



**Rules of Procedure
The University of South Florida
Student Government
Legislative Branch**

PREAMBLE

We the members of the Legislative Branch, in order to represent the students of the University of South Florida, do hereby establish the following Rules of Procedure for the Legislative Branch of the University of South Florida Student Government.

Chapter 1 - Jurisdiction and Limitations of these Rules of Procedures

1.1 The System of ROPs

1.1.1 The ROPs shall be divided into chapters, which shall be divided into numerically designated sections.

1.1.2 The current table of contents is as follows:

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1.2 Jurisdiction of ROPs

1.2.1 The Rules of Procedure of the Legislative Branch shall delineate and specify procedures for Legislative Branch proceedings.

1.2.1.1 All proceedings not specified herein shall be conducted in accordance with the latest edition of Robert's Rules of Order.

1.2.2 The Rules of Procedure of the Legislative Branch shall be binding to members of the Legislative Branch.

1.2.3 The Rules of Procedure of the Legislative Branch may be referred to as the Legislative ROPs, or just ROPs.

1.3 Compliance with Governing Documents

1.3.1 The ROPs shall not conflict with any applicable state or federal law.

1.3.2 The ROPs shall not conflict with the Student Government Constitution.

1.3.3 The ROPs shall not conflict with the Student Government Statutes.

1.3.4 The ROPs may further define or specify any part of any Governing Documents while maintaining compliance.

1.4 Amendments to ROPs

1.4.1 The ROPs may be amended via a Procedural Bill as outlined in ROPs Chapter 8.2.

1.4.2 The ROPs shall be amended as necessary to maintain conformity with Governing Documents.

1.5 Suspension of ROPs

1.5.1 The Rules of Procedure may be suspended if there is a supermajority vote in favor of the suspension.

1.5.1.1 The suspension of ROP's can last at maximum until the Call to Order of the next Senate Meeting.

1.5.1.2 The temporal and legislative extent of the suspension shall be clearly stated in the motion.

Chapter 2 - Members of the Legislative Branch

2.1 The Officers of the Senate

2.1.1 The Officers of the Senate shall be:

- 2.1.1.1 The Senate President**
- 2.1.1.2 The Senate President Pro Tempore**
- 2.1.1.3 The Chair of the Senate Policy Committee**
- 2.1.1.4 The Chair of the Senate Ethics Committee**
- 2.1.1.5 The Chair of the Senate Finance Committee**
- 2.1.1.6 The Chair of the Senate Relations Committee**

2.1.2 The Officers of the Senate shall be elected as outlined in ROPs Chapter 3.

2.1.3 The order of the Officer positions in ROPs Chapter 2.1.1 shall be referred to as the Order of Succession of the Senate.

2.2 Senate President

2.2.1 The Senate President shall be elected as outlined in ROPs Chapter 3.

2.2.2 The duties of the Senate President shall be:

- 2.2.2.1 To represent the Senate as the head of the Legislative Branch.**
- 2.2.2.2 To preside over Senate Meetings.**
- 2.2.2.3 To preside over Senate Executive Committee Meetings in the absence of the Pro Tempore.**
- 2.2.2.4 To oversee legislative branch paperwork.**
- 2.2.2.5 To prepare and submit a yearly budget for the Senate and Student Government Grants.**
- 2.2.2.6 To receive legislation or business sent in by the Committee Chairs.**
- 2.2.2.7 To administer the Oath of Office to Student Government nominees confirmed by the Senate.**
- 2.2.2.8 To appoint a Sergeant at Arms and Parliamentarian.**
- 2.2.2.9 To preserve order and parliamentary procedure**
- 2.2.2.10 To serve as the neutral arbiter of the Senate.**
- 2.2.2.11 To fulfill any additional duties outlined in Statutes or ROPs.**

2.3 Senate President Pro Tempore

2.3.1 The Senate President Pro Tempore shall be elected as outlined in ROPs Chapter 3.

2.3.2 The Senate President Pro Tempore may be referred to as the Pro Tempore.

2.3.3 The Pro Tempore shall contribute to quorum in Senate Committees as specified in ROPs Chapter 9.2.2.

2.3.4 The duties of the Pro Tempore shall be:

2.3.4.1 To preside over Senate Executive Committee Meetings.

2.3.4.2 To preside over Senate Meetings in the absence of the Senate President.

2.3.4.3 To appoint Senators to the standing Committees as outlined in ROPs Chapter 9.2.2.

2.3.4.4 To assist the Senate President in the completion of their duties.

2.3.4.5 To distribute passed Acts as outlined in Statutes.

2.3.4.6 To distribute new and updated versions of Statutes and ROPs to JuSenEx and to Senators as they become available.

2.3.4.7 To make typographical and grammatical corrections to legislation.

2.3.4.8 To ensure Senate business complies with public records policies.

2.3.4.9 To keep an accurate record of each Senator's attendance.

2.3.4.10 To fulfill any additional duties outlined in Statutes or ROPs.

2.4 Standing Committee Chairs

2.4.1 The Standing Committee Chairs shall be:

2.4.1.1 The Chair of the Senate Policy Committee

2.4.1.2 The Chair of the Senate Finance Committee

2.4.1.3 The Chair of the Senate Ethics Committee

2.4.1.4

2.4.1.5 The Chair of the Senate Relations Committee

2.4.2 The Standing Committee Chairs shall be elected as outlined in ROPs Chapter 3.

2.4.3 The duties of all Committee Chairs shall be, with respect to their own Committee:

2.4.3.1 To preside over the Committee Meetings.

2.4.3.2 To ensure the Committee fulfills its duties as outlined in Chapter 9 and in the Committee SOPs.

2.4.3.3 To attend SenEx Meetings.

2.4.3.4 To prepare Committee Reports for SenEx and Senate

2.4.3.5 To assist the Senate President in running the Senate.

2.4.3.6 To fulfill any additional duties as assigned by the Senate President.

2.8.1 The Parliamentarian shall be appointed by the Senate President from among the Senators.

2.8.2 The duties of the Parliamentarian shall be:

2.8.2.1 To ensure the Senate maintains conformity with applicable Governing Documents.

2.8.2.2 To provide procedural council regarding Roberts Rules of Order.

2.8.2.3 To fulfill any additional duties as assigned by the Senate President or the Pro Tempore.

2.8.2.4 To fulfill any additional duties as outlined in Statutes or ROPs.

2.9 Senate Chief Transcriber

2.9.1 The Senate Chief Transcriber shall be hired in accordance with Student Government Hiring Procedures as outlined in Statutes Title 2.

