

STANDING RULES OF THE HARDIN-SIMMONS UNIVERSITY STUDENT CONGRESS

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CHAPTER 1 - MEETINGS

A. ORDERS OF THE DAY

1. The Orders of the Day shall be:

- I. Call to Order
- II. Prayer and Devotional
- III. Roll Call
- IV. Guest Speaker(s) (when applicable)
- V. President's Report
- VI. Vice-President's Report
- VII. Secretary's Report
- VIII. Business Manager's Report
- IX. Reports from Class Presidents
- X. Reports from the Standing Committees
- XI. Reports from the Special Committees
- XII. Old Business
- XIII. New Business
- XIV. Announcements
- XV. Adjournment

2. The Orders of the Day must be followed unless amended by a majority of the assembly of Student Congress.

B. PRESIDING OFFICER

1. As specified by the Constitution, the presiding officer of the Student Congress shall be the President.

C. ROLL CALL

1. The Secretary shall call roll unless absent from a meeting. In the event of the Secretary's absence, another member of the Executive Council shall call the roll.

D. QUORUM

1. The President shall call the Student Congress to order only after determining that a quorum is present.

2. A quorum shall constitute a majority of the members of the Student Congress.

E. ABSENCES

1. Members must notify the Executive Council when they will be absent or explain afterwards to the Council why they were absent from a meeting.

2. Upon reaching a third unexcused absence, a member shall be called before the Executive Council for counseling.

3. Upon reaching a fourth unexcused absence, a member shall be required to serve one hour of Congress service, an activity on campus approved and supervised by the Executive Council, to make up that absence and any additional absences.

4. The Executive Council shall have discretion over what is an excused absence.

However, the Executive Council must present an official policy on what acceptable excuses, approved by the Dean of Students, to the Student Congress at the beginning of each semester. This policy may be left open to new acceptable reasons as they arise.

5. In the event of the absence of the President from a meeting, the following order shall stand for filling the role of presiding officer:

- a) The Vice-President shall be first in order of filling the role of presiding officer when the President is absent from a meeting.
 - b) The Secretary shall fill the role of presiding officer if the President and Vice-President are both absent from a meeting and appoint a member of the Student Congress to fill the role of the Secretary and record the minutes for that meeting.
 - c) If the President, Vice-President, and Secretary are all absent, the Business Manager shall assume the role of presiding officer during that meeting and appoint a member of the Student Congress to fill the role of the Secretary and record the minutes for that meeting.
6. If either the Vice-President or the Business Manger is absent from a meeting, the Executive Council need not appoint anyone to fill the respective role. Another Member of the Executive Council may deliver the report of the absent officer if one is available.
 7. If the Secretary is absent from a meeting, another Executive Council officer must fill the role of the Secretary and record the minutes of that meeting, or at least appoint a member of the Student Congress to the task.
 8. If there is ever a situation in which all four members of the Executive Council are to be absent from a meeting, they shall select by unanimity two members of the Student Congress to fill the respective roles of the presiding officer and Secretary for that meeting. Any decisions made actions taken during that meeting, however, would be subject to review by the Executive Council upon the return of those officers. The Executive Council would then have the authority to reverse any of those actions or decisions that they judge to have been in error.
 9. If a class president or committee chair is absent from a meeting, another member of that class or committee must report on the progress of the respective organ.

F. DRESS CODE FOR CONGRESS DAYS

1. Members of Congress shall on the days of meeting wear either their Congress name tag, or a Congress shirt.

G. LEAVING MEETINGS BEFORE ADJOURNMENT

1. In situations where members intend to depart from a meeting before conclusion, they may leave at any time providing that they submit a note to the President of the presiding officer declaring their intention to leave and reason for wishing to leave. If the President or presiding officer grants the early leave, the member may then depart freely.
2. This rule shall pertain only to situations where members intend to leave and not return to the meeting. In situations regarding personal convenience, members may leave freely at any time, without obtaining permission from the President or presiding officer.

