



Texas Southern University

Student Government Association

Senate Code

III

Established 2012

Article I. Mission Statement of the Senate

“The Texas Southern University Student Government Association Student Senate shall represent the needs and concerns of all students enrolled at Texas Southern University to the administration and faculty thereof, as well as the general public and all levels of government as deemed necessary; while resolving all matters possible with the powers vested in the senate through its governing documents to ensure the development and enhancement of the student body at Texas Southern University.”

Article II. Powers of the Senate Code

- A. The Student Senate of Texas Southern University is bound to all sanctions written and implied in the Senate code.
- B. It shall be the governing document of the Student Senate with no precedent except for that of the Student Government Association (SGA) Constitution and Student Handbook.
- C. Any and all changes to the senate code must be submitted in resolution form and voted upon by the senate in accordance with the SGA Constitution.
- D. Any discrepancy of meaning or implied meaning of any Section, article, or item of this senate code is due to interpretation by the Senate chair.
- E. Only with majority vote of the senate body may an interpretation of meaning or implied meaning by the Senate chair may be overturned, to which the senate body as a whole must make a final interpretation.
- F. Any changes to be made to the Senate Code 3.0 shall be submitted in resolution form unless a different Senate Code is being adopted.
- G. Upon the adoption of the document, it goes immediately into effect.

Article III. Policies and Procedures of Regular Senate Meetings

- A. The order of business for all regular meetings of the senate shall be as follows:
 - 1. Call to order by the Chairman of the senate
 - 2. Opening call of the roll by the Secretary
 - 3. Reading and approval of the minutes
 - 4. Induction and first reading of new legislation
 - 5. New business and General Order
 - a. Introduction of Presidential nominations
 - b. Motions on committee bypass
 - c. Other new business and General orders
 - 6. Old business and General Order
 - a. Presidential Nominations and appointments
 - b. Reconsideration of Presidential vetoes and other legislative business
 - 7. Special reports
 - 8. Students wishing to address the senate
 - 9. Speeches by Student Government Association Officers, which shall be given the third meeting of the month by ALL SGA Officials according to Article III of the Senate Code.
 - a. Report of the President

- b. Report of the Vice-president of Internal Affairs
 - c. Report of the Vice-president of External Affairs
 - d. Report of the Comptroller
 - e. Chief Justice
 - f. Attorney General
 - g. Class Officers
 - h. Miss Texas Southern University
 - i. Editor of the “Herald” newspaper
 - j. Editor and Chief of the “Tiger Yearbook”
- 10. Speeches by members of the senate
 - 11. Report of the Senate Chair
 - 12. Reports of standing committees
 - a. The Legislative Committee on Internal Affairs
 - b. The Legislative Committee on External Affairs
 - c. The Legislative Committee on Finance
 - d. The Legislative Committee on Academic Affairs
 - e. The Legislative Committee on Buildings & Grounds
 - f. The Legislative Committee on Judicial Affairs
 - 13. Reports of select committees
 - 14. Special Orders
 - 15. Closing call of the roll by the Secretary
 - 16. Comments and Announcements
 - 17. Adjournment
- B. The Secretary of the Senate shall distribute, or cause to be distributed, copies of the agenda for each regular meeting of the Senate to the members and officers of the Senate and advisors assigned to the Senate no later than two class days preceding the day of the meeting.
 - C. Article III, Section B of this Senate Code; shall not apply to special meetings of the Senate, in which case the Senate Chair shall be responsible for setting and distributing the agenda, providing copies to the Chairperson and Secretary no later than twenty-four hours before the meeting.
 - D. The agenda for each regular senate meeting shall list the following:
 - 1. The action items outlined in the “order of business” as provided in Article I, Section A of this Senate Code;
 - 2. Along with the appropriate item on the order of business;
 - 3. The date(s) of the minutes to be approved by the senate during the reading and approval of minutes;
 - 4. The names of those standing and select committees giving reports and the names of persons delivering those reports (when known);
 - 5. The names of persons making special reports, when such responses have been requested and approved by the senate;
 - 6. Old business and general orders to be considered at the meeting, including the numbers, titles, and sponsors of legislation;
 - 7. The numbers, titles and sponsors of any new legislation (when known);