2.9.2 The duties of the Senate Chief Transcriber shall be:

2.9.2.1 To act as the direct supervisor of the other transcribers.

2.9.2.2 To ensure verbatim transcriptions for all Senate, SenEx, and Standing Committee meetings are prepared and sent to their respective body.

2.9.2.3 To maintain compliance with the Student Government Public Records Act and applicable laws.

2.9.2.4 To delegate tasks to the other Senate Transcribers.

2.9.2.5 To fulfill any additional duties as assigned by the Senate President or the Pro Tempore.

2.9.2.6 To fulfill any additional duties as outlined in Statutes or ROPs.

2.10 Senate Transcriber

2.10.1 The Senate Transcriber(s) shall be hired in accordance with the Student Government Hiring Procedure as outlined in Title 2.

2.10.2 The duties of the Senate Transcriber(s) shall be:

2.10.2.1 To transcribe minutes for Senate, SenEx, and Standing Committee meetings, as assigned by the Chief Transcriber or Pro Tempore.

2.10.2.2 To maintain compliance with the Student Government Public Records Act and applicable laws.

2.10.2.3 To fulfill any additional duties as assigned by the Chief Transcriber, Senate President, or Pro Tempore.

2.10.2.4 To fulfill any additional duties as outlined in Statutes or ROPs.

Chapter 3 - Election of Officers

3.1 Regular Elections

- 3.1.1** The Regular Elections shall be defined as the election conducted by the Senate during the first meeting of the term as per Statutes.
- 3.1.2** The Senate President shall notify the Senators of the Subsequent Term of the time and location of the election meeting at least five (5) business days prior to the start of the meeting.
- 3.1.3** The Senators of the Subsequent Term shall submit their nominations to the Senate President's official USF email at least forty-eight (48) prior to the start of the meeting.
- 3.1.4** The Senate President shall distribute a comprehensive list of the nominations at least twenty-four (24) hours prior to the start of the meeting.

3.2 Special Elections

- 3.2.1** A Special Election shall be defined as any election that is not a Regular Election.
- 3.2.2** A Special Election shall be utilized:
 - 3.2.2.1** To fill any vacant Senate Officer position(s).
 - 3.2.2.2** To fill any non-Officer elected positions as outlined in Statutes or ROPs.
- 3.2.3** In Special Elections, the floor shall be opened for nominations from the Senate.

3.3 Election Restrictions

- 3.3.1** Only Senators shall be eligible to be nominated for or elected to any Officer positions.
- 3.3.2** Only a Committee's members shall be eligible to be nominated for or elected to that Committee's Vice-Chair position.
- 3.3.3** A Senator shall have served on the Senate for at least six (6) weeks to be eligible to be nominated for or elected as the positions of Senate President or Pro Tempore.
- 3.3.4** Officers of the Senate shall not be eligible to be nominated for or elected to any Standing Committee Vice-Chair position.
- 3.3.5** If a Senator simultaneously holds an Officer position and a Standing Committee Vice-Chair position, the Senator shall resign from that Vice-Chair position at most five (5) business days after their election as an Officer, or immediately via a majority vote within the Committee.
- 3.3.6** If a Senator simultaneously holds greater than one (1) Officer position, the Senator shall resign from all but one (1) of the Officer positions at most

five (5) business days after their most recent election, or immediately via a majority vote of the Senate.

3.4 Election Procedures

3.4.1 The Senate shall elect the Officers of the Senate in the Order of Succession.

3.4.2 The Senate shall have separate elections for each Officer position.

3.4.3 The election procedures shall advance as follows:

3.4.3.1 Each nominee shall have a chance to speak and present for five (5) minutes.

3.4.3.1.1 During this presentation, the other nominees shall be asked to leave the room.

3.4.3.2 The Senate shall enter a question and answer period where Senators may ask questions to the nominees.

3.4.3.2.1 Questions shall be directed to all nominees and shall not be specific to any one nominee.

3.4.3.3 The Senate shall enter a discussion period.

3.4.3.4 The Senate may call for additional Q&A periods and additional discussion periods.

3.4.3.5 The Senate shall enter voting procedures.

3.4.4 The victor of the election shall be the nominee who receives a majority vote.

3.4.5 If none of the nominees receives a majority vote, a run-off election shall occur between the two (2) nominees who received the most votes.

3.4.6 If an Officer position has one (1) nominee, the Senate shall enter a Vote of Confidence as outlined in ROPs Chapter 4 instead of the election procedures.

3.4.6.1 If the candidate passes the VOC, the candidate shall be declared the victor.

3.4.6.2 If the candidate fails the VOC, the floor shall be opened for nominations from the Senate for that position.

3.4.7 If an Officer position has zero (0) nominees, the floor shall be opened for nominations from the Senate for that position.

Chapter 4 - Vote of Confidence (VOC)

4.1 Purpose and Jurisdiction of a VOC

- 4.1.1** A VOC is a vote to determine whether the Senate has confidence in a Senator's ability to fulfill the duties and responsibilities of an elected position.
- 4.1.2** A passed VOC indicates that the Senate has confidence, and a failed VOC indicates that the Senate does not have confidence.
- 4.1.3** Any Senator elected into any position by the Senate may be subject to a VOC for any reason or as indicated by Statutes or ROPs.
- 4.1.4** Any Senator who calls for a VOC shall be referred to as that VOC's Sponsor, and the Senator subject to the VOC shall be referred to as the Subject.

4.2 Procedure Before a VOC

- 4.2.1** Any Senator may call for a VOC by submitting the request via official USF email to the Senate President.
 - 4.2.1.1** If the Senate President is the Subject of the VOC, the submission shall be made to the Pro Tempore.
 - 4.2.1.2** The request shall include all pertinent information regarding the VOC to be distributed along with the Agenda.
- 4.2.2** The VOC shall take place at the first Meeting of the Senate after it is submitted, unless otherwise specified in Statutes or ROPs.
 - 4.2.2.1** If the VOC is submitted less than forty-eight (48) hours before the aforementioned Meeting, the VOC shall instead take place at the next Meeting.
 - 4.2.2.2** The Senate may table a VOC until the following Meeting via a supermajority vote.
- 4.2.3** If the VOC is not called by a member of the Senate but instead called to maintain compliance with Governing Documents, the Senate President shall call for a Sponsor for the VOC from the Senate.
- 4.2.4** If the Sponsor and/or the Subject of the VOC are not available during the VOC, the VOC shall proceed as per ROPs Chapter 4.3 but without the Statements of the absent party, and without the Debate if either party is absent.

