PART ONE: OPERATIONS, POLICIES, AND PROCEDURES

ARTICLE I: RESPONSIBILITIES

SECTION ONE: Senate
A. The Senate shall pass legislation in order to represent the concerns of their constituents.
B. The Senate shall hear appeals from committees.
C. The Senate shall meet at least every other week during the academic school year
D. The Senate shall approve Executive, Judicial, Legislative, University Committee and Committee appointments
E. The Senate shall aid in the elections process

SECTION TWO: The Speaker
A. The Speaker shall convene and preside over Senate meetings
B. The Speaker shall serve as chair of the Steering Committee
C. The Speaker shall assign Senators to Legislative Committees in consultation with the Deputy Speaker
D. The Speaker shall coordinate and oversee the Legislative Committees and their finances
   a. The Speaker shall serve as an *ex officio* member to all Legislative Committees, for the purpose of providing guidance as needed
      i. The Speaker may not vote
      ii. The Speaker may not make or second motions
      iii. The Speaker may not introduce legislation
E. The Speaker shall have final judgment in interpreting the Students’ Association Constitution, Bylaws, and PPMs when conflicting interpretations arise at Senate meetings
   a. The Senate may overrule the Speaker with a two-thirds majority
F. The Speaker shall maintain the Speaker’s list during Senate meetings or shall delegate this responsibility to the Deputy Speaker

SECTION THREE: The Deputy Speaker
A. The Deputy Speaker shall maintain Senate attendance records
B. The Deputy Speaker shall maintain, and upon request distribute, records of all legislation passed by the Senate
C. The Deputy Speaker shall serve as the business manager for the Senate
D. The Deputy Speaker shall ensure that minutes of all Senate meetings are recorded, maintained, and published
   a. The Deputy Speaker shall ensure that these minutes contain records of all roll call and other voting
E. The Deputy Speaker shall be responsible for knowledge and maintenance of Robert’s Rules of Order during Senate Meetings
F. The Deputy Speaker shall perform all other tasks delegated to them by the Speaker

SECTION FOUR: Senators
A. Senators shall actively seek feedback from the Students’ Association
B. Senators shall act in accordance with Article III, Section 1, Subsection B of the Students’ Association Bylaws
SECTION FIVE: Committee Chairs
A. Committee Chairs shall act as the official representative of their committee at Senate meetings
B. Committee Chairs or their proxy or stand-in shall attend all Senate meetings
C. Committee Chairs shall report the status of their committee at Senate meetings
D. Committee Chairs shall attend Steering meetings to make reports, vet resolutions, and to vote on the Senate’s agenda
E. Committee Chairs shall preside over meetings of their respective Committees
F. Committee Chairs shall meet regularly with their Executive Director counterpart
G. Committee Chairs shall regularly communicate with the Speaker
H. Committee Chairs shall direct the writing of resolutions

SECTION SIX: The President
A. The President shall be an ex officio member of the Senate
   a. The President may not vote
   b. The President may not make or second motions
   c. The President may introduce legislation to the Senate, however, it will require co-authorship with a Senator.
B. The President may be added to the speakers’ list

SECTION SEVEN: Steering Committee
A. Steering shall set the agenda for Senate meetings
B. Steering shall vet resolutions and determine their readiness for Senate
C. Steering shall supervise and coordinate the work of the Standing and Ad-Hoc Committees
ARTICLE II: SELECTIONS, APPROVALS, AND APPOINTMENT PROCESS