8. The name and title of the Student Government Association member and their speech to be given during Two-minute speeches by Student Government Association members (when known);
 9. The name of the student and subject matter of their issue to be addressed to the Senate during Student speeches (when known).
- E. Call to Order:
1. The Senate chair (or the Pro Tempore in the Absence of the Senate Chair) shall call the meeting to order at the predetermined meeting time of the senate, given that a quorum has been met;
 2. If the Senate has not met quorum at twenty minutes past the predetermined meeting time, it is the chairs decision to prolong the wait or declare the meeting cancelled until the next regularly scheduled meeting;
 3. The Call to order shall be signaled with three raps of the Senate's gavel, and the spoken words: "I call this meeting to order at (the time and date at which the gavel sounds)."
- F. Opening Roll Call:
1. At the Appropriate time in the meeting the Senate Chair shall call for the "Opening Roll Call."
 2. Upon request the Senate secretary shall call the names listed on the Senate Roll sheet and mark each senator Present (P) or Absent (A) in the Opening Roll Call column accordingly.
 3. Upon every roll call, the names of the members shall be called and listed alphabetically by "Senate chair, Senator or Senate Secretary" and their surname except when two or more have the same surname, in which case their first name shall be added.
 4. Missing the opening or closing roll call constitutes as one half of an absence from that senate meeting, and shall be recorded as such: (1/2)=half an absence.
 5. Missing both the opening and closing roll call constitutes as a full absence from that Senate meeting, and shall be recorded as such.
 6. Once all Senate members listed on the roll call sheet have been called and accounted for, the Secretary of the Senate shall declare "the Opening Roll Call" has been called and recorded."
 7. Upon the announcement of the completion of the Opening Roll Call the Senate Chair shall be permitted to progress to the next action item.
- G. Approval of the Senate Minutes:
1. At the appropriate time the Senate chair shall ask for "corrections to the minutes from the previous meeting."
 2. A motion and second is necessary to receive a two-thirds majority vote of the members present to approve or table the minutes with corrections.
 3. Once a motion has been made and passed to table the minutes for corrections, or approve the minutes as read; the Senate Chair shall state: "A motion was passed to table the minutes for corrections/

accept the minutes as read with a vote of (number of) yeas and (number of) nays,” followed by one rap of the Senate’s gavel.

H. Introduction of New Legislation:

1. At the appropriate time in the agenda the Senate Chair shall call for “all New Legislation.” Upon the Chair’s request the floor is open to all new legislation.
2. All legislation must follow the format set forth in Article III, Section M of this Senate Code, to be considered before the Senate.
3. It shall be in order on any class day for a member of the Senate to file with the Senate Chair a piece of legislation for introduction.
4. Filing of legislation shall consist of presenting the legislation to the Senate Chair in person or of leaving the legislation in the mailbox of the Senate Chair at the legislative office of the SGA.
5. The Senate secretary shall within twenty-four hours distribute or cause to be distributed copies of the legislation to the members of the Senate and advisors assigned to the Senate.
6. The Item shall be closed if no new legislation is brought before the Senate or a reasonable amount of time passes without the intention or action of any new legislation. It shall be signaled by the Senate Chair stating: “Seeing that there is no/ no more new legislation I shall declare this item for New Legislation closed” followed by one rap of the Senate’s gavel.

I. New Business and General Orders:

1. At the appropriate time, the Senate Chair shall open the floor for new business by stating: “the floor is now open for New Business.”
2. The first call for new business shall be for all branch head nominations, appointments, and confirmations introduced by the Branch Head or an authorized representative thereof.
3. The second call for new business shall be for all new or un-discussed legislation.
4. The Item shall be closed if no new business is brought before the Senate or when a reasonable amount of time passes without intention or action to present any new business. It shall be signaled by the Senate Chair stating: “Seeing that there is no/ no more new business I shall declare this item for New Business closed” Followed by one rap of the Senate’s gavel.

J. Unfinished Business:

1. At the appropriate time in the agenda the Senate Chair will open the floor for any unfinished business by stating: “the floor is now open for Unfinished Business.”
2. Once the floor has been opened all unfinished business will be addressed in the order it appears on the agenda.
3. The order of unfinished business should reflect the order in which it was presented in the Senate.

4. The Senate shall first consider those Presidential nominations and appointments that must be voted on by the Senate.
5. The Senate shall then consider other measures reported on by committee, as well as other non-legislative measures (including elections) not referred to committee.
6. The Senate Chair shall determine the order in which all unfinished business and general orders shall be considered by the Senate within the rules of Article III, Section R, Item 1 and 2.
7. The order and content of the unfinished business and general orders as listed on the agenda may be changed by a motion, second and vote with a simple majority of the Senate present.
8. The Item shall be closed if no unfinished business is brought before the Senate or when all unfinished business on the agenda has been addressed. It shall be signaled by the Senate Chair stating: "Seeing that there is no/ no more unfinished business I shall declare this item for New Legislation closed." followed by one rap of the Senate's gavel.