4.3 Procedure During a VOC

- 4.3.1** The following shall each give a five (5) minute opening statement:
 - 4.3.1.1** The Sponsor of the VOC
 - 4.3.1.2** The Subject of the VOC

- 4.3.2** The Senate shall enter a vote on whether to enter the rest of the VOC Process
 - 4.3.2.1** This vote shall require a simple majority vote to proceed.
- 4.3.3** The Senate shall enter a question and answer period during which they may ask questions of any person regarding the VOC.
- 4.3.4** The Senate shall enter a Debate between the Sponsor and the Subject, with the Sponsor going first and the Subject going last.
 - 4.3.4.1** Each party shall speak no more than two (2) times during the Debate with a maximum of ten (10) minutes per party.
 - 4.3.4.2** The Senate may amend the terms of the Debate via a supermajority vote.
- 4.3.5** The Senate shall enter a discussion period.
- 4.3.6** The Senate may call for an additional question and answer period and an additional discussion period.
- 4.3.7** The Senate shall enter voting procedures on the VOC.
- 4.4** Outcome of a VOC
 - 4.4.1** A supermajority vote of no confidence shall fail the VOC.
 - 4.4.1.1** Any Officer who is subject to a VOC and fails it shall be immediately removed from their respective position.
 - 4.4.2** Any Officer of the Senate who is removed from a position via a VOC shall not be nominated for or elected to that same position for the remainder of that semester and an additional one (1) full Semester.
 - 4.4.2.1** The Senate may reduce this penalty for any Senator via a supermajority vote at any time after the conclusion of the respective VOC.

Chapter 5 - Procedures of the Senate

5.1 Meetings of the Senate

5.1.1 A Meeting of the Senate shall be any meeting in which Senators assemble to deliberate and vote on the Business of the Senate.

5.1.2 For the purposes of this Chapter, a Meeting time shall be understood to mean the Meeting's time, day, and frequency if applicable.

5.1.3 Regular Senate Meeting

5.1.3.1 The Senate President shall determine the time of the Regular Senate Meeting, with the advice of SGATO.

5.1.3.1.1 The Senate President shall distribute the Meeting time at least one (1) week before the Meeting.

5.1.3.1.2 The Senate President shall distribute any changes to the Meeting time at least one (1) week before the change takes effect.

5.1.3.1.3 The Senate President shall distribute notification of a Meeting cancellation at least twenty-four (24) hours before the start of the applicable meeting.

5.1.4 Special Senate Meeting

5.1.4.1 The Senate President may call a Special Senate Meeting for the Senate to deliberate and vote on Business that is time-sensitive or that could not be done in a Regular Senate Meeting.

5.1.4.2 The Senate President shall determine the time of a Special Senate Meeting.

5.1.4.2.1 The Senate President shall distribute the Meeting time at least forty-eight (48) hours before the Meeting.

5.1.4.2.1.1 Should the Senate President fail to distribute the meeting time at least forty-eight (48) hours before the meeting, the meeting shall not be held.

5.1.4.2.2 The Senate President shall distribute notification of a Meeting cancellation at least two (2) hours before the start of the applicable meeting.

5.2 Agendas of the Senate

5.2.1 Agendas of the Senate shall consist of at minimum the following, in the order shown:

5.2.1.1 Call to Order

5.2.1.2 First Roll Call

5.2.1.3 Open Forum

5.5.1.2 The resignation shall be effective immediately after receipt unless otherwise indicated in the resignation.

5.6 Voting Procedures

5.6.1 Function of Voting Procedures

5.6.1.1 The Senate may enter Voting Procedures on Business of the Senate to indicate Senate approval or disapproval.

5.6.1.1.1 Approval shall be indicated by a majority vote of present Senators, unless specified otherwise.

5.6.1.2 All Confirmations and Statutory, Procedural, and Fiscal Bills shall be subject to a vote of the Senate to pass the Senate.

5.6.1.3 Resolutions and Memorials may be approved by unanimous consent without a vote on the Senate floor.

5.6.2 Regulations during Voting Procedures

5.6.2.1 No voting member shall enter or exit the Chambers during voting.

5.6.2.2 No side chatter or talking is allowed during voting.

5.6.2.3 Votes shall be cast using an electronic voting system that records each vote and voter.

5.6.2.3.1 If the electronic voting system is unavailable, votes shall be cast as roll call votes.

5.6.2.3.2 Absentee ballots or secret ballots shall not be cast or accepted under any circumstances.

5.6.3 Abstentions from Voting

5.6.3.1 A Senator who abstains shall be considered present for the vote, but shall not contribute to determining the outcome of the vote.

5.6.3.2 Senators may abstain from voting on a topic due to one or more of the following reasons:

5.6.3.2.1 A conflict of interest related to the topic

5.6.3.2.2 Chairing the meeting, unless his or her vote is needed to break a tie.

5.6.3.2.3 Absence from discussion or deliberation on the topic

5.6.3.3 Senators who abstain from a vote shall state the reason for their abstention for the record.

5.6.3.4 If a senator abstains for a reason not listed above, the chair may choose to let them change their vote by verbally stating their vote. If they do not wish to state their vote, the chair shall reset the vote on the electronic voting system or restart voting procedures.

5.7 Annulment

5.7.1 An adopted motion may be reconsidered or rescinded when applicable as per Robert's Rules of Order.

5.8 Attendance Procedures

5.8.1 Senators shall attend all Meetings of the Senate.

5.8.1.1 Roll Call Attendance shall be taken at the beginning and end of each meeting, as outlined in ROPs Chapter 5.2.

5.8.2 Senators may be excused from a Meeting as per the procedures in ROPs Chapter 6.

5.8.2.1 A Senator who is excused from a Senate Meeting shall be exempt from rewards for being present and from penalties for being absent.

5.8.3 Quorum

5.8.3.1 Quorum shall be defined as the presence of more than half of all current Senators at any Meeting of the Senate.

5.8.3.2 Excused absences shall not count towards quorum.

5.8.4 Temporary exemption from Senate Business

5.8.4.1 Any Senator who wishes to be temporarily exempted from a Senate meeting and has plausible reasons to do so shall:

5.8.4.1.1 Quietly report to the Sergeant at Arms and check in their assigned clicker before leaving the Senate.

5.8.4.1.2 On returning to the Senate, check out their assigned clicker and return to their seat quietly.

5.8.4.2 Senators who are temporarily exempted shall count as excused.

5.8.4.2.1 Temporary exemptions shall be granted for a maximum of 15 minutes per Senate meeting.

5.8.4.2.2 Senators abusing this personal privilege, as determined by SenEx, shall not be counted as excused.

5.9 The Senate Point System

5.9.1 The Point System shall be used to systematically assess Senators' involvement and activity.

5.9.2 The Point System shall be made up of two parallel systems, Positive Points and Negative Points, which shall be outlined in detail in ROPs Chapter 7.

