The Procedures of the ASNNU Senate

Associated Students of Northwest Nazarene University

Updated April 2008

Rule I—ORDER OF BUSINESS

The order of business for regularly scheduled meetings of the Senate shall adhere to the following pattern:

1. Call to Order
2. Prayer
3. Correction and approval of the previous meeting's minutes
4. Gallery Business
5. Reports of the Executive Officers
6. Reports of Special Committees
7. Reports of Standing Committees
8. Old Business
9. New Business
10. Adjournment

Rule II—OFFICERS OF THE SENATE

A. Duties of the Chair: The Executive Vice President shall server as Chair of the Senate. The duties and powers of the Chair shall consist of the following:
    1. to call to order all meetings of the Senate;
    2. to facilitate discussion with order and decorum;
    3. to conduct and declare all votes;
    4. to vote only to make tie;
    5. to commit an item of Senate business to a committee for further review;
    6. to form special committees of the Senate;
    7. to coordinate all administrative functions of the Senate;
    8. to schedule all meetings of the Senate;
    9. to set Senate agenda and ensure that the ASNNU has prior access to the agenda of all regular meetings of the Senate;
    10. to distribute meeting agendas at least one day prior to each regularly schedules meeting of the Senate to the following parties;
        a. Senators
        b. Executive Officers
        c. The student government advisor
        d. Any other parties, organizations, or persons directly related to the meeting's agenda
    11. to maintain all correspondence to and from the Senate;
    12. to number and keep record of all Senate legislation;
    13. to prepare all Senate legislation in its final form;

14. to present legislation (in its final form) to the following parties no later that two days after the meeting:
    a. the ASNNU President
    b. the ASNNU Business Manager (in the case of fiscal legislation)
    c. the student government advisor
15. to ensure that the following parties possess fully updated copies of all official ASNNU documents by the end of the second week of each term:
    a. Senators
    b. Executive Officers
    c. Chief Justice
    d. The students government advisor
    e. NNU's Vice President for Student Development
    f. The NNU Business Office
    g. The NNU President
16. to appoint chairs for each of the Senate Standing Committees;
17. to appoint, with the approval of the Senate, a Parliamentarian;
18. to appoint, in the absence of the recording secretary, an acting secretary to record meeting minutes.

B. Duties of the Vice Chair: The Vice Chair shall be elected from and by the Senate and shall, in the absence of the chair, assume the powers and duties of the Chair as directed by Rule II, Section A.

C. Duties of the Recording Secretary: The ASNNU Executive Secretary shall serve as the Recording Secretary and shall assume the following duties.
    1. to prepare and distribute copies of the Senate minutes, as described in the ASNNU Code:
    2. to enter in the minutes an attendance record, indicating Senators who are absent, who arrive late, or who leave early;
    3. to distribute minutes to any party, organization, or person as directed by the Chair.

D. The Parliamentarian shall be appointed by the Chair and shall, upon request, advise the Chair, the Senate, and members of the gallery on points of parliamentary law and ASNNU procedure. The Parliamentarian shall serve under the guidelines presented in Robert's Rules of Order.

Rule III—MEMBERS OF THE STUDENT SENATE

A. Definition of a member: A member is an individual who meets the requirements of Article III, Section 1, of the ASNNU Constitution.

B. Duties and Responsibilities of the Senate Members:
    1. Every member shall be present within the Senate Chamber during the meeting unless excused by the chair or unavoidably detained.

2. If a Senate member fails to attend four regularly scheduled meetings, (having been previously excused by the Executive Vice President), or three unexcused absences in one term, the procedure shall be: The Executive Vice President shall inform Senate of the situation; Senate will then hold informal discussion. If necessary, Senate may initiate recall procedures by submitting a resolution to the Senator's respective class officials indicating the necessity for an investigation and/or recall of the Senator. Refer to the ASNNU Constitution.
3. Any member unable to attend a meeting and having in his/her possession papers essential to the business presented to the Senate, shall leave the same with the chair.
4. The Senate may censure a member for violation of its rules of procedures with the concurrence of two-thirds of the members present.
5. Every member will serve on at least one standing committee.
6. A Senate member may yield to a member of the gallery to speak on an issue during a period of discussion.
7. Gallery member:
    a. Members of the gallery are subject to the same limitations as member of the Senate.
    b. The gallery member, when participating in discussion, has no power to yield the floor to anyone except the Chair or to the original yielding Senate member.
    c. A gallery member may only hold the floor for a time of five minutes. At which time the member may be given more time at the Chair's discretion.