K. Resolutions/Bills:

1. A resolution/bill is proposed legislation that calls for a specific action to be taken;
2. All resolutions/bills must be sponsored by an active Senator;
3. Any SGA member may author a resolution/bill;
4. All resolutions/bills upon acceptance by two-thirds majority vote of the Senate must be signed and dated by the Senate Chair, Senate Secretary, and the SGA President to go into effect;
5. The Senator who sponsors a resolution/bill must also read the resolution to the Senate, in their absence the resolution will be read by the Senate Chair;
6. Upon its first reading resolutions/bills are debated and amended before being put to a vote;
7. Once a resolution/bill is approved by the Senate, the Senate Chair distributes the resolution to the appropriate persons and displays the resolution/bill in a designated public place for the student body to view;
8. If the resolution/bill is not signed by the President within two regular senate meetings of receiving the document it becomes law.
9. The Senate has the right to override any Presidential veto and re-vote on the document to make it law.
10. All resolutions/bills must be properly numbered, the "number" of a resolution shall include the following, and in the order they are given:
 - a. The abbreviation S.R. which stands for "Senate Resolution" followed by a dash;

- b. An abbreviation for the semester in which the resolution is presented F=Fall, SP=Spring, SUM I=Summer I, SUM II=Summer II;
 - c. The last two digits of the academic year in which the resolution is presented, followed by a dash;
 - d. The number of the resolution, to occur in the sequential order that they are presented within each semester, the series begins at zero with each new semester.
 - e. EXAMPLE: SR-F05-07=Senate Resolution-Fall 2005-number 7
11. All resolutions must include the name(s) of the Author(s) and Sponsor(s) in the format seen in Article III, Section M, Item 13, (if there is more than one author or sponsor they should be listed in alphabetical order)
12. All resolutions must be properly titled
- a. The title of a resolution must reflect the content and purpose for which the resolution was formed;
 - b. The title should be concise and should not exceed more than ten words
13. The format of the Resolution should be as follows:



STUDENT SENATE
RESOLUTION

“Resolution Number”

Authored By: (Any member of SGA, according to Article III, Section M, Item 3 of this Senate Code)

Sponsored By: (Must be a Senator, according to Article III, Section M, Item 2 of this Senate Code)

“Resolution Title”

Whereas:

Whereas:

(The number of whereas clauses may continue limited only to content guided by Article III, Section O, Item 13, sub-item a of this Senate Code)

Therefore Let It Be Resolved:

Let It Be Further Resolved:

Senate Chair (Signature and date, according to Article III, Section M, Item 4 of this Senate Code)

Senate Secretary (Signature and date, according to Article III, Section M, Item 4 of this Senate Code)

- a. As seen, the resolution begins with the “whereas” clause(s). The Purpose of these clauses is for the resolution’s author(s)

to state the facts and reasons that support the resolution. The Author(s) must be sure not to include any opinions in the “whereas” clauses.

- b. Notice the difference between the first “Therefore let it be resolved” clause and the second “Let it further be resolved” clause. The first clause is used to state the specific commendation of the resolution while the second clause is used for subsequent actions.
14. All resolutions may be accompanied by a “Resolution Summary”
- a. The purpose of the resolution summary is to express to the senators what the resolution is about without being restricted by the legislative format of a formal resolution;
 - b. All resolution summaries must include the resolution number and title (as outlined in Article III, Section M, items 10 and 12 of this Senate Code), the resolution’s author(s) and sponsor(s) (as outlined in Article III, Section M, item 11 of this Senate Code), and author(s) of the resolution summary if different from the resolution author(s), to be in that order, centered at the top of the page, followed by the supporting text.
 - c. All resolution summaries must be typed using 12 Times New Roman font.
 - d. Summaries should not exceed one page, printed on standard “letter size” paper.

