*“Mr./Madam Speaker, I rise to a parliamentary inquiry.”*

### **Rule 20: Request for Information**

A Request for Information is any request for facts affecting the business at hand directed at the Presiding Officer or, when in committee, a committee chair. The Presiding Officer or committee chair may request that a knowledgeable Senator or other Officer answer the request. A request for information is only to be used for receiving pertinent information that may affect how Senators will vote on a motion. It is not to be used to avoid one's speech from having to conform to the rules of debate.

*“Mr./Madam Speaker, I have a request for information.”*

## Miscellaneous Motions

### **Rule 21: Lift from the Table**

After a motion has been tabled, a motion to lift it from the table can bring the question back before the Senate. A motion to Lift from the Table requires a second, is not debatable, is not amendable, and requires a simple majority for adoption.

A motion on the table may only be lifted if it was made on the pending motion. If the motion on the table was not made on the pending motion, then the motion it was made on must be brought back before the Senate by a motion to reconsider or other appropriate motions.

*For example, if an amendment is tabled and the bill is defeated: to revive the amendment, the Senate*

*must first pass a motion to reconsider the bill, and then vote to lift the amendment from the table. In the same circumstances, if the amendment was tabled but the bill is still pending on the floor, the motion to reconsider would be unnecessary.*

If a main motion is tabled, a motion to lift it from the table is in order when no other main motion is pending.

*“Mr./Madam Speaker, I move to lift from the table [motion to be lifted].”*

### **Rule 22: Reconsideration**

Reconsideration is a motion to bring back before the Senate or committee a question that was previously decided.

Reconsideration requires a second, is debatable, and requires a simple majority for adoption.

A motion to reconsider must be proposed by someone who voted with the prevailing side. For instance, if a motion is defeated, only someone who voted against it may move to reconsider it.

A motion to reconsider may be made only during the same or next legislative day the vote was taken. A motion to reconsider is out of order if the motion has already been acted upon.

The rank of a motion to reconsider is the same as the rank of the motion to which it is applied.

*For example, a motion to reconsider an amendment is in order in the same circumstances as a motion to adopt an amendment.*

A motion to reconsider is in order only when no other motion is pending. If the bill has already been disposed of, it is first necessary to reconsider the bill, then the amendment. If the bill is still before the Senate, it is necessary to only reconsider the amendment.

*“Mr./Madam Speaker, having voted with the prevailing side, I move to reconsider our action in regard to [motion to be reconsidered].”*

**Rule 23: Reconsideration of a Vetoed Bill**

If the President returns a bill to the Senate after vetoing it, any sponsor may move that it be passed notwithstanding the objection of the President. This motion shall be considered adopted upon being seconded. After adopting a motion to reconsider the vetoed bill, the Presiding Officer shall put the question "Shall this Senate override the President's Veto?" to the Senate.

The sponsor will notify the Chief Clerk in writing of their intention to make such a motion at least two hours before the meeting at which the motion shall be made and said notice shall be read in open session at the beginning of the meeting during which the motion is to be considered following the calling of the roll.

The motion to override a veto is debatable. The motion may not be amended but is otherwise subject to all other subsidiary and incidental motions. The motion requires a two-thirds (2/3rds) majority to adopt as required by the Constitution.

Having once failed, the motion to override a veto may not be put to the Senate again except by adopting a motion to reconsider (Rule 22).

*"Mr./Madam Speaker, I move that the Senate pass Bill \_\_\_, notwithstanding the objection of the President."*

## Miscellaneous Rules

**Rule 24: Debate**

Only Senators may participate in debate on a bill unless a waiver is granted by a majority of the Senate.

All debate should always be directed through the Presiding Officer.

The Presiding Officer shall, where possible, recognize members wishing to make motions first. The Presiding Officer shall recognize members who have not spoken before members

who have spoken on the same question. The Presiding Officer shall, to the best of their ability, alternate recognition between those against and those in favor of the question.