C. <u>Senior Class Senators</u>: Senators from the Senior class shall serve in their positions until their graduation exercises.

Rule IV—COMMITTEES

A. <u>Senate Committees</u>:
    1. Senate Standing Committees
        a. Standing Committees of the Senate shall consist of the following:
            1) Ways and Means Committee, which shall consist of the ASNNU Business Manager (who shall serve an ex-officio member) and four (4) members (one from each class) of the Senate, one of whom shall serve as chair.
            2) Campus Life Committee, which shall consist of the Social Vice President (who shall serve as an ex-officio member) and four members (one from each class) of the Senate, one of whom shall serve as Chair.
            3) Judiciary Committee, which shall consist of the Chief Justice (whom shall serve as an ex-officio member) and four members (one from each class) of the Senate, one of whom shall serve as Chair.

b. Job Descriptions of the standing committees of the Senate shall be:

1) Ways and Means Committee: The purpose of this committee will be to assist the Senate with consideration in all fiscal matters. The Committee will work directly with the ASNNU Business Manager and occasionally with the administration in implementing the following duties as need arises.

a) To review and adjust the organizational budgets and present adjusted fiscal year budgets to Senate for approval.

b) To recommend any adjustments of student fees to Senate for the purpose of dealing with inflation and rising needs. Upon Senate's approval, the committee will present those adjustments to the Board of Regents and work with the Board in investigating the proposed changes.

c) To be responsible for the auditing review of the ASNNU financial records.

d) To research special projects and deal with occasions that involve financial consideration.

e) To have the power to halt any fundraising activity such as an activity determined to be in poor taste or one that is in direct conflict with the rights of any other organization.

f) ASNNU Budget Priority Statement: Purpose: This is a budget priority statement designed to assist in the allocation of funds. This is not to be considered as a definite policy that must be followed but is to be used simply as a guideline.

1-Commitment

A. Lecture Series
B. Nazarene Student Leadership Conference
C. Salaries
D. Class Allotments
E. Reserve for Refund on student withdrawals

2-Responsibilities

A. Oasis
B. Crusader
C. Miscellaneous Office Supplies

3-Discretionary

A. Junior/Senior Retreat
B. BRICK House
C. Homecoming
D. ASNNU Sponsored Social Events

E. Class A and Class M Organizations
F. SGA Officers

2) Campus Life Committee: The purpose of this committee will be to visualize, create, and build a positive community atmosphere upon the campus of NNU. Realizing that many facets of a student's life contribute to this atmosphere, the Campus Life Committee should strive to maintain a healthy and comfortable experience through the implementation of all of the following duties.
    a) Serve as a review committee for any student organization when ready.
    b) Be aware of NNU's physical appearance and serve as the student's active voice is registering suggestions, constructive criticism, and request to appropriate offices.
    c) On a need basis, serve as the committee to work out the details of a campus-wide poll, petition, or survey and be responsible for the administration of such an activity.
    d) Act as a creative informative liaison (between the students and ASNNU) concerning specific news items of general interest, which are not normally covered in campus publications.
    e) Maintain an awareness of the physical, mental, social, and spiritual needs among students and encourage students to express their desires via student organizations and/or students government.
    f) Maintain a long-range list of priority items that would require the use of the Brick House Permanent Fund.

3) Judiciary Committee: The purpose of this committee is to be a sounding board and tool for the use of the students of NNU. As delegated by a consensus of the Senate, or appointment by the Executive Vice President, the Judiciary committee will review and research any issues presented to ASNNU and referred to this committee concerning.
    a) Revisions to the ASNNU Code, Constitutions and Procedures of the Senate,
    b) Registration,
    c) Testing,
    d) Final Exams and/or,
    e) Conflicts between extracurricular activities and scholastic activities (i.e. road trips, retreats, tours, etc.).

The major tool of this committee would be the possible referral to administrative committees who deal specifically with these issues, after presenting the Senate with the research done on the specific issue.