SECTION ONE: Speaker and Deputy Speaker Selections

A. Process for selecting the Speaker and Deputy Speaker:
   a. The Senate shall select a Speaker and Deputy Speaker before Commencement Ceremonies and after the elections of the spring semester
   b. The Speaker shall be selected before the Deputy Speaker
   c. To be selected Speaker or Deputy Speaker, a candidate must have the vote of a majority of the Senate voting according to the following rules:
      i. The outgoing Speaker shall open the floor for nominations
      ii. Candidates may make opening remarks and will be interviewed by the Senate in the absence of the other candidates
      iii. The Senate shall deliberate in the absence of all candidates and observers in executive session
      iv. All Senators present shall vote by secret ballot; the outgoing Speaker, Deputy Speaker, and ACJC Chief Justice shall count the ballots
         1. In the absence of the Chief Justice, the Deputy Chief Justice shall assist in the counting of the ballots. If neither is available, the Chief Justice and Deputy Chief Justice shall designate an Associate Justice to assist in counting the ballots.
      v. If no candidate receives a majority vote on the first vote, a run-off shall be held between the top two remaining candidates. If a tie occurs, there shall be one more vote. If a tie re-occurs, the outgoing Speaker shall cast the deciding vote

SECTION TWO: Committees

A. Students’ Association Appropriations Committee
   a. The Senate shall select up to five SAAC Senators
   b. Four SAAC Senators shall be selected at the first meeting following the Spring Elections
   c. Vacant SAAC seats shall be selected at the first meeting following the Fall Elections

B. Standing Committees
   a. Senators shall be selected to serve on Standing Committees following the Fall Elections

C. Ad-hoc Committees
   a. Senators serving on ad-hoc SA committees shall be selected as deemed appropriate by the Senate

D. Process for Approving Committee Nominations:
   a. The Speaker shall open the floor for nominations
   b. Candidates may make opening remarks and will be interviewed by the Senate in the absence of the other candidates
   c. The Senate shall deliberate in Executive Session
   d. All Senators present shall vote by secret ballot; the Speaker and Deputy Speaker shall count the ballots
   e. The candidates with the most votes shall be selected to serve on the committee.
SECTION THREE: Approvals

A. The following appointed positions shall come before Senate for approval:
   a. Cabinet Members
   b. Executive Aides
   c. Legislative Advisors
   d. All-Campus Judicial Council Justices
   e. SAAC Student Accountants
   f. University Committee Members
   g. Senators serving on Deliberative Committees

B. Process for approving appointed positions:
   a. Approval of all appointments shall be placed on the Senate agenda by the Steering Committee
   b. A nominee may make opening remarks and will be interviewed by the Senate
   c. The Senate shall deliberate on the nominee
   d. All Senators present shall vote
ARTICLE III: MEETINGS

SECTION ONE: Rules of Order
A. The Senate shall meet as often as deemed necessary by the Speaker or a majority vote of the Senate, in accordance with Article II, Section IV of the Students’ Association Constitution.
B. The agenda of the Senate meeting shall be set by the Senate Steering Committee.
C. Order during Senate meetings shall follow parliamentary procedure as specified by the most recent edition of Robert's Rules of Order, Newly Revised
   a. The Senate or Steering Committee may temporarily alter or overrule any rules of order by a two-thirds majority vote.
D. The Deputy Speaker advises the Speaker on matters of parliamentary procedure according to Robert's Rules of Order, Newly Revised.
E. Rules of the Speaker’s List shall be determined by the Speaker in consultation with the Deputy Speaker
   a. The Senate may override this decision by a two-thirds majority vote
F. Members of the gallery may only speak when yielded to by a Senator.

SECTION TWO: Voting
A. Quorum shall consist of at least two-thirds of Senate, not including vacant seats
   a. A meeting is valid if and only if quorum is present
B. All decisions shall be arrived on using a simple majority vote, unless otherwise specified in the bylaws, in a manner specified in the motion
   a. Manners of voting include but are not limited to:
      i. Unanimous Consent
      ii. Hand vote
      iii. Roll-Call
      iv. Secret Ballot
C. All motions placed on the agenda require the approval of the Steering Committee
D. The Deputy Speaker shall count the votes and document them in the minutes
E. Motions shall be brought to the floor and seconded by Senators
   a. The maker of the motion shall deem amendments friendly or hostile in the case that an amendment is offered

SECTION THREE: Veto
A. The President shall have until the start of the Senate meeting following the meeting in which a motion was approved to veto that motion
B. The Senate may vote to overturn the veto within one meeting of its announcement.
   a. The Senate shall successfully overturn a veto by a two-thirds majority vote.

