



The UNIVERSITY of OKLAHOMA®

University of Oklahoma Student Government Association

# Undergraduate Student Congress Standing Rules of Order

## Undergraduate Student Congress Code of Conduct:

### STATEMENT ON IMPLEMENTATION

The University of Oklahoma Student Government Association's Undergraduate Student Congress ("Congress") is a professional practice dedicated to developing student leaders and representing the Student Body. As an elected or appointed Member ("Member") of the Student Government Association, one is expected to uphold a certain conduct that represents the students and the University with *respect, honor, and integrity*. The Code of Conduct helps foster a secure community in the University, catering to an open exchange of ideas and changes to better the University Community.

### MISSION STATEMENT (as listed in the Congress Bylaws)

The mission of the University of Oklahoma Student Government Association Undergraduate Student Congress is to represent the interests of undergraduate students in their pursuit of academic and individual achievement. The Undergraduate Student Congress is committed to building a strong campus community, promoting civic engagement, and enhancing the quality of the undergraduate experience at the University of Oklahoma.

### THE CONGRESS CODE OF CONDUCT IS AS FOLLOWS:

#### RESPECT

All Members of Congress shall treat Students, the SGA, the University, and University affiliates with the highest level of respect. While Members shall have the right to speak out against the University's wrongdoings to represent their Constituents, they shall do so in a constructive manner, ensuring that those statements or actions will benefit their Constituents and the OU Community.

#### HONOR

All Members of Congress shall treat all members of the OU Community with the highest level of honor, dignity, and veneration. All Members shall act under the SGA Constitution, Code Annotated, and other rules of law in addition to adhering to all local, state, and federal laws. At no time shall a Member of Congress intentionally or unintentionally speak or act in a discriminatory manner including but not limited to those demographics as listed in our Student Bill of Rights (SGA Constitution § Article XI, Section 8).

## INTEGRITY

While a Member of Congress can also be a member of a Registered Student Organization (“RSO”) at the same time, they shall act in an unbiased manner; however, the Member shall be asked to recuse themselves from any discussions and (if applicable) abstain from any votes regarding the manner. Furthermore, Members shall always strive to better the SGA and University Community in the strictest truth.

### **RULE 1: Purpose and Authority**

Section 1. These Standing Rules complement the Bylaws of the Congress, providing for specifics of procedure, motions, and officer and member roles in the meetings of the Undergraduate Student Congress and establishing general administrative procedures of the Congress.

Section 2. These Rules shall govern the procedure of all meetings, general and committee, of the Undergraduate Student Congress except where in conflict with the Bylaws of the Undergraduate Student Congress, the SGA Code Annotated, the SGA Constitution, or other higher document or duly passed legislation.

Section 3. These Standing Rules are established, remain effective, and may be amended as specified in Section 9.1.5 of the Undergraduate Student Congress Bylaws.

### **RULE 2: Order of Business for Meetings**

Section 1. In compliance with the Oklahoma Open Meetings Act, all meetings conducted in Congress require an agenda published twenty-four (24) hours prior to the meeting and a record of all votes taken.

Section 2. All meetings for Congress shall be required to conduct in order the following:

A. Call to Order and Opening Roll Call

B. Mission Statement

1. The Mission Statement shall be read, as found in the Undergraduate Student Congress Bylaws on page 1.

C. Moment of Silence

1. The Moment of Silence shall be an opportunity for Congress members to reflect. The Moment of Silence shall last no less than ten (10) seconds and no more than one (1) minute.

#### D. Approval of the Minutes

1. These minutes shall contain the voting record of the respective meeting.

#### E. Officer Reports

1. Congress Chair, Vice Chair, and Secretary

Section 3. At the discretion of the presiding officer of any meeting, the following can be adapted to add fit the necessities of each Committee.