5.9.3 The Pro Tempore shall maintain records of the total number of Positive Points and Negative Points for each Senator.

5.10 General Floor Privileges and Procedures

5.10.1 Moderated Caucuses

5.10.1.1 Any Senator may move to enter a moderated caucus.

5.10.1.2 Any Senator who moves to enter a moderated caucus may determine the format and time limits.

5.10.2 Speaking Rights

5.10.2.1 Any Senator who wishes to speak shall indicate this to the Presiding Officer, who shall grant speaking rights chronologically.

5.10.2.2 Speakers may yield the remaining portion of their speaking time to another person or relinquish the time back to the Presiding Officer.

5.10.2.2.1 The Presiding Officer may decide not to grant speaking rights to a non-Senator.

5.10.2.3 The Senate agenda shall include an Open Forum, which is a designated time during which anyone may address the Senate.

5.10.2.4 The Presiding Officer may grant speaking rights to a non-Senator when appropriate.

5.10.3 Time Limits

5.10.3.1 Any moderated caucus may include a general time limit and/or a speaker specific time limit, if indicated during the creation of the caucus.

5.10.3.2 The Presiding officer may notify a speaker of their remaining time using taps of the gavel, the frequency of which shall be determined by the Presiding Officer.

5.10.3.3 When a speaker's time is exhausted, the speaker shall have ten (10) seconds to finish before being gavelled out by the Presiding Officer.

5.10.4 Maintaining Order in the Senate

5.10.4.1 The Sergeant at Arms shall hand Senators a written warning if they speak out of turn or if they are disruptive.

5.10.4.2 If the Sergeant at Arms does not hand a Senator a written warning, the Presiding Officer may issue a verbal warning.

5.10.4.2.1 The Sergeant at Arms shall notify the Presiding Officer if a Senator has received three written warnings.

5.10.4.2.2 In Senate Committee meetings, the Presiding Officer shall verbally warn any person(s) if they speak out of turn or if they are disruptive.

5.10.4.2.2.1 Any person(s) warned thrice shall receive one (1) negative point.

5.10.4.2.2.2 For each subsequent warning, they shall receive two (2) additional negative points.

5.10.4.2.2.3 Senators may appeal negative points earned in this manner by notifying the Pro Tempore in writing within

five (5) business days of the meeting in which they were earned.

5.10.4.2.2.3.1 The Pro Tempore shall send the appeal to SenEx, which may overturn the negative points via a supermajority vote.

5.10.4.3 The Presiding Officer may order disruptive person(s) to leave the room.

5.10.4.4 The Presiding Officer may order person(s) not in compliance with attire guidelines as listed in the SG Handbook to leave the room.

Chapter 6 - Absence Excusals

6.1 Requesting an Absence Excusal

- 6.1.1** Senators may request to be excused from any Senate Meeting.
- 6.1.2** The Senator shall submit the request with documentation to the Pro Tempore at least twelve (12) hours before a Regular Meeting.
- 6.1.3** The Senator shall submit the request with documentation to the Pro Tempore at most twenty-four (24) hours after a Special Meeting.

6.2 Absence Limitation

- 6.2.1** No Senator shall be excused from every Senate general body meeting in addition to all committee meetings for the duration of either the fall or spring semester.
- 6.2.2** If a Senator finds themselves in the situation described above, they shall be removed from the position of USF Student Government Senator.
- 6.2.3** A Senator has five (5) business days after receiving a notification from SenEx to correct the attendance violation.

6.3 Reviewing an Absence Excusal Request

- 6.3.1** The Pro Tempore shall review requests sent in by Senators.
- 6.3.2** The Pro Tempore may approve any request to be excused from one (1) Senate Meeting.
 - 6.3.2.1** Requests submitted after the deadline may be denied at the discretion of the Pro Tempore.
- 6.3.3** The Pro Tempore shall send any request to be excused from greater than one (1) Senate Meeting to SenEx, which may approve the request.
 - 6.3.3.1** The Pro Tempore may approve the first meeting of the request if appropriate.

6.4 Standards for Approving Absence Excusal Requests

- 6.4.1** Any Senator with a class conflict shall be excused fifteen (15) minutes before and after their scheduled class time.
- 6.4.2** Any Senator with a scheduling conflict other than a class conflict shall be considered for excusal on a case-by-case basis.
- 6.4.3** Absence excusal requests due to homework or studying shall not be approved.
- 6.4.4** Each Senator shall be allotted one (1) personal day per semester in which the Senator may be excused for any reason with proper notification.
- 6.4.5** The Pro Tempore shall notify the Senator requesting excusal when the request is approved or denied.

6.5 Appealing Denial of an Absence Excusal Request

- 6.5.1** Senators may appeal the denial of an absence excusal request by notifying the Pro Tempore in writing within five (5) business days of the denial.
- 6.5.2** The denial may only be appealed if all of the following criteria are met:
 - 6.5.2.1** The request is submitted before the respective deadline.
 - 6.5.2.2** The request is denied by the Pro Tempore.
- 6.5.3** The Pro Tempore shall send the appeal to SenEx, which may overturn the denial and accept the request via a supermajority vote.

Chapter 7 - The Senate Point System

7.1 Positive Points

7.1.1.1 Senators shall receive awards for accumulating positive points via a system determined by each term's SenEx.

7.1.1.2 Paid officials shall only receive points for actions that fall outside of their job responsibilities.

7.1.1.2.1 One (1) accumulated positive point will cancel out one (1) earned negative point.

7.1.2 Positive Points shall be awarded as per the following:

7.1.2.1 Authoring Business:

7.1.2.1.1 Positive points for authoring business shall be assigned to the Senator by the Vice Chair of the committee which votes on the business before it comes to Senate.

7.1.2.1.2 Two (2) points for authoring an SG Survey or Petition.

7.1.2.1.3 Three (3) points for authoring a Memorial or Resolution.

7.1.2.1.4 Three (3) points for authoring a Bill.

7.1.2.2 Presenting Business:

7.1.2.2.1 Positive points for presenting in Senate shall be assigned by the Senate Pro Tempore.

7.1.2.2.2 Two (2) points for presenting business to the Senate.

7.1.2.2.2.1 Senators may earn up to six (6) points per semester for presenting fiscal legislation.

7.1.2.3 Attendance:

7.1.2.3.1 Six (6) points per semester for attending all Senate Meetings in that semester. Which shall be assigned by the Senate Pro Tempore.