L. Special Reports:

1. At the appropriate time, the Senate Chair shall call for Special reports, which have been requested and approved at a previous meeting of the senate by a majority vote, or approved at a meeting in progress by two-thirds vote of the Senate.
2. Special Reports shall be defined as any individual reporting to the Senate upon request, or any guests (other than SGA Officers and TSU Students) wishing to address the Senate.
3. Reports shall be five minutes each and shall not exceed reports or 15 minutes total.
4. Time extensions may be given to individuals reporting with a motion, second and two-thirds majority vote of the Senate.
5. All persons reporting or addressing the Senate are bound to the behavior policies set forth in the Student Handbook. Any violation of any rule or regulation set by the Student Handbook will be grounds for dismissal from the Senate meeting by the Senate chair.
6. At the conclusion of the fifteen minute time period or after a reasonable amount of time has passed without any reports offered or given, the Senate Chair may declare the section finished by stating: “Seeing that there are no/ no more special reports to be

given I shall declare this item to address the Special Reports to the Senate closed” followed by one rap of the Senate Chair’s gavel.

- M. Students wishing to address the Senate:
1. At the appropriate time the Senate Chair shall call for “Students wishing to address the Senate.”
 2. Any student wishing to address the Senate may speak at this time;
 3. Students addressing the Senate may not speak in excess of two minutes unless the Senate Chair grants an extension.
 4. A student may request the Senate for more time to speak, however;
 5. It is up to the Senate by motion, second and majority vote to allocate the student more time to speak.
 6. Students cannot be interrupted by any member of the Senate while addressing the Senate body.
 7. If the student poses a question while addressing the Senate or presents a problem or issue that may be addressed by the Senate, remarks and recommendations may be made after the student has spoken.
 8. The Senate may spend a maximum of five minutes after the student has spoken to discuss and or comment on what the student has said.
 9. If a student does not use all two minutes they have the right to relinquish the time to the Senate or use the remainder for questions and comments from the Senate.
 10. A motion to extend time for either students to address the Senate or the question and comment session that may follow a student’s comments may be made if the time limits have expired at the discretion of the Senate Chair.
 11. All students that wish to address the Senate are bound to the behavior policies set forth in the Student Handbook. Any violation of any rule or regulation set by the Student Handbook will be grounds for dismissal from the Senate meeting, by the Senate Chair.
 12. The Item shall be closed if no students are present to address the Senate or if a reasonable amount of time passes without the intention or action of any student to address the Senate. It shall be signaled by the Senate Chair stating: “Seeing that there are no/ no more students wishing to address the Senate I shall declare this item of Students wishing to address the Senate closed” followed by one rap of the Senate’s gavel.
- N. Reports by Student Government Association Officers:
1. At the appropriate time in the agenda the Senate Chair shall call for all SGA officers wishing to address the Senate in proper attire.
 2. Any Student Government Association (SGA) officer wishing to address the Senate may give a status report of their position, or address a matter that the Senate requested their assistance with;

3. The SGA officer shall appear on the agenda according to Article III, Section A, Item 6 of this Senate Code;
4. The speeches or reports given by the SGA officer may not exceed more than five minutes;
5. The SGA officers cannot be interrupted until the five minutes granted them has expired or they relinquish their remaining time to the Senate;
6. Questions and comments regarding what the SGA officer has said will be addressed in the two minutes immediately preceding the conclusion of the SGA officers' report or speech;
7. The two-minute time limits on the SGA officers' speeches and the questions and comments that follow may only be extended at the discretion of the Senate Chair.
8. The Item shall be closed if no SGA officers are present to report to the Senate or if a reasonable amount of time passes without the intention or action of any SGA officer to report to the Senate. It shall be signaled by the Senate Chair stating: "Seeing that there are no/ no more Student Government Association officers to report to the Senate I shall declare this Item of Reports by Student Government Association officers to the Senate closed" followed by one rap of the Senate's gavel.

O. Speeches by Senators:

1. At the appropriate time, the Senate Chair shall call for speeches.
2. Speeches by members of the Senate shall not exceed two minutes;
3. Members may speak on any subject, and shall not be interrupted before their time has expired.
4. No member shall be allowed to make more than two minute speeches except by the consent of the Senate Chair.
5. Two minutes shall be allotted for questions and comments for what the senate member has said immediately after they have finished their speech.
6. The questions and comments presented after the Senate member's speech may not exceed the two-minute time frame, unless extended at the discretion of the Senate Chair.
7. The item may not exceed more than twenty minutes, without an extension motion, seconded and approved, by a simple majority.
8. The Item shall be closed if no Senators wish to speak or if a reasonable amount of time passes without the intention or action of any Senator wishing to speak to the Senate. It shall be signaled by the Senate Chair stating: "Seeing that there are no/ no more senators wishing to speak before the Senate I shall declare this item of Speeches by Senators closed" followed by one rap of the Senate's gavel.