2. Senate Temporary Committees
    a. A temporary committee is one set up for the expressed purpose of either investigating a situation or administering a particular program.
    b. The Chair of the Senate shall either make student appointments to temporary committees with the approval of the Senate or by a Senate standing committee under which the committee would fall, also with the approval of the Senate.
    c. Senate shall conscientiously follow Appendix III in the process of reviewing any recognized ASNNU organization.

B. Student Faculty Committees:
    1. A Student/Faculty Committee is one incorporated into the administrative framework with a particular responsibility, purpose and set organization; and one whose members hold their positions the entire school year, (i.e. Appeals Committee, Student Life Policy Council, etc.)
    2. Student appointments to a Student/Faculty Committee shall be filled by general filing from the student body.
    3. The Senate shall have the power to recall members appointed by the Senate to Student/Faculty Committees as stated in the ASNNU Constitution, Article VI, Section 5, Letter H.

Rule V—CORRESPONDENCE

The Senate in an order determined by the Chair shall appropriately consider petitions, requests, or correspondence requiring legislative action. Such items may be referred to standing committees or acted upon immediately by the Senate if legislative action is deemed necessary. All written correspondence to the Senate shall be communicated to the Senate at its next meeting.

Rule VI—DISPOSITION OF BILLS, RESOLUTIONS, AND OTHER PERTINENT MATERIAL

A. Definitions:
    1. Bills:
        a. A bill is a proposed legislative act;
        b. A bill is a proposed, definite, and complete authorization for specific actions or procedures to be taken;
        c. The term “bill” shall remain on the measure until, by its adoption, it is known as a legislative act.

2. Legislative Act: A legislative act is a bill, which has been adopted by a majority vote of the Student Senate. It has permanent and binding effect on the parties concerned until reconsidered or rescinded as a whole or as a part by action of the Senate. (All fiscal actions shall be legislative acts.)

3. Statutory Resolution: Statutory resolutions are ratifications of organization constitutions.

4. Advisory Resolution: Advisory resolutions are recommendations to other bodies, committees, or organizations.

5. Legislative Directive: A legislative directive is an instruction by the Senate to the members of the Executive Council, the ASNNU President, the Senate itself, or ASNNU Committees, to adopt a temporary course of action.

B. Disposition of Measures:
   1. No bills, resolutions, or directions shall be contradictory to the purpose of Northwest Nazarene University as stated in Article II, Section 1 of the ASNNU Constitution.
   2. Bills and resolutions may be introduced by Senate members and Senate standing committees. The name of the introducer or introducers shall be written on the measure. (The Chair of the Senate shall not be eligible to introduce measures in his/her own name.)
   3. Every bill shall embrace only one subject, which shall be stated in the title.
   4. Every measure must be titled, typewritten according the prescribed form (see Appendix 1), and submitted to the Senate Parliamentarian before 3 pm, one day prior to the meeting. The SGA Secretary will attach copies of pertinent measures to the agenda for the forthcoming meeting. This procedure may be altered to expedite business, when necessary, by the Chair of the Senate when there are no objections from any Senator.
   5. Numbering:
      a. The identification of measure as either a bill or resolution and its subsequent numbering shall be the responsibility of the Senate Parliamentarian who will keep a record of all bills and resolutions in order of their presentation.
      b. Bills and resolutions shall both be numbered in the same manner.
      c. The two initial digits of the number shall be the last two figures in the year of the bill's introduction. The next digit or digits shall be the number of the month of the bill's introduction. The final digit following a hyphen shall be the number of the bill with a new series beginning each calendar month.
   6. First Reading: When a measure is presented to the Senate for the first time it shall be read in full. Discussion for clarification will be allowed and, pending objection from any Senator, the bill will be postponed until the next scheduled meeting to facilitate communication with constituency

on the matter at hand. The Senate may, by a vote, commit the measure after the first reading, for further investigation.