CHAPTER 2 - PROCEDURE

A. OBTAINING THE FLOOR

1. Vacant floor - A member shall have the floor if called upon by the presiding officer or he or she has received permission from the presiding officer by raising a hand.
2. When another member holds the floor - A member must raise hand and wait to be recognized by the presiding officer before speaking.
3. The Parliamentarian shall keep a Speaker's List in the order in which members raise their hands. The President or presiding officer shall recognize the members in the order of this Speaker's List.

B. MOTIONS

1. The following rules for motions dictate procedure according to Roberts Rules of Order. This procedure specifies the motions relevant to the Student Congress, and describes how they shall be used in meetings of the Student Congress.

2. The table is allowed to hold more than one motion at once, but only three. These motions are: 1) the main motion, 2) a primary motion (the first additional motion introduced to make a decision on the question/motion), 3) and a secondary motion (the second motion introduced to either make a decision on the question/motion or the primary motion, such as an amendment to the primary motion). A tertiary motion, with the exception of POINTS OF ORDER and POINTS OF INFORMATION, shall be declared out of order by the presiding officer.

3. All motions require a second.

4. Classes of motions and their purposes:

a) Main Motion - Those motions that introduce new business before the assembly.

b) Subsidiary Motions - Those motions that dispose of business by accomplishing something in relation to the Main Motion.

The Subsidiary Motions are: **Table the Motion/Question** - This motion shall be used to set aside temporarily the current motion/question. The motion/question shall be left on the table until unless it is TAKEN FROM THE TABLE by motion. A motion/question left on the table by the close of the next meeting shall be considered dead. This is not debatable and not amendable. Any attempt to use this motion to kill another motion/question is out of order. The proper procedure for killing a motion/question is to move to POSTPONE INDEFINITELY.

Previous Question - This motion shall be used to end debate on any motion on the table and the motion/question being considered and automatically moves the assembly to a vote on the motion/question. To MOVE THE PREVIOUS QUESTION requires a two-thirds majority to carry and is not debatable. It is also not amendable.

Postpone to a Certain Time - This motion should not be confused with the motion to LAY ON THE TABLE. This motion sets a question/motion aside until specified later time. A question/motion may not be postponed beyond the next business meeting.

Refer to a Committee - This motion refers a question/motion to a small group of members for consideration and investigation. This group may be a standing committee or an ad hoc committee charged solely with examining the issue.

Postpone Indefinitely - This motion is used to kill a question/motion. This motion should not be confused with the motions to TABLE and to POSTPONE TO A CERTAIN TIME. The motion is not amendable. The presiding officer has discretion over whether this motion may be used. If he or she feels that the motion is being used in a mean-spirited or dilatory manner, he or she must rule the motion out of order.

c) Privileged Motions - These motions do not relate to the question/motion at hand and take precedence over SUBSIDIARY MOTIONS. They are not debatable. They relate to special matters of immediate importance and follow in the according manner.

The Privileged Motions are: **Call for the Orders of the Day** - When a member is unsure of the orders, suspects that the orders are not being followed, or realizes that a "special order" is not being addressed at the appropriate time, he or she may call for the presiding officer to read the Orders of the Day. The presiding officer must immediately read the orders of the day or use his discretionary option to call for a vote to set aside the orders of the day (this vote requires a two-thirds majority to succeed).

Point of Privilege - This motion does not require a second and normally pertains to an issue of personal discomfort, which may include, but is not limited to, the temperature of the room or a noise interfering with members' ability to hear a speaker). If this point is raised, the presiding officer rules on the problem.

Recess - This motion is used to suspend a meeting temporarily. The motion should include a set time for remaining in recess. The presiding officer has discretion over whether to entertain such a motion if he or she feels that the recess is too extensive. The presiding officer would, in such a situation, ask the assembly if anyone wishes to amend the time for recess in the motion. This motion may only be employed if the presiding officer, feeling that a recess is needed, addresses the assembly with, "I will now entertain a motion to recess." The presiding officer shall decide the length of time. If a member introduces this motion without having heard the permission of the presiding officer, the motion will be out of order. Members may obtain the floor from the presiding officer and ask for permission to move to recess, but the final decision rests with the presiding officer.

