



# SENATE OPERATING PROCEDURES

**NOTE:** THE DUTIES OF THE DIRECTOR OF SENATE IN THE FOLLOWING DOCUMENT WILL BE OVERSEEN BY THE DIRECTOR OF ELECTIONS FOR THE REMAINDER OF THE 2023-2024 SGA TERM. THIS STIPULATION SHALL BE REMOVED FROM THIS DOCUMENT FOLLOWING THE SPRING 2024 SENATORIAL ELECTION.

## ARTICLE I. NAME

**Section 1.** The name of this organization shall be the Student Government Association Senate.

## ARTICLE II. PURPOSE

**Section 1.** The Student Government Association Senate shall act as a voice for students in a manner consistent with the purpose and mission of the Constitution. The Senate was established to advocate for and represent the undergraduate student body.

**Section 2.** The Senate shall have the following powers and duties:

- A. To enact legislation necessary and proper for the welfare of the SGA, in accordance with all governing documents of SGA;
- B. To allocate all monies and require an accounting of the funds received by and allocated from SGA accounts during the current fiscal year;
- C. To oversee the SGA governing documents;
- D. To establish task forces (see Article VIII of the By-Laws);
- E. To ensure that members of the Executive Council are fulfilling their roles and responsibilities.

**Section 3.** The Senate shall be responsible for:

- A. Serving as the primary forum through which student concerns are addressed;
- B. Acting as the voice of the undergraduate students to the Executive Council and University administration;
- C. Upholding that actions of the Senate are governed by Robert's Rules of Order, revised.

**Section 4.** A Student Government Association Senator is expected to:

- A. Address a line of advocacy work relevant to student needs and show documented progress throughout the semester;
- B. Dedicate an estimated 7-10 hours per week to SGA responsibilities;
- C. Uphold the SGA Values and Ethics Code;

- D.** Attend all regularly scheduled SGA meetings;
  - i.** Scheduled SGA meetings include, but are not limited to, regularly scheduled Senate meetings and Senate committee meetings.
  - ii.** Regularly scheduled Senate meetings will take place from 1:00 pm to 3:00 pm on Fridays during the academic year.
  - iii.** The first meeting of the Senate shall be held during the last week of April.
  - iv.** Failure to attend a scheduled Senate meeting will result in one (1) absence.
- E.** Attend all scheduled SGA events;
  - i.** Scheduled SGA events include, but are not limited to, town halls, retreats, and assigned SGA events deemed by the Council.
  - ii.** Failure to attend a scheduled SGA event will result in one (1) absence.
- F.** Serve on at least one assigned Senate Allocations Committee;
  - i.** Senator appointment must pass with a majority vote of the Senate.
  - ii.** Failure to attend a Senate committee meeting will result in one (1) absence.
- G.** Participate in four (4) hours of tabling and/or serving on an external committee or advisory group per month;
  - i.** Outside appointments may be classified as any regularly scheduled meeting with a campus department or office deemed appropriate by the Vice President.
  - ii.** The Vice President shall determine any modified hourly requirements during December, May, and the Summer term, as deemed appropriate.
- H.** Maintain one (1) regularly scheduled office hour per week during an academic day between the hours of 8:00 am and 5:00 pm;
  - i.** All office hours must be held on-campus deemed appropriate by the Vice President.
  - ii.** Senators should be actively working on initiatives or meeting with constituents during office hours.
  - iii.** Office hours shall be held at a consistent time week-to-week. These hours must be reported by the second week of each semester and posted to the SGA website immediately thereafter.
  - iv.** If a Senator is unable to hold their regularly scheduled office hour and wishes to reschedule, they must communicate the time and location of their rescheduled office hour with the Vice President via email at least forty-eight (48) business hours in advance, unless extenuating circumstances occur.
  - v.** Failure to attend an office hour will result in one (1) full absence.
  - vi.** Office hours shall not be held during finals weeks.
- I.** Become familiar with Parliamentary Procedure;
- J.** Become familiar with past Student Government Association legislation;
- K.** Become familiar with campus clubs and organizations to equitably allocate the SGA annual budget;