7.1.2.3.2 Two (2) points per semester per Committee for attending all respective Committee meetings in that semester which shall be assigned by the vice chair of the respective committee

7.1.2.3.3 Two (2) points for attending a Senate Workshop.

7.1.2.4 Going Above and Beyond:

7.1.2.4.1 Positive points for going above and beyond must be self-reported to the Senate Pro Tempore within five (5) business days of earning the points.

7.1.2.4.2 Three (3) points for serving on more than one Committee, per additional Committee.

- 7.1.2.4.3 One (1) point for presiding over a standing Committee.
- 7.1.2.4.4 Five (5) points for being the Chair of an Ad-Hoc Committee.
- 7.1.2.4.5 One (1) point for auditing additional event, after completing the three mandatory audits.
- 7.1.2.4.6 One (1) point for meeting with a Student Organization for an Interim Funding request, a Grant request, or a Constitution update request.
- 7.1.2.4.7 One (1) point per hour for volunteering at a Special Event, as designated by an Officer.
- 7.1.2.4.8 One (1) point for creating outreach and training materials or presentations for the Senate.
- 7.1.2.4.9 One (1) to three (3) points for going above and beyond, as nominated by an Officer to SenEx and approved by SenEx.
- 7.1.3 Senators with twenty (20) or more total positive points by the end of the semester shall be recognized by the SG Senate President.
- 7.2 Negative Points
 - 7.2.1 One (1) accumulated negative point will cancel out one (1) earned positive point.
 - 7.2.2 Negative Points shall be levied as per the following:
 - 7.2.2.1 In Senate:
 - 7.2.2.1.1 Negative points in Senate shall be assigned by the Senate Pro Tempore.
 - 7.2.2.1.2 Fifteen (15) points for unexcused absence from the first two (2) consecutive Senate Meetings.
 - 7.2.2.1.3 Three (3) points for unexcused absence during Roll Call of a Senate Meeting or during the establishment of Quorum.
 - 7.2.2.1.4 One (1) point each for failure to vote or abstain during voting procedures of a Senate Meeting.
 - 7.2.2.2 In Committee:
 - 7.2.2.3 Negative points in committees shall be assigned by the vice chair in the respective committee.
 - 7.2.2.3.1 One (1) point for unexcused absence during Roll Call of a Committee Meeting.
 - 7.2.2.3.2 One (1) point for each failure to perform assigned Committee duties.
 - 7.2.3 Removal Process:

- 7.2.3.1.1** Senators shall be removed within ten (10) business days upon obtaining a cumulative total of ten (10) or more negative points in any one (1) semester.
- 7.2.3.1.2** The Pro Tempore shall notify Senators within forty-eight (48) hours of when they accumulate five (5) negative points in any one (1) semester.
 - 7.2.3.1.2.1** No further negative points shall be added to a Senator's record until twenty-four (24) hours after the Senator has been notified at five (5).
 - 7.2.3.1.2.2** Negative points shall be reduced to five (5) for any Senator that was not notified at five (5).

Chapter 8 - Business of the Senate

8.1 General Procedures

8.1.1 Types of Senate Business

8.1.1.1 Statutory Bills

8.1.1.2 Fiscal Bills

8.1.1.3 Procedural Bills

8.1.1.4 Resolutions

8.1.1.5 Confirmations

8.1.2 Nomenclature for Senate Business

8.1.2.1 The Senate President shall name Senate Business upon receiving it.

8.1.2.2 The name shall indicate the term, the order, and the type of Business.

8.1.2.3 The format of the name shall be the following: SB [X] YY-ZZZ

8.1.2.3.1 SB shall mean Senate Business

8.1.2.3.2 X shall be a letter signifying the type of Senate Business

8.1.2.3.3 YY shall be a number indicating the appropriate term

8.1.2.3.4 ZZZ shall be a number indicating the appropriate order

8.1.2.3.4.1 Types of Senate Business shall be ordered independently

8.1.3 Chronology for Senate Business

8.1.3.1 Business that requires Senate review shall be sent to the Senate President.

8.1.3.2 The Senate President shall name the Business as outlined in ROPs.

8.1.3.3 The Senate President shall place the Business on the Agenda for the next Senate Meeting, unless otherwise specified.

8.1.3.4 The Senate shall review the Business the appropriate amount of times and make amendments as necessary.

8.1.3.4.1 The Senate may send any Business to its author or a Committee for further review or amendments.

8.1.3.5 If the Senate passes the Business, the Senate President shall sign it and distribute it to the necessary parties.

8.1.4 Only the following Legislative Bills shall be subject to approval external to the Legislative Branch.

8.1.4.1 Statutory Bills

8.1.4.2 Fiscal Bills

8.2 Statutory Bills and Procedural Bills

- 8.2.1** A Statutory Bill shall be any Bill that amends Statutes.
- 8.2.2** A Procedural Bill shall be any amendment to the Legislative ROPs.
 - 8.2.2.1** A Procedural Bill is not a Bill as defined in SG Statutes Title 1.
- 8.2.3** The Bill shall meet the following standards before it is passed by the Senate or by any Senate Committee:
 - 8.2.3.1** The Bill shall have a section with the author's intent.
 - 8.2.3.2** The Bill shall have an author who is a Senator or the Student Body President.
 - 8.2.3.3** The Bill shall have a sponsor who is a Senator.
 - 8.2.3.4** The Bill shall have proposed amendments.
- 8.2.4** The intent of a Bill may be amended via a supermajority vote by the Senate or a Senate Committee.
- 8.2.5** If a Bill is amended by the Senate or a Senate Committee, the author(s) or sponsor(s) may remove their authorship or sponsorship if they choose.
 - 8.2.5.1** Amendments that do not fall under the intent of the Bill shall not be accepted.
- 8.2.6** The Bill shall follow the following procedures:
 - 8.2.6.1** The Bill shall come before the Senate Policy Committee.
 - 8.2.6.1.1** The Senate President may accept time-sensitive Bills that did not come before the Senate Policy Committee.
 - 8.2.6.2** The Committee shall review the Bill and make changes where appropriate to ensure efficiency, clarity, and legality.
 - 8.2.6.3** If the Committee passes the Bill, the Chair shall send the Bill to the Senate President to be presented during a Senate Meeting.
 - 8.2.6.4** The Bill shall be read at minimum one (1) time in the Senate if it changes one (1) Chapter, and it shall be read at minimum two (2) times in the Senate if it changes more than one (1) Chapter.
 - 8.2.6.4.1** The following shall not be considered changes to separate chapters:
 - 8.2.6.4.1.1** New definitions attached to a Bill.
 - 8.2.6.4.1.2** Changes to a table of contents attached to a Bill.
 - 8.2.6.4.1.3** Changes to numbering associated with a Bill.
 - 8.2.6.4.1.4** Changes to a name of an SG Agency or Department
 - 8.2.6.4.1.5** Changes to a name of an official SG job title
 - 8.2.6.4.2** Amendments may be accepted during a Bill's first reading if it changes one (1) Chapter on the Senate Floor.