Adjourn - This motion ends the meeting immediately upon approval. The presiding officer has discretion over such motions, and if he or she feels that the motion is designed to prevent or delay the consideration of question/motion, he or she shall rule the motion to ADJOURN either out of order or dilatory. If the presiding officer decides that adjournment is necessary while there is still business pending, that business will carry over to the next meeting and must be brought up at that time by the presiding officer.

1) Subsidiary Motions and Privileged Motions are ranked for the order in which they are addressed and voted on in relation to each other and within their classifications. The hierarchy shall follow as thus:

- C) Privileged Motions**
 - 9) Adjourn
 - 8) Recess
 - 7) Point of Privilege
 - 6) Call for the Orders of the Day

B) Subsidiary Motions

- 5) To Lay on the Table
- 4) Previous Question
- 3) Postpone to a Certain Time
- 2) Refer to Committee
- 1) Postpone Indefinitely

A) Main Motion

2) The ascending order of motions in this hierarchy shall be the order in which motions may be made, as once a motion to refer to committee has been made a motion to POSTPONE INDEFINATELY is out of order. The descending order of this hierarchy shall be the order in which motions are voted on. Thus, if a motion to ADJOURN and a motion to RECESS are on the table, the motion to ADJOURN must be voted on before the motion to RECESS may be put to a vote.

3) This order also means that once a PRIVILEGED MOTION has been made, no SUBSIDIARY MOTIONS may be entertained while the former is pending. Thus, once a motion to ADJOURN has been made, a motion to MOVE THE PREVIOUS QUESTION is out of order.

d) **Incidental Motions** - These motions relate to procedural questions arising out of the business at hand. They may be introduced at any time.

Point of Order - This motion shall be employed when procedure has been breached. It does not require a second and is not debatable, nor does it need to be voted on. The assembly should consult the parliamentarian on the question.

Appeal - An appeal of a decision by the presiding officer must be made immediately after he or she has made that decision. The presiding officer has the first opportunity to speak followed by any members of the assembly wishing to give an opinion. After the members finish speaking, the presiding officer should put the question before the assembly as to whether they will sustain the decision of the presiding officer. Only a majority vote is necessary to sustain the presiding officer's ruling. If the outcome of the vote has an effect on the pending business, the presiding officer must declare this before the assembly.

Point of Information - This point may be used to obtain information on the question/motion at hand, parliamentary procedure, etc. Like POINTS OF ORDER, these points are non-seconded/non-vote motions.

Withdraw or Modify a Motion - Before the presiding officer has read or stated the question/motion, the proponent of the question/motion may freely withdraw or alter the motion. However, once the question/motion has been raised, the author must rise to this motion to gain the permission of the assembly. The presiding officer will call for vote, from which only a simple majority is needed to gain the permission of the assembly.

Object to the Consideration of a Question/Motion - Upon receiving such a motion the presiding officer may use his or her discretion to either put the objection before the assembly for a vote or, if he or she feels this motion is being abused a dilatory tactic, declare the objection out of order. A two-thirds majority is needed to sustain an objection. Any member, including the presiding officer, may bring an objection before the assembly.

e) **Review Motions** - Motions that Bring a Question Before the Assembly Again

Take From the Table - This motion shall be used to bring back a question/motion that was set aside by a motion to TABLE. This motion is not debatable but does require a vote.

Reconsider - This motion shall be used to bring the assembly to reconsider the vote on a motion. It is debatable if the motion it concerns is debatable. Only a member who voted on the prevailing side may make this motion.

Rescind or Amend a Question/Motion that Was Previously Adopted - This motion is debatable.

5. Special Motions

a) **Procedural Motion to Suspend the Rules**

This motion allows the assembly to temporarily set aside the Standing Rules when dealing with a specific item of business. The motion is subject to the discretion of the presiding officer, and may only be used when an impasse has been reached in a situation due to the constraints of the rules. If the presiding officer allows the motion, a three-fourths majority of the assembly of the Student Congress must approve the suspension of the rules.