7. Second Reading:
    a. At the meeting directly following the time of its first reading, a measure shall be read for the second time whereupon the Senate will act upon it in one of five ways.
        1) The Senate can, by a simple majority vote, decide to discuss and vote on the measure at that time.
        2) The Senate can lay the measure on the table.
        3) A motion to postpone to a definitive time, delaying consideration of the measure to the next scheduled meeting, can be brought to the floor and passed by a majority vote.
        4) The Chair can, with consent of the Senate, refer the measure to one of the standing committees; he/she may designate a reasonable time for the investigation.
        5) The Senate can postpone the measure indefinitely.

    b. If the measure has been referred to a committee, the committee to which it has been referred will, at the time of the second reading, present the measure and a short synopsis of its action upon the measure.
    c. A measure may not be postponed a second time by formal vote to the Senate.

8. Debate:
    a. Debate on an issue shall be limited to three minutes per speech per speaker, and no one Senator may speak more than once before all others have had sufficient opportunity.
        1) Rule VI, Section B.8.a will be enforced by the Senate Parliamentarian.
        2) The author of the bill shall have the right to respond first, or to defer to another Senator or member of the gallery, any questions proposed by other Senators regarding the bill.
    b. Suspension of the rules of debate shall be voted upon only as long as the particular subject is on the floor. A two-thirds majority vote shall be necessary to change the rules of debate.

9. Absentee/Proxy Voting: Absentee voting shall be defined as an absent Senator(s) privilege to cast his/her vote in care of an attending Senator under the following conditions.
    a. Absentee voting shall be allowed only in the event of an unavoidable absence of a Senator (such as class, participation in extra-curricular activities, sick, or out of town).
    b. Absentee voting shall be allowed only on the following motions:

1) Main motion
2) Postpone indefinitely
3) Amend
4) Commit/re-commit
5) Postpone to set time
6) Table
7) Take from the table
8) Rescind
9) Reconsider
10) Accept (appointment of executive officers, etc.)
11) Change the order of business

c. Absentee voting shall be allowed only after the Chair has received written notification. The written notice must identify the reason of the Senator(s) absence, the bearer of the absentee vote, and shall be signed and dated by the absent Senator.
d. No Senator may hold more than one absentee vote.
e. It is the responsibility of the absent Senator to convey his/her opinions and intentions concerning all pertinent Senate business to the Senator who bears his/her absentee vote.
f. In the case that an absentee vote is used in a way not intended by the absent Senator, no automatic reconsideration of the vote shall occur.
g. In the case the Senate rules and/or procedures are suspended, rules for absentee voting shall not be suspended except by the passing of a separate motion.

10. Measures voted down may be reassigned to a committee for investigation.

11. All rescindments, repeals, and reconsideration of bills, resolution, legislative acts or legislative directive shall be passed by a simple majority vote. Motions to reconsider must be made on the day the original vote was taken on a given measure, or on the day of the next regularly scheduled meeting.

12. Amendments to rules of order and the ASNNU Constitution shall be passed by a two-thirds majority vote.

13. Passage of bills, resolutions, and directive shall require only a simple majority vote.

14. During all stages a measure shall retain its original number, but once acted upon, a bill shall, if reintroduced, carry a new number.
15. Repeals shall refer to the title of such acts, and the act or section as amended shall be set forth in full length. When a bill to repeal an exciting legislative act is presented to the Senate, words to be added shall be shown

in capital letters, the omission of words shall be indicated by a line passing through the words.

16. A legislative act may be repealed by the introduction and consideration of a bill with the subsequence sentence: To repeal act #_____; all regulations pertinent to regularly proposed bills and amendments still apply.

17. President's veto:
    a. All bills and repeals shall be subject to the ASNNU President for approval or for veto.
    b. A veto must be made within seven days after its receipt by the President of the measure will be enacted as so voted by the Senate.
    c. In presenting the veto to the Senate, the President shall follow the prescribed form as shown in Appendix II.
    d. The President shall be able to veto a measure either in its entirety or partiality.
        1) If a measure is vetoes in its entirety it must be placed before the Senate whereupon the Senate shall vote on the measure concerned or refer it to committee. If the Senate votes, it must vote to either accept the bill over the President's veto (aye) or to reject the measure (nay). The Senate must vote to override the veto within fourteen days of the President's action, or the measure will not be enacted.
        2) If the President's veto affects only part of the measure, the Senate shall vote only upon the part vetoed. If the Senate overrides the veto, then the parts of the measure vetoed will be accepted and the vetoed section will not be stricken. This, too, may be referred to a committee. A two-thirds majority vote of the quorum is necessary to override a veto.