8.2.6.4.3 Amendments shall not be accepted during a Bill's first reading if it changes more than one (1) Chapter on the Senate Floor.

8.2.6.5 If the Senate passes the Bill, the Senate President shall sign the Bill.

8.2.6.6 If it is a Statutory Bill, the Senate President shall send it to the Student Body President.

8.3 Fiscal Bills

8.3.1 A Fiscal Bill shall be any Bill that allocates any amount of A&S funds to any entity.

8.3.1.1 This includes Bills that allocate funds from the Student Government Unallocated Cash account.

8.3.1.2 This does not include Student Government Grants or the Conference Presentation Grant.

8.3.2 The Bill shall follow the following procedures:

8.3.2.1 The Bill shall be prepared by a Senate Committee or by ASRC.

8.3.2.2 If the Committee passes the Bill, the Chair shall send the Bill to the Senate President to be presented during a Senate Meeting.

8.3.2.3 The Bill shall be read at minimum one (1) time in the Senate.

8.3.2.4 Fiscal Bills cannot be amended during a Senate Meeting.

8.3.2.4.1 If the Senate would like to change the Bill, the Senate shall send the Bill back to the Committee that prepared it.

8.3.2.5 If the Senate passes the Bill, the Senate President shall sign the Bill and send it to the Student Body President.

8.4 Resolutions

8.4.1 A Resolution shall be a statement backed by the word of the Senate.

8.4.2 The Resolution shall meet the following standards before it is passed by the Senate or by any Senate Committee:

8.4.2.1 It shall have a section with the resolution stated.

8.4.2.2 It shall have an author who is a Senator

8.4.2.3 It shall have a sponsor who is a Senator.

8.4.3 The Resolution shall follow the following procedures:

8.4.3.1 The Resolution shall come before the Senate Relations Committee.

8.4.3.1.1 The Senate President may accept Resolutions that did not come before the Senate Relations Committee.

8.4.3.2 The Committee shall review the Resolution and make changes where appropriate to ensure clarity.

- 8.4.3.3** If the Committee passes the Resolution, the Chair shall send it to the Senate President to be presented during a Senate Meeting.
- 8.4.3.4** The Resolution shall be read at minimum one (1) time in the Senate.
- 8.4.3.5** The Senate may pass the Resolution via a majority vote or via unanimous consent.
- 8.4.3.6** If the Senate passes the Resolution, the Senate President and Senate President Pro Tempore shall sign and distribute it within the semester it was passed provided it was passed fifteen (15) business days before the Senate goes out of session.

8.5 Memorials

- 8.5.1** A Memorial shall be a statement in memory of an individual or group.
- 8.5.2** The Memorial shall meet the following standards before it is passed by the Senate or by any Senate Committee:
 - 8.5.2.1** It shall have a sponsor who is a Senator.
- 8.5.3** The Memorial shall follow the following procedures:
 - 8.5.3.1** The Memorial shall come before the Senate Relations Committee.
 - 8.5.3.1.1** The Senate President may accept Memorials that did not come before the Senate Relations Committee.
 - 8.5.3.2** The Committee shall review the Memorials and make changes where appropriate to ensure clarity.
 - 8.5.3.3** If the Committee passes the Memorials, the Chair shall send it to the Senate President to be presented during a Senate Meeting.
 - 8.5.3.4** The Memorial shall be read at minimum one (1) time in the Senate.
 - 8.5.3.5** The Senate may pass the Memorial via a majority vote or via unanimous consent.
 - 8.5.3.6** If the Senate passes the Memorial, the Senate President and Senate President Pro Tempore shall sign and distribute it the semester it was passed provided it was passed fifteen (15) business days before the Senate goes out of session.

8.6 Surveys

- 8.6.1** A Survey shall be a poll of student opinions conducted by the SRC.
- 8.6.2** The Survey shall meet the following standards before it is published.
 - 8.6.2.1** It shall fulfill a specific need, to be stated in a memo to the Senate.
 - 8.6.2.2** It shall have clear, neutrally phrased questions.
- 8.6.3** The Survey shall follow the following procedures:
 - 8.6.3.1** The Survey shall come before the Senate Relations Committee.

- 8.6.3.2** The Committee shall review the Survey and make changes where appropriate to ensure clarity and neutrality.
- 8.6.3.3** If the Committee passes the Survey, the SRC Chair shall coordinate with SGATO to publish the survey.
 - 8.6.3.3.1** The Survey shall be made accessible for five (5) business days.
- 8.6.3.4** The Committee shall distribute the Survey via social media, the SG Website, and events when appropriate.
- 8.6.3.5** When the Survey is concluded, the Senate Relations Committee shall review the Survey results and publish its findings in a Memorandum to the Senate.
- 8.6.3.6** The Resolution shall then proceed as per the Resolution procedures outlined in ROPs Chapter 8.4.3.

8.7 Confirmations

- 8.7.1** A confirmation shall be a statement in support of a nominee for a position.
- 8.7.2** Nomination and Appointment of Candidates subject to Confirmation
 - 8.7.2.1** Nominations and appointments to Student Government for hired positions shall be done in accordance with Statutes Title 2.
 - 8.7.2.1.1** The Senate President shall make appointments for the Legislative Branch as necessary.
 - 8.7.2.2** The Legislative Branch shall review appointed nominees for any hired Student Government Student position as indicated by Title 2.
 - 8.7.2.3** Director level positions shall be subject to review and Confirmation by both the Senate Ethics Committee and by the Senate unless otherwise specified.
 - 8.7.2.4** Assistant Director level positions and lower shall be subject to review and Confirmation only by the Senate Ethics Committee, unless otherwise specified.
 - 8.7.2.4.1** Nominees who fail Confirmation by the Senate Ethics Committee may appeal this decision to the Senate, which may override this decision via a supermajority vote.
- 8.7.3** The Senate Confirmation Procedure shall proceed as follows:
 - 8.7.3.1** The Head of the Branch or a member of the Hiring Team shall be given one (1) minute to introduce the nominee.
 - 8.7.3.2** The nominee shall be given five (5) minutes presentation.
 - 8.7.3.3** The Senate shall enter a question and answer period where Senators may ask questions of the nominee
 - 8.7.3.4** The nominee shall be asked to leave the room.