6. Special Circumstances Involving Motions:

a) Any motion attached to a question/motion sent to committee does not accompany the latter.

b) The Secretary must record all Points of Order, Appeals, and Voting Results.

7. Additional Guidelines:

a) Any motion attempting to accomplish more than one item of business shall be declared out of order.

b) No new question/motion may be introduced while a main motion is still under consideration unless the committee first votes to dispose of the latter.

c) Unfinished business (motions left pending, tabled, or postponed) must be restated by the presiding officer at an appropriate time at the next meeting and then disposed of.

d) Any issues of procedure not addressed in these Standing Rules or the Constitution should be decided by Robert's Rules of Order.

CHAPTER 3 - COMMITTEES

A. STANDING COMMITTEES

1. Academics - The Academics Committee shall consider matters and proposals relating to curriculum and university resources. One person from this committee shall be

designated to oversee the Student Congress website.

2. Buildings and Grounds - The Buildings and Grounds Committee shall consider matters and proposals concerning the face and facilities of the campus.

3. Elections - The Elections Committee shall oversee the ordering and conducting of all student elections.

4. Publicity - The Publicity Committee shall be responsible for keeping the Student Body informed of the activities of the Student Congress, including elections and special events.

5. Student Life - The Student Life Committee shall oversee quality of life on campus for students, including campus activities and residences. Two persons from this committee shall be designated to the following positions: one to Bookstore liaison and one to Food Service Liaison.

B. SPECIAL COMMITTEES

1. The Special Committees shall be concerned with activities specifically related to the events with which they are concerned.

a. Homecoming

b. Queen of Hearts

c. Queen's Coronation

d. Western Heritage/Family Weekend

C. OTHER COMMITTEES

1. When necessary, the President may create ad hoc committees to carry out special tasks.

2. The President may create new standing or special committees when necessary.

D. COMMITTEE MEMBERSHIP

1. The President shall appoint all committee members and chairs

E. COMMITTEE REQUIREMENTS

1. The chairs of committees with members in addition to the chair must keep in regular contact with the other members of the committee.

2. Committee chairs must submit a weekly report of activities to the Executive Council by the time of each Executive Council meeting.

CHAPTER 4 - FINANCIAL REQUIREMENTS

A. BUDGETS

1. All committee chairs, Class Presidents, and other individuals who make purchases for the Student Congress must keep a budget of all expenditures and submit that budget in a monthly report to the Business Manager.

B. EXPENDITURES ON SPECIAL EVENTS

1. Before any expenditures or commitments may be made on a special event, the chair of the committee overseeing the event must compile an estimate of revenue versus expenditures for the event into a report and submit the report to the Executive Council for approval. If the Executive Council shows concerns about the proposed expenditures, the committee chair must make alterations to conform to any recommendations made by the Executive Council. The chair of the committee may appeal decisions that the Executive Council makes on these matters to the assembly of the Student Congress.

CHAPTER 5 - VOTING PROCEDURES

A. VOTING METHODS AVAILABLE TO CONGRESS

1. Show of Hands - The method to be used in situations where only a simple majority is

necessary and the majority is easily discerned. This shall be a Yes or No vote.

2. Roll Call - The method used when two-thirds majority approval is required. The President or presiding officer may employ this method if a show of hands fails to clearly reveal a majority. Proper responses in such a vote are Yea, Nay, or Abstain.

3. Secret Vote - This method shall be employed in situations concerning a member of Student Congress, such as election to an honorary position.

B. SPECIFIC SITUATIONS

1. Confirmations of Appointments - The Student Congress shall approve appointments by a simple majority.

C. VOTING PRIVILEGES

1. Only members of Student Congress may vote in a meeting of the Congress.

2. Executive Council members shall not be allowed to vote, except the President in situations of a tie. As provided by the Constitution, the Parliamentarian shall also not be allowed to vote.

3. If at any time a member of the Student Congress fills the role of the presiding officer rather than an officer of the Executive Council, that member shall not be able to vote while filling that role except in situations of a tie.