18. A majority vote of those present shall be necessary to discharge a committee from consideration of any measure and place it in debate before the Senate.

19. All special budget requests shall be placed it itemized form with the chair and the Business Manager at least two days prior to the meeting at which it is to be considered.

20. The procedures concerning the reading and handling of measures are to be considered as guidelines and treated as such. Reasonable changes to fit a particular situation can be made with the consent of a two-thirds majority of the Senate.

Rule VII—IMPEACHMENT PROCEDURES

A. Definition of Concerned Parties:
    1. The Defendant:
        a. may represent himself/herself or may have someone act on his/her behalf,
        b. may have access to evidence and cross-examine all witnesses,
        c. will have no voting power in initial or subsequent hearings.
    2. The Prosecutor:
        a. shall be chosen by the impeachment initiator(s),
        b. has the burden of prod,
        c. will have no voting power in initial or subsequent hearings.
    3. The ASNNU Student Senate:
        a. shall act as a jury but will be entitled to cross-examination of witnesses and all concerned parties in accordance with Rule VII.B. An Impeachment Protocol of the Procedures of the Senate.
        b. Chair shall determine admissibility of evidence.
B. Impeachment Protocol
    1. Articles of Impeachment:
        a. the Chair shall explain impeachment procedures.
        b. the Chair shall read articles of impeachment.
    2. Presentation of Prosecutor's Case:
        a. all evidence must be presented,
        b. evidence and witnesses are subject to cross-examination.
    3. Presentation of Defendant's Case:
        a. same as Rule VII.B.2.a
        b. same as Rule VII.B.2.b
    4. Prosecution Rebuttal.
    5. Defense Rebuttal.
    6. ASNNU Student Senate Review and Cross-Examination Period.
    7. Prosecution summary
    8. Defense summary
    9. Student Senate Executive Session:
        a. the Student Senate shall consider all admissible evidence,
        b. the Student Senate shall determine verdict in Executive Session.

Rule VIII—RATIFICATION AND AMENDMENT

A. All ASNNU Senate legislative action occurring subsequent to the adoption of these rules shall conform to the rules described herein.
B. Laws, rules, regulation, by-laws, and fiscal actions approved by the ASNNU Senate prior to the adoption of these rules shall be invalidated through the use of previously accepted format or procedures.
C. To amend the rules, the proposed amendment must be introduces at least one regular meeting prior to that meeting in which the vote to amend shall be taken. These rules may be amended by a two-thirds vote of the ASNNU Senate.

Appendix I

The form for bills and resolutions shall be as follows:

Senate Bill (or Resolution) _____ Submitted to Committee _____
Submitted _____ Reported from Committee _____
Passed _____

NAME OF BILL

Be it enacted (or Be it resolved)….

Appendix II

The form for Presidential veto or approval of bills:

I, ASNNU President, _____

_____Approve
_____Veto

Senate Bill number: _____
Reasons for Veto:

Signature

Appendix III

Procedure for the review of a recognized ASNNU Organization.

A. Initiation of a review:
   1. Simple majority vote of the Senate.
   2. Notification of the organization that it is being reviewed.
B. Review procedure:
   1. A committee will be formed that includes Senate members, faculty members, student members at large, and when available, a member of the organization in question.
   2. The committee will request from the organization in question an affidavit of performance.
   3. The committee will solicit input from all students.
   4. The committee can invite various interested parties for input.
C. Committee resolution:
   1. The committee shall write a majority report that discloses the pertinent findings of the review. This report shall contain:
      a. Commendations for positive influences of the organization.

b. Suggestions for possible improvement.
c. Areas of improvement that might need immediate attention.

2. Under circumstances that the committee deems excessive, the committee may mandate that the organization make changes in its operation or constitution.

D. Organization response: The organization will be allowed a minimum of one week to respond to the Senate recommendation. If more time is necessary for the organization to comply with the Senate mandates, the organization can request an extension of time.

E. Organization termination: Whenever an organization fails to respond satisfactorily to a Senate mandate, Senate is then justified and empowered to revoke that organization's constitution upon a three-fourths vote of the entire Senate membership.