SECTION FOUR: Executive Session
A. The Senate shall enter executive session for discussion and voting on any matters regarding the selection, appointment, or removal of Senators
B. The Senate shall enter executive session for discussion and voting on the selection of the Speaker and Deputy Speaker
C. The Senate shall enter executive session upon a two-thirds vote of all present Senate members
D. When the Senate is in executive session, only the Speaker, Deputy Speaker, Senators, ex officio members, and those otherwise specified in the motion may be in the room
E. When the Senate is in executive session, no person shall enter or leave the room unless determined by the Speaker that it is appropriate for them to do so
F. When the Senate is in executive session, no person shall engage in any kind of communication with those outside of the room
G. When the Senate is in executive session, no person shall write down what is discussed
H. When the Senate is in executive session, no minutes are to be taken and any audio or video recordings are to be stopped
I. Following executive session, no person who was in that session shall discuss what was said with any other person, whether that person was part of the session or not
   a. Should it be found that the details of what occurred during an executive session were discussed outside of that session, that person shall be placed on the agenda for removal at the following Senate meeting, regardless of the term in which the executive session was held.
ARTICLE IV: Legislation

SECTION ONE: Purpose of Legislation

A. The business of the University of Rochester's Students' Association shall be expressed through legislation. Legislation is the documented and written approval or act describing the will of the students.

SECTION TWO: Types of Legislation

A. There are three main types of legislation used by the Students' Association
   a. Resolution: legislation that the Senate has no formal authority to enact. The outcomes of resolutions involve advocacy, usually undertaken by the Executive Branch to relevant parties.
   b. Statement: legislation that the Senate passes specifically for the purpose of recognition or affirmation. It does not require advocacy work beyond a statement of support or related actions. Senate Statements can also support and legitimize executive campaigns or to state the position of the Senate.
   c. Bill: legislation that the Senate has the formal authority to enact. The outcomes are immediate following the formal passage by the Senate and the signature of the President.

SECTION THREE: Structure, Rules, and Privileged Legislation

A. Regular Legislation
   a. Senate Bill
      i. Structure
         1. Bills are comprised of two primary sections
            a. Rationale: an explanation of and argument in support of the bill at hand
            b. Action: This will begin with the phrase "Be it enacted by Students' Association Government in Senate assembled" and then detail the exact actions that the Senate will take. Changes to PPMs must include both the original wording and the proposed wording.
         2. Bills shall be called "Senate Bill" and be assigned a number by the Deputy Speaker of the Senate
      ii. Rules and Privileges
         1. Bills that attempt to alter any of the rules of Student Government ought to first be brought before the Election and Rules Committee to secure their endorsement
         2. Bills that direct a body or individual to act may be written independently and directly submitted to the Steering Committee for review
         3. Bills that will result in changes to the wording of an official document (such as PPMs or Bylaws) require the inclusion of the original wording and the new wording, and should be written in italics.
   b. Senate Statement
      i. Structure
         1. A Statement is written in the form of a resolution. However, it distinguished itself from an "advocating" resolution based on its "Let It Be Known" clause, which must comply to the rules and privileges displayed below.
         2. Statements shall be called “Senate Statement” and be assigned a number by the Deputy Speaker of the Senate
ii. Rules and Privileges

1. The wording of a Statement’s “Let It Be Known” clause must recognize something that has already happened or is currently happening.
   a. It may not recognize something that may happen, should happen, or that individuals want to happen - this is done through resolution.
2. Senate Statements can bypass Committees and be submitted directly to the Steering Committee for approval.
3. Senate Statements are allowed to direct Executive Directors or the President to action, so long as this action is in the form of a statement or a PR campaign.