CHAPTER 6 - DISCIPLINARY ACTION

A. PROVISION

1. Disciplinary action may be taken against any member of Student Congress who fails to fulfill a duty, responsibility, or commitment. These violations may include, but shall not be limited to, having more than three absences in a semester. The Executive Council shall decide what violations are punishable on a situational basis.

B. MINOR SITUATIONS

1. Upon reaching three unexcused absences, a member shall be called before the Executive Council for counseling.

2. Upon reaching four absences, a member must complete one hour of Congress service, which must be approved and supervised by the Executive Council.

3. The punishment for failing to fulfill a commitment, such as duty at an election or special event, shall be two hours of community service, unless a member notifies the chair of the event or the Executive Council.

C. SITUATIONS FOR IMPEACHMENT AND REMOVAL

1. As per the Constitution of the Student Association, a member of Student Congress may be impeached for failure to fulfill a duty or abuse of discretionary power.

2. Impeachment, or indictment, must be made with a three-fourths majority of the membership of the Student Congress.

3. Once a member has been impeached, they may be subject to removal by the Executive Council.

CHAPTER 7 - ELECTIONS AND APPOINTMENTS

A. HONORARY POSITIONS

1. The Student Congress shall supervise the elections to the following honorary positions:

a) University Queen

b) Mr. and Ms. Bronco

B. ELECTION REQUIREMENTS FOR HONORARY POSITIONS

1. Nominations

Members of each student organization and club, including the Student Congress, shall have the right to submit nominations for honorary positions to the Elections Committee of the Student Congress, the number of which may be limited at the discretion of the Student Congress.

2. University Queen

- a) Upon receiving the nominations for University Queen, the Student Congress shall order a primary election and put the list of nominees before the Student Body for the students to select the five nominees for the final election.
- b) In the final election, which the Student Congress shall order at its discretion, the Student Body shall select one nominee from the five finalists to be the new University Queen.
- c) In the event of a tie in the final election, the Elections committee shall take the totals for the nominees between whom the election is split and add those totals to the number of votes they received in the preliminary election. Whichever nominee has the most votes after this step shall be declared the winner.

3. Mr. and Ms. Bronco

- a) Each student club and organization on campus, including the Student Congress, may submit one nominee for Mr. Bronco and one nominee for Ms. Bronco to the Elections committee of the Student Congress.
- b) The Student Body shall then select one nominee for Mr. Bronco and one nominee for Ms. Bronco. If no nominee receives a majority of votes, a runoff election shall be held between the three nominees for each position who received the most votes.

C. VACANCIES WITHIN STUDENT CONGRESS

1. All appointments must be approved by a simple majority of the Student Congress.
2. The Executive Council shall seek out individuals to fill any vacancies in the at-large and school representative positions or the offices of Parliamentarian and Chaplain. Upon finding a candidate, the President may present his appointee to the Congress for approval.
3. The Class Presidents shall be responsible for seeking out and appointing individuals to fill any vacancies within their respective classes.

D. OATH OF OFFICE

The oath of office shall be "Do you solemnly swear that you will faithfully carry out the duties of the office to which you rise, upholding the Constitution of the Student Association, and following the principles of the University? If so, answer, I do."

CHAPTER 8 - AMENDING THE RULES

A. PROCESS

1. The Student Congress may amend the Standing Rules at any time, by a three-fourths majority vote and with the approval of the Executive Council. If the Executive Council declines the amendment, the members of the Student Congress shall have the ability until the close of the next meeting to override the decision of the Executive Council by a three-fourths majority vote.
2. Any such alterations shall be made on a section-by-section basis and shall be appended to the Standing Rules until the beginning of the next semester when the Parliamentarian shall present a new draft of the Standing Rules with the amendment embedded in the document.

CHAPTER 9 - RATIFYING THESE RULES

A. VOTING REQUIREMENT

1. These rules must be ratified by a majority of the membership of the Student Congress.

B. DATE OF EFFECTIVITY

1. These rules shall be effective immediately upon approval by the Student Congress.