P. Reports of the Standing Committees:

1. At the appropriate time of the agenda the Senate Chair shall call for reports by all standing legislative committees.

2. The Committees shall report according to the order given in Article III, Section A, item 9 of this Senate Code.
3. A verbal report updating the Senate of the work performed by the committee is expected at every Senate meeting, accompanied by any appropriate documents in support of what is said.
4. Committee reports shall be given by appointed committee chairpersons
 - a. In the absence of a chairperson the co-chairperson shall report to the Senate;
 - b. In the absence of a co-chairperson an elected member by the committee of the committee may address the Senate.
5. All standing Senate committees shall be required to present a written report of their work once a month. The report shall include:
 - a. All actions taken and planned in the name of the committee;
 - b. All meetings, phone calls and documents received and drafted amongst officers and in public address;
 - c. Minutes from all committee meetings that have taken place between the presentations of reports;
 - d. Any documents received or drafted for investigations to be held by the committee.
6. Committees that fail to present written and/or verbal reports at more than two regularly scheduled Senate meetings shall be placed under review by the Senate for an establishment of effectiveness, upon review the Senate Chair may decide to reestablish the committee or appoint a new committee chairperson to represent the committee.
7. The Item shall be closed if there are no Standing Committees to report to the Senate or if a reasonable amount of time passes without the intention or action of any Standing Committee to report. It shall be signaled by the Senate Chair stating: "Seeing that there are no/ no more standing committees to report to the Senate I shall declare this item of Reports by Standing Committees to the Senate closed" followed by one rap of the Senate's gavel.

Q. Comments and Announcements:

1. At the appropriate time in the agenda, the Senate Chair shall open the floor to any and all persons present to make brief comments and announcements to the Senate.
2. Comments and announcements are not to exceed one minute each, the Senate floor is essentially closed, and therefore there are no follow-up questions or debate.
3. After a considerable amount of time passes without comments or announcements the Senate Chair may declare the Comments and Announcements section closed.

R. Closing Call of the Roll by the Senate Secretary:

1. At the appropriate time of the meeting the Senate Chair shall request the "Closing Roll Call."
 2. Upon request the Senate secretary shall call the names listed on the Senate Roll sheet (as outlined in Article III, Section A, Item 2) and mark each senator Present (P) or Absent (A) accordingly.
- S. Adjournment:
1. Once all agenda items have been discussed and respectively closed the Senate Chair may declare the meeting adjourned.
 2. If any member of the Senate objects to the adjournment, a vote may be taken on the matter with two-thirds majority required for adjournment.

Article IV. Attendance and Behavior Policies

- A. All members of the Senate upon being sworn in are requested to attend and participate in all SGA activities pertaining to the Senate.
- B. If any member of the Senate is unable to attend a function requiring their presence, the senator must submit an excused absence form to the Senate Chair personally or through the Senate Secretary.
- C. The Senate Chair may accept or decline the senator's request to be excused;
 1. The senator that submits the excused absence form may appeal the Chair's decline for acceptance to the Senate body.
- D. No member of the Senate may have two consecutive unexcused absences from any SGA activity pertaining to the Senate.
- E. All members of the Senate are expected to present themselves in a professional manner, defined by the guidelines and policies set forth regarding student conduct in the Student Handbook, while participating in any activity where their positions and/or title are used.
- F. All members of the Senate are required to dress in appropriate professional business casual attire to all Senate meetings and to all Student Government Association functions.
- G. The first infraction for violating the Senate Dress Code will be a verbal warning issued by the Senate Chair and filed on his/her record, the second infraction violating the Senate Dress Code will warrant a written warning from the Senate Chair, the third infraction violating the Senate Dress Code shall warrant a suspension of two consecutive meetings by the Senate Chair, the fourth infraction violating the Senate Dress Code shall be impeachment of said individual by the Senate.

Article V. Impeachment

- A. Violation of any of the policies or rules presented in the SGA Constitution, Senate Code or Student Handbook shall result first in verbal warning by the Senate Chair, second in a written notification from the Senate Chair, and third with the beginning of the impeachment process.
- B. Impeachments may be appealed to the Senate body within one week of receiving written notification. If no attempt has been made to address the suspension before the Senate suspension stands and may not be appealed.

- C. The offender will be presented with written notification from the Senate notifying them of their impeachment hearing at least one week before the hearing is to take place.
- D. Senators subject to impeachment should be prepared to give both a written and verbal defense to the Senate during their impeachment hearing.
- E. The impeachment of all and any Senate members must be declared by two-thirds vote of the Senate body.