- 8.7.3.5** The Senate shall enter a discussion period.
- 8.7.3.6** The Senate may move for additional question and answer periods and/or additional discussion periods, if appropriate.
- 8.7.3.7** The Senate shall enter voting procedures on the nominee.
- 8.7.3.8** If confirmed, the nominee shall be asked to read the Oath of Office.
- 8.7.3.9** Nominees failed by the Senate shall be removed from their appointed positions, and shall not be eligible for Confirmation by the Senate for the remainder of the semester.

Chapter 9 - Committees of the Senate

9.1 Procedures of the Senate Committees

9.1.1 The Senate Committees shall follow the same procedures as the Senate in ROPs Chapter 5, but in the context of the Committee wherever applicable, unless otherwise specified.

9.1.1.1 This shall be understood to mean that, where ROPs Chapter 5 assigns duties to the Senate President, here the duties shall be assigned to the Committee Chair.

9.1.1.2 This shall be understood to mean that, where ROPs Chapter 5 refers to the Senate, here it would be referring to the Senate Committee.

9.1.2 Election of Committee Vice-Chairs shall follow the Special Elections procedures and shall take place within the Committee.

9.1.3 The Senate Committees shall follow the same absence excusal system in ROPs Chapter 6, but in the context of the committee wherever applicable, unless otherwise specified.

9.1.3.1 This shall be understood to mean that, where ROPs Chapter 6 assigns duties and refers materials to the Senate President Pro Tempore, here the duties shall be assigned and the materials referred to the Committee Chair.

9.1.4 The Order of Succession for presiding over Committee Meetings shall be:

9.1.4.1 The Committee Chair

9.1.4.2 The Committee Vice-Chair

9.1.4.3 The Senate President Pro Tempore

9.2 Standing Committees of the Senate

9.2.1 The Standing Committees of the Senate shall be:

9.2.1.1 The Senate Policy Committee (SPC)

9.2.1.2 The Senate Ethics Committee (SEC)

9.2.1.3 The Senate Finance Committee (SFC)

9.2.1.4 The Senate Relations Committee (SRC)

9.2.2 Each Standing Committee shall be composed of:

9.2.2.1 The applicable Committee Chair as the presiding officer

9.2.2.2 The Pro Tempore as a non-voting member

9.2.2.2.1 The Pro Tempore shall count towards quorum.

9.2.2.2.2 The Pro Tempore shall be excused if absent.

9.2.2.3 A member of SGATO as a non-voting member

- 9.2.4.4.4 The duties of the Vice-Chair of the Committee
- 9.2.4.4.5 The duties of the members of the Committee
- 9.2.4.4.6 Additional chapters for specific procedures regarding Committee duties
- 9.2.4.4.7 Additional chapters as outlined in Statutes or ROPs

9.2.5 Standing Committee Subpoena Power

9.2.5.1 Committees may subpoena any student employed by and/or affiliated with Student Government via a supermajority vote of the Committee and a supermajority vote of the Senate.

9.2.5.1.1 SEC may subpoena without the approval of the Senate.

9.3 The Senate Policy Committee(SPC)

9.3.1 Purpose of the SPC

9.3.1.1 The Committee’s purpose is to produce, amend, and review Procedural and Statutory Bills before they go before the Senate in order to ensure efficiency, clarity, and legality.

9.3.2 Duties and powers of the SPC

9.3.2.1 To review and amend any Bills put forth to the Committee.

9.3.2.2 To review current legislation and recommend improvements.

9.3.2.3 To produce Bills that improve legislation.

9.3.2.4 To review any amendments to department and funding council Constitutions.

9.3.2.5 To ensure Statutes and ROPs are updated and maintained.

9.3.2.5.1 This shall be done at least two (2) times per semester.

9.3.2.6 Any other duties or powers as outlines in Statutes or ROPs.

9.4 The Senate Ethics Committee (SEC)

9.4.1 Purpose of the SEC

9.4.1.1 The Committee’s purpose is to provide Legislative Branch checks over Student Government departments and employees, and to provide oversight over A&S Fee funded entities and over the members of Student Government.

9.4.2 Duties and Powers of the SEC

9.4.2.1 To maintain the integrity of Student Government.

9.4.2.2 To review nominees put forth for Confirmation as per Statutes.

9.4.2.3 To investigate grievances against Student Government members or against any A&S Fee funded entity.

- 9.4.2.4 To issue penalties to entities found in non-compliance with Statutes, ROPs, or SOPs at the end of an Investigation. SEC may:
 - 9.4.2.4.1 Issue a Notification of Non-Compliance
 - 9.4.2.4.2 Assign up to two (2) negative points
 - 9.4.2.4.3 Freeze any Student Organization A&S Account
 - 9.4.2.4.4 Recommend specific actions to be presented to the Senate
- 9.4.2.5 To receive Executive Branch departments for presentations on updates to their goals and suggestions for the next term.
- 9.4.2.6 To subpoena persons when appropriate as per ROPs Chapter 9.2.4.
- 9.4.2.7 To review any amendments to department and funding council Constitutions.
- 9.4.2.8 To review Statutes Title 2 and propose changes when appropriate.
- 9.4.2.9 Any other duties or powers as outlined in Statutes or ROPs.
- 9.5 The Senate Finance Committee(SFC)
 - 9.5.1 Purpose of the SFC
 - 9.5.1.1 The Committee’s purpose is to allocate the funds in the SG interim account in a standardized and viewpoint neutral manner, and to produce and process Fiscal Bills for the Senate.
 - 9.5.2 Duties and Powers of the SFC
 - 9.5.2.1 To review requests for use of SG Interim Account monies.
 - 9.5.2.2 To review requests for use of SG Unallocated Cash Account monies.
 - 9.5.2.3 To review requests for budget transfers within funded entities.
 - 9.5.2.4 To work in conjunction with ASBO to oversee the management of A&S Fee accounts.
 - 9.5.2.5 To provide the Interim Account balance during Senate Meetings.
 - 9.5.2.6 To prepare Fiscal Bills which include exact allocation amounts and any relevant information regarding the request.
 - 9.5.2.7 To review Statutes Title 8 and propose changes when appropriate.
 - 9.5.2.8 To audit some A&S fee funded events, when appropriate.
 - 9.5.2.9 Any other duties or powers as outlined in Statutes or ROPs.
- 9.6 The Senate Relations Committee (SRC)
 - 9.6.1 Purpose of the SRC
 - 9.6.1.1 The Committee’s purpose is to further the influence of students in the legislative process by providing them with a means for direct communication with the Legislative Branch.