Any member granted the floor shall rise and state why they seek recognition. Sitting down shall be considered to yield a members balance of time. The Speaker may grant exceptions to the standing requirement at their discretion.

Those wishing to make a speech on the floor of the Senate shall first ask the Speaker "Mister/Madam Speaker, may I address the floor?" to which the Presiding Officer shall respond "You may."

Those wishing to ask questions of the Sponsor shall first ask "Does the Sponsor yield to a series of possible questions?" to which the Presiding Officer shall reply "The Sponsor does so yield." The Sponsor's responses to the member's questions shall come out of the questioner's time.

**Rule 25: Amend the Rules**

To amend the rules herein, a motion in writing amending the Standing Rules of the Senate must be adopted by a majority of the Senate.

**Rule 26: Citations Not Binding**

Citations in these Rules of Order to the Constitution or to other rules within these Rules of Order are for the convenience of the user. Errors in citations are inconsequential.

**Rule 27: Majority Vote**

A majority of those present shall decide any question unless a different majority is specified by the SGA Constitution, the SGA Policies Manual, or these Rules of Order.

**Rule 28: Voting**

In putting a question, the Presiding Officer will specify the method of voting. Each Senator shall vote from their desk in the manner prescribed by the Presiding Officer. The Presiding Officer shall

make clear the question being decided and give everyone a reasonable opportunity to vote.

When considering final action on a bill, the Presiding Officer shall choose a voting method that records the vote of each Senator.

**Rule 29: Voting by Proxy**

Voting by proxy is prohibited in all situations.

**Rule 30: Voting by the Presiding Officer**

The Presiding Officer shall only vote on a motion to break a tie.

**Rule 31: Time Limits for Introductory and Closing Remarks**

The Prime Sponsor of the bill will be recognized by the Presiding Officer for introductory remarks not to exceed five minutes and for closing remarks not to exceed two minutes.

**Rule 32: Default Time Limits**

The consideration of any main motion and any subsidiary motions rising from it may last no longer than one (1) hour unless a motion to Extend or Limit Debate (Rule 9) is made and adopted.

**Rule 33: Responses by the Sponsor**

The Prime Sponsor will have the option to respond to any debate, and the Presiding Officer will give them the opportunity to be recognized after every address of the floor.

**Rule 34: Quorum**

A quorum is required to conduct any business except to adjourn, fix the time at which to adjourn, recess, or other measures to obtain a quorum (for example, a *Call of the House*).

A quorum is defined by the SGA Constitution as having two-thirds of the voting membership of the Senate present.

Upon recognition by the Presiding Officer, a Senator may question the presence of a quorum. If the quorum is questioned, the Presiding Officer will direct the Secretary to ascertain

whether a quorum is present. If so, the body shall proceed with its business. If not, business stops until a quorum is present.

The Presiding Officer may take actions to ensure the maintenance of a quorum and may direct the Sergeant-at-Arms to summon absent members.

**Rule 35: Dilatory Motions**

The Presiding Officer may declare a motion as dilatory and refuse to put it to a vote. Such a decision may be appealed to the members present. However, if the presiding officer has consistently won such appeals, they may rule further appeals out of order.

**Rule 36: Omnibus Bills**

Bills that embrace more than one subject are prohibited. A bill that might embrace more than one subject or be broader than its title may be referred to a standing committee or special committee to review the issue and make a report.

*“I move to refer Bill \_\_\_ to \_\_\_ committee to consider whether it violates Rule 35.”*

**Rule 37: Two-Thirds Majority**

The following motions require a two-thirds majority for adoption. A motion requiring a two-thirds majority is adopted if the ‘aye’ votes are twice or more as many as the ‘no’ votes.

- a. Previous Question
- b. Extend or Limit Debate
- c. Suspend the Rules
- d. Override a Veto

The preceding list is not exhaustive, and other motions not listed here may also require a two-thirds majority, according to the SGA Constitution and *Robert’s Rules of Order: Newly Revised 12<sup>th</sup> ed.*

**Rule 38: Filling Blanks**

No bill or amendment shall be considered which leaves to the floor the task of filling blanks.