c. Senate Resolution

i. Structure

1. A Senate Resolution is written in the form of a resolution.
2. To write a resolution, its author is required to satisfy three key questions
   a. Is the objective of this resolution feasible?
      i. In answering this, the writer must demonstrate their idea could potentially happen. Senators need only to prove plausibility to satisfy this point.
         1. This does not mean Senators should reach out to administrators to see if they would implement the idea, as this violates the Legislative/Executive Divide
   b. Do students want this resolution?
      i. A majority vote of the Senate symbolizes that something has the support of the student body. That being said, Senators must still demonstrate to the Senate that a significant subset of students are in support of their idea. To do this, Senators will conduct student outreach.
      ii. There exist a select number of approved methods of gathering feedback.
         1. Surveys
            a. Surveys should be used when there are finitely many possible responses and when the topic is relatively simple in scope
            b. Surveys can take on any form (online, paper, etc.) so long as they give individuals the option to express dissent.
            c. Surveys will be considered valid so long as they contain at minimum 50 students.
            d. The confidence interval must be at least 95% for a survey to be considered valid
         2. Focus Group
            a. Focus groups should be used when there are are infinitely many possible responses. The main purpose of a focus group is to vet the focus of a resolution by discussing it with students
            b. In the text of a resolution, a Senator must specifically note the date of a focus group, the number of people who attended, and any characteristics of the
attendees if they are relevant to the resolution (race, affiliations, etc).

c. The determination of exactly how many and what kind of students are required for each type of resolution shall ultimately be made by the Committee, the Steering Committee, and the Senate, all of whom reserve the right to reject resolutions if they feel the number of students or representative groups included is insufficient.

3. Town Hall
   a. A Town Hall is the gathering of students in a community-like setting to discuss a topic and come to a consensus. Town Halls differ from focus groups in that they do not conform to the "question-response" format that focus groups take on, opting instead for a more community-oriented style.
   b. Town Halls should be used when there are infinitely many possible responses and many more responses are needed than a focus group will allow.
   c. Often, Town Halls will be convened with a topic in mind instead of specific action steps, and the end of the town hall will include decisions on what action steps to take legislatively.
   d. Multiple pieces of legislation may emerge from a single town hall, assuming that the body discussed them, approved them, and are consistent with the topic at hand.
   e. Town halls will often consist of only people who have well-defined opinions, which is a very significant bias. Therefore, they should not be used to prove that a majority of students have an opinion, but rather that there exists a significant segment of the student body that thinks something is very important.

4. Data Analysis
   a. A number of departments on campus have data available for analysis by students. This is permissible to justify legislation.
   b. The Committee, Steering, and the Senate may all question the legitimacy of your data source, and thus Senators must justify where they got their data from.
   
   iii. There are alternative methods of gathering feedback, and Senators are free to choose another method.
However, they must justify their choice to your Committee, Steering and the Senate, and prove that it is sufficient.

c. Is the opportunity cost of this legislation worth it?
   i. Though an idea may be feasible and have some positive student feedback, this does not necessarily mean it is worthwhile. Therefore, Senators must argue the value of their resolution.

3. Resolutions will include action steps in the “Therefore, be it known” section, which may include direction for a student government body or official.

4. One may also include reporting requirements, requiring the executive to report back every-so often on their progress

   ii. Rules and Privileges
      1. Resolutions are to subject themselves to the full vetting process of the SA Government

B. Supplementary Legislation
   a. There exists two additional components of legislation that can be used, and are dictated by their own set of rules
      i. Supplementary Documentation
         1. Supplementary Documentation is defined as anything submitted with a resolution for the purpose of strengthening the argument presented
         2. Supplementary Documentation shall have “semi-legal status”,
            a. Semi-legal status means that documentation may be considered in debating the motion (for instance, if the Senate radically disagrees with the direction of the supplementary documentation, they can vote against recognize the motion), but it does not mean that the executive is bound to following the exact wording of the supplementary documentation.