9.6.2 Duties and Powers of the SRC

9.6.2.1 To prepare, conduct, moderate, and review events and procedures through which students can address the Legislative Branch Members.

9.6.2.2 To prepare and review Resolutions to send to the Senate.

9.6.2.3 To prepare and review Memorials to send to the Senate.

9.6.2.4 To prepare and review Surveys in coordination with SGATO.

9.6.2.5 To review Petitions sent in to the Committee for clarity and to publish them in coordination with SGATO.

9.6.2.6 Any other duties or powers as outlined in Statutes or ROPs.

9.7 The Senate Executive Committee (SenEx)

9.7.1 Purpose of the SenEx

9.7.1.1 The Committee's purpose shall be to serve as an executive body for the Legislative Branch and to perform the various duties required in running the Legislative Branch.

9.7.2 Composition of the SenEx

9.7.2.1 The Pro Tempore as the presiding officer

9.7.2.2 The Senate President as the alternate presiding officer

9.7.2.3 The Standing Committee Chairs

9.7.2.4 The Standing Committee Vice-Chairs as alternate members

9.7.2.5 The Campus Council Chairs.

9.7.2.6 The Campus Council Vice-Chairs as alternate members.

9.7.2.7 All the active Ad-hocs Committee Chairs.

9.7.2.8 All the active Ad-hocs Committee Vice-Chairs as alternative members.

9.7.3 Voting Rights within the SenEx

9.7.3.1 Voting rights shall be granted to the Officers of the Senate.

9.7.3.2 Voting rights shall be granted to a Standing Committee Vice-Chairs only when the corresponding Standing Committee Chair is absent.

9.7.3.3 Voting rights shall not be granted to the Campus Council Chairs and Ad-hocs chairs.

9.7.4 Duties and Powers of the SenEx

9.7.4.1 To serve as the highest Committee in the Senate with authority over all standing Committees and any Ad-Hoc Committees.

- 9.7.4.2 To serve as the body within the Legislative Branch that can make executive decisions regarding the Branch's function and procedures.
 - 9.7.4.3 To review the SOPs of the Standing Committees.
 - 9.7.4.4 To review absence excusal requests from Senate as per ROPs.
 - 9.7.4.5 To review appeals regarding absence excusal as per ROPs.
 - 9.7.4.6 To fulfill the duties of any Senate Committee that is unable to perform its duties, only when appropriate.
 - 9.7.4.7 To nominate and vote to give recognition to senators who have exhibited exemplary efforts in service to senate for each month that the Senate is in session.
 - 9.7.4.7.1 Senators chosen for the month shall not exceed three (3).
 - 9.7.4.8 To plan at least one (1) Senate social per semester.
 - 9.7.4.9 To update positive and negative points for Senators at every SenEx meeting.
 - 9.7.4.10 Any other duties or powers as outlined in Statutes or ROPs.
- 9.8 Senate Ad-Hoc Committees (Ad-Hocs)**
- 9.8.1 Purpose of Senate Ad-Hoc Committees**
 - 9.8.1.1 The purpose of Ad-Hoc Committees is to more efficiently divide the business of the Senate to allow for in-depth deliberation and discussion on specific topics.
 - 9.8.1.2 The purpose of any Ad-Hoc Committee shall be clearly stated by the Senate when the Ad-Hoc Committee is formed, and in a memorandum following the creation of the Ad-Hoc
 - 9.8.2 Formation and Composition of a Senate Ad-Hoc Committee**
 - 9.8.2.1 The Senate may form an Ad-Hoc to fulfill any purpose as decided by the Senate.
 - 9.8.2.1.1 The Senate may assign a name to the Ad-Hoc.
 - 9.8.2.2 The Senate shall elect Senators to sit on the Ad-Hoc.
 - 9.8.2.2.1 The Committee shall elect a Chair via Special Elections procedures that shall take place within the Committee.
 - 9.8.2.3 The Senate shall disband the Ad-Hoc after it has fulfilled its purpose.
 - 9.8.3 Duties and Powers of a Senate Ad-Hoc Committee**
 - 9.8.3.1 To fulfill the purpose of the Committee while maintaining compliance with legislative documents.
 - 9.8.3.2 To prepare a memorandum clearly stating the purpose of the Committee.

9.8.3.3 To report the Committee's progress to the Senate.

9.8.3.4 To fulfill any duties as required by Statutes or ROPs.

Chapter 10 - Special Programs

10.1 Swearing In

10.1.1 Senators shall be administered the Oath of Office following the Roll Call of their first Senate Meeting.

10.2 Bulls Eye

10.2.1 The Senate shall convene at the last Senate Meeting of the legislative term.

10.2.2 The Senate President shall deliver closing remarks about the past legislative term and allow other members of the Senate to speak.

10.2.3 After those who wish to speak have done so, the Senate President shall bang the gavel three times.

10.2.3.1 On the third bang, the legislative term shall be officially adjourned and the Senate shall be in recess until the next term.

10.3 Don Krause Award

10.3.1 The Don Krause Award shall be awarded to a Legislative branch member who:

10.3.1.1 Has served nine (9) semesters or more in the Legislative branch.

10.3.1.2 Has not already received the award.

10.3.1.3 Is serving at the time of selection.

10.3.2 The Senate President Pro Tempore shall be responsible for granting the award to eligible Legislative branch members..

10.3.3 The award shall be presented to the recognized Legislative branch at the Student Government Banquet.

10.4 Gary Manka Award

10.4.1 The Gary Manka award shall be awarded to a senator by SGATO who:

10.4.1.1 Has displayed exemplary leadership throughout their elected term

10.4.1.2 Has served (2) consecutive semesters or more in the SG Senate.

10.4.1.3 Has not already received the award.

10.4.1.4 Is serving at the time of selection.

10.4.1.5 The award shall be presented to the recognized Senator at the Student Government Banquet.