**Rule 39: Motions to be Seconded**

Every motion must be seconded unless otherwise specified in these Rules of Order.

**Rule 40: Prime Sponsor to be Present**

The Prime Sponsor of a bill must be present when the bill is considered by the Senate.

The Prime Sponsor shall stand in the well of the Senate while the bill is being considered.

If the Prime Sponsor is absent, the bill shall become a special order to be considered upon the arrival of the Prime Sponsor. If the Prime Sponsor does not arrive before the end of New Business, then the next named sponsor who is present shall present the bill.

If no sponsor is present for the meeting at which the bill has been reported, the bill shall be considered as unfinished business at the next regular meeting of the Senate.

**Rule 41: Withdraw a Bill**

To withdraw a bill from consideration, the Prime Sponsor shall file a Withdrawal form with the Chief Clerk signed by all sponsors of the bill.

It is out of order to withdraw a bill after voting on the bill has begun.

**Rule 42: Add or Delete a Sponsor**

To add or delete a sponsor from a bill, file an Add or Delete Sponsor form with the Chief Clerk.

Adding or deleting Co-Sponsors prior to the submission of the bill does not require an Add or Delete Sponsor form.

If the Prime Sponsor of a bill is removed, the next listed Co-Sponsor will become the Prime Sponsor.

**Rule 43: Discharge from Committee**

A bill pending in committee may be discharged and brought to the floor by duly submitting a petition to the Chief Clerk bearing the signatures of a majority of Senators.

Immediately upon receipt of a properly executed discharge petition, the Clerk of the Senate shall assign the bill as the next item of business.

**Rule 44: Attire**

Senators shall dress in contemporary business attire befitting the decorum of the Senate. T-shirts, jeans, and flip-flops are inappropriate.

The Presiding Officer may relax this rule in cases where accommodation is required due to an individual's disability or medical condition.

**Rule 45: Seating Assignments**

The Speaker of the Senate shall assign each Senator a seat.

**Rule 46: Attorney General's Opinion**

The Senate may request the opinion of the Attorney General pertaining to the constitutionality of a bill.

Such a request shall be presented as a motion to postpone consideration of the bill until the opinion is received from the Attorney General. Rule 8 (Postpone to a Certain Time) shall apply to consideration of the motion unless otherwise provided in this rule.

A request for an opinion shall include specific questions, not to exceed three, and shall be reduced to writing by the Chief Clerk. Two copies shall be delivered to the Attorney General, who shall record the time of receipt on one, which shall be returned to the Senate.

A five-day time limit shall commence at the time the request is received by the Attorney General.

Upon receipt of the Attorney General's opinion, the bill shall be considered as unfinished business.

An opinion is non-binding but may be cited in debate.

**Rule 47: Committees of the Whole**

The Senate may not enter into a Committee of the Whole.

**Rule 48: Rules on Public Comment**

The period of Public Comment (Rule 2) is a period of time for students, faculty, and staff of Tennessee Tech to come before the Senate and express their opinions about what the Student Government could do to better the campus community.

The period of Public Comment shall last no longer than thirty (30) minutes. No speaker may make more than one (1) speech lasting at most three (3) minutes per legislative day.

**Rule 49: Vacancy in the Office of Chief Clerk**

In the event of vacancy in the office of Chief Clerk, the SGA Secretary shall fulfill all duties of the Chief Clerk.

**Rule 50: Parliamentary Authority**

*Robert's Rules of Order Newly Revised: 12<sup>th</sup> ed.* et seq. is the basis for interpreting these rules and for resolving issues not otherwise addressed herein. *Mason's Manual of Legislative Procedure 2020* et seq. may also be used to provide clarity in cases where Robert's Rules does not sufficiently address an issue or topic, but it shall not take precedence over Robert's Rules in the event of a conflict.