      ii. Continuing Resolution
         1. A Continuing Bill/Resolution/Statement is an amendment to a previously passed piece of legislation, which in some way changes its action
         2. Continuing Resolutions may originate in Committees, but can be submitted directly to the Steering Committee without the endorsement of the Committee

SECTION THREE: Development of Legislation

A. Legislation can only be submitted by a Senator
   a. Any legislation that is in the process of being developed must be done so under the supervision of a Senator.
   b. Legislative Advisors are permitted (and encouraged) to assist Senators in the development of legislation, which may include (but is not limited to) the physical writing of a resolution, assisting with feedback gathering, etc.
      i. Senators are responsible for the actions and results of Legislative Advisors who assist them in developing legislation
   c. Senators must include those who contributed to the development of legislation on said legislation
      i. A “Co-Sponsor” shall be defined as someone who contributed to the development of a resolution. This will almost always be a Legislative Advisor or another Senator.
      ii. An “Endorsement” shall be defined as an individual or group of individuals who agree with the text of a resolution, and whose concurrence significantly enhances
the legitimacy of a piece of legislation. Endorsements may include Committee endorsements.

B. Legislation can be developed in one of two ways
   a. The Committee Chair’s Agenda
      i. The Chair of a Committee shall keep an agenda containing topics that the Committee shall address throughout their term in office
         1. This list shall be compiled using the Chairperson’s own opinions, input from Senators, input from Legislative Advisors, input from the President, Vice President, or an Executive Director, or from a petition on the IMPACT website
      ii. The Chairperson shall bring up topics for discussion at regular Committee meetings, and the Committee shall conclude by deciding what legislative action (if any) they wish to take
         1. It is not required that these topics be discussed. Items on the Chair’s agenda can range from broad topics (from which legislation can be derived) to specific legislative goals. The latter often will not be discussed, and will simply be assigned to senators.
      iii. The Chair shall request Senators to undertake projects based on the conclusions of the Committee, or else based on agenda items the Chairperson has prepared
         1. Priority shall be given to Presidential requests, followed then by Executive Director requests, then to IMPACT petitions, then followed by conclusions of the Committee.
         2. The Chair shall ensure that this order is kept, so as to ensure a positive relationship between the Director and the Committee.
   b. A Senator’s Independent Initiative
      i. Senators are free to conduct research and author legislation independent of Committees, regardless of if they sit on said Committee.
         1. It is suggested, but not required that they inform the Chair of the Committee that they intend to write the legislation, so as not to conflict with the agenda of the Committee.
         2. Senators may also request to come before the Committee to show preliminary work, or work in progress, to gain feedback from the Committee.
      ii. Senators, upon the completion of their resolution, may submit the legislation to the Committee Chair, and appear before the Committee to gain the endorsement of the Committee
         1. Senators are not required to obtain Committee endorsements and may submit legislation directly to the Steering Committee
            a. The Steering Committee reserves the right to reject legislation on the basis that it was not approved by a Committee
         2. Senators are not required to obtain the Steering Committee’s endorsement and may bring legislation up directly to the Senate
            a. This is not recommended

**ARTICLE V: Steering Committee**

**SECTION ONE: Meeting**
   A. Steering shall meet in the week before each Senate meeting to set the agenda for Senate, except when deemed unnecessary by the Speaker in consultation with the committee
   B. Steering shall be presided over by the Speaker
   C. Steering shall be open to any Senator who wishes to attend
SECTION TWO: Voting

A. Voting members of the committee are:
   a. Standing Committee Chairpersons
   b. Deputy Speaker
   c. President
   d. Vice President
   e. Chief Justice
   f. Deputy Chief Justice

B. The Speaker shall vote only in the event of a tie
C. Other attendees shall be non-voting members