- L.** Voice any internal or external concerns regarding the Senate to the Vice President; in turn Vice President to the entire Senate, or party in question;
- M.** Give a verbal update on ongoing work at each weekly Senate meeting;
- N.** Submit a semesterly progress report to the Vice President;
  - i.** The Fall semesterly progress report will be submitted on the final Friday of the Fall semester.
  - ii.** The Spring semesterly progress report will be submitted prior to the final Friday meeting of the Spring semester.
  - iii.** Senators who leave before the end of the term will be required to submit a progress-to-date report with their resignation letter.
  - iv.** Failure to submit any of these reports on time will result in a half (1/2) absence.
- O.** Maintain a professional appearance at all scheduled SGA meetings, SGA events, SGA tabling, and University town halls;
  - i.** SGA polo must be worn with the insignia visible.
  - ii.** Pants should be clean and have no holes. Skirts should be of an appropriate length. Shorts cannot be worn to meetings.
  - iii.** In the event that an SGA polo cannot be worn, the Senator shall attend in business casual attire.
  - iv.** Three instances of failing to wear your senate polo will equate to one (1) absence.
- P.** Maintain a cumulative grade point average (GPA) of 3.00 and comply with the Student Conduct Code throughout the term;
- Q.** Maintain a good attendance record for all regularly scheduled SGA meetings, scheduled SGA events, and weekly office hours. Senators will be allowed a total of three (3) unexcused absences for each semester;
  - i.** Unexcused absences include, but are not limited to, work, class, homework, or regular sports practices. Excused absences include but are not limited to, prearranged school activities, emergencies, or extreme sickness. Any questionable absences or tardies will be left to the discretion of the Vice President.
    - 1.** One must contact the Vice President and Director of Senate regarding the absence twenty-four (24) hours prior to the meeting for the absence to be excused unless it is an emergency.
  - ii.** A combination of three tardies and/or leaving early will equate to one (1) absence. A Senator will be considered late if they arrive after roll call. Leaving early before the standard meeting adjournment will be considered as leaving early.
    - 1.** Any tardiness greater than 40% of the total meeting time will be counted as an absence.
  - iii.** Any Senator with a total of two (2) unexcused absences will be subject to a formal meeting with the SGA Vice President and another member of the Executive Council.

- iv. Any Senator with a total of three (3) unexcused absences will be subject to an infraction. At this point, an infraction will automatically be placed on the agenda by the Vice President and brought up for discussion during new business.
  - 1. At that time, the Senate can discuss the merit of the Senator's absences and will receive a censure with a majority vote of the Senate.
- v. Any Senator exceeding zero (0) absences following the infraction will be subject to removal from their position. At this point, a removal proceeding will automatically be placed on the agenda and brought up for discussion during new business.

### **ARTICLE III. AGENDAS**

**Section 1.** The format for the Senate agendas shall be the following:

- A. Call to Order ( Director of Senate begins the meeting)
- B. Recognition of Guest(s) (If a guest is planning on presenting for longer than thirty minutes, the Director of Senate will provide approval of the length of the presentation prior to the meeting, and the speech shall be added to the agenda).
- C. Roll Call
- D. Approval of the Minutes (additions, deletions, and corrections)
- E. Approval of the Agenda (additions, deletions, and corrections)
- F. Committee Reports
  - i. Task forces
  - ii. External Committees
- G. Report of Officers (Executive Council members)
- H. Report of Senators
- I. Public Forum (short presentation, five-minute question and answer session).
- J. Old Business (business not previously completed)
- K. New Business (business not previously discussed)
- L. Open Forum
- M. Announcements (upcoming events)
- N. Adjournment (Director of Senate adjourns the meeting)

**Section 2.** All the agenda items must be cleared with the Director of Senate prior to placement as an order of business (a weekly deadline must be scheduled and adhered to by all members of the Chapman community).

**Section 3.** Copies of the agenda shall be distributed to the Senators, the Executive Council, the SGA Advisor(s), and others upon request.

### **ARTICLE IV: MINUTES**

**Section 1.** In accordance with Robert's Rules of Order, the format of the Senate minutes shall follow that of the Senate agenda.

**Section 2.** The minutes shall be typed and distributed before the following Friday Senate meeting. Minutes from special and/or emergency meetings must be distributed at, or before, the following meeting.

**Section 3.** The minutes shall include the time the meeting was called to order, members present, and members absent, whether excused or unexcused.

**Section 4.** Senate meeting minutes shall be sent to the Director of Public Relations and posted on the SGA website within three (3) academic days of the scheduled meeting.

- A.** Committee meeting minutes shall be sent to the Senate and the Director of Public Relations prior to the following Senate meeting;
- B.** Censures must be signed and sent to the President within two (2) academic days of the scheduled Senate meeting. The signed censure shall then be sent to the Director of Public Relations within three (3) academic days of the scheduled Senate meeting to be posted on the SGA website;
- C.** Legislation, including but not limited to, resolutions, statements, or governing document amendments, must be signed and sent to the President within two (2) academic days of the scheduled Senate meeting. The signed legislation shall be sent to the Director of Public Relations within seven (7) academic days of the scheduled Senate meeting to be posted on the SGA website;
- D.** All information from semester reports shall be made available on the SGA website by the end of the semester.

## **ARTICLE V. AMENDMENTS**

**Section 1.** The SGA Senate Operating Procedures may be amended by a majority vote of the Senate with the approval of the SGA President.

**Section 2.** To override a President's veto, a two-thirds ( $\frac{2}{3}$ ) vote is required by the Senate.



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**Student Government Association President**  
Rachel Berns