#### A. Committee Reports

1. Committee Chair or ranking member present
2. Must include recommendations on all legislation, and a summary of any action taken by the committee since its last report and must be limited to the business of the respective committee.
3. Minority Reports
  - a. Should any two (2) members of any standing committee not concur with conclusive action taken on any business considered by the committee said members should submit a written and signed report to the Congress Vice Chair before the general meeting in which they wish to present their report.
  - b. Minority reports are presented immediately following the respective committee report.

#### B. Liaison Reports

1. Must include a summary of all meetings attended and other activity or business performed as a liaison of the Student Government Association in General, or of the Undergraduate Student Congress in particular, since the last report. If a liaison report is given that does not pertain to events attended on behalf of the Student Government Association or the Undergraduate Student Congress, a call for the orders of the day should be made.

### C. Special Orders

1. Committee of the Whole is in order and shall be led by the Vice Chair as specified in the Bylaws.
2. Members may speak at this time on topics not pending before Congress, but within its purview.
3. Outside presentations or other special events scheduled through officers of Congress may be presented at this time.
4. Elections within the body will also be held during Special Orders.

### D. Student Concerns

1. Any SGA Member may freely address Congress with concerns about the University or any matter pertaining to members so long as they maintain decorum.
2. Remarks are limited to five (5) minutes to members of the SGA or Registered Student Organizations.
3. Time unused for remarks shall be yielded to questions.
4. Student concerns shall then be referred by the Chair to committee for further Discussion.

### E. Old Business

1. Items which have been on the Items To Be Considered agenda and moved at a previous meeting of the current session of Congress.
2. Items having previously received a Presidential veto.

### F. Items To Be Considered

1. All items having received a recommendation other than "Do Fail" through a committee of Congress and which has not been moved at a previous general meeting of the current session.

### G. Follow-up Reports

1. Authors of previously passed legislation are to give reports on developments resulting from the legislation passed.

### H. Items for Future Agenda

1. To facilitate the adequate preparation of Congress, the author of a bill to be considered in the future is encouraged to read the title of the bill. This bill shall be assigned to a committee by the presiding officer.

I. Announcements and Comments

1. All matters not addressed elsewhere in the Order of Business. This is also when authors may announce future consideration of bills.

J. General Discussion

1. Time allotted for members to discuss actions taken and considered during the business portion of the meeting

K. Final Roll Call

L. Adjourn

Section 4. For General meetings, the follow agenda items are not required:

A. General Discussion

Section 5. For Standing Committee meetings, the following agenda items are not required:

A. Committee Reports

B. Liaison Reports

C. Student Concerns

D. Announcements and Comments

Section 6. All meetings of the body must end with a Motion to Adjourn.

**RULE 3: General Procedures**

Section 1: For the purpose of the SGA Undergraduate Student Congress meetings, the following definitions shall be regarded as the official definitions for the following items:

- o Amend: Inserting or striking out words or paragraphs or substituting whole paragraphs or resolutions.
- o Appeal Decision of the Chair: Appeal for the assembly to decide- must be made before other business is resumed. This is not debatable if the motion relates to decorum, violation of rules, or order of business.

- o Commit/Refer to Committee: The Chair will state the committee to receive the act or resolution.
  
- o Committee of the Whole: The assembly as a whole move into a committee; this committee may limit the number or length of speeches or close debate by other means by a 2/3 vote. Committee of the Whole is often used to see bills that may have been missed in committee but should, for some emergency or specific reason, be seen in that general meeting.
  
- o Dilatory: Tactics used to delay or obstruct business, annoy the deliberative assembly, or delay consideration of a subject. Reasonableness is often used as a criterion deciding whether a motion is dilatory.
  
- o Divide the Question: Divides a motion into two or more separate motions (these motions must be able to stand alone as motions).
  
- o Long Title: Description of the legislation's purpose and effects. This may include things such as the short title, providing for an effective date.
  
- o Main Motion: Brings the next item on the agenda before the assembly. Main motions are made while no other motion is pending.
  
- o On Information: A question to the chair which can be redirected to the appropriate person to answer.
  
- o Orders of the Day: A call to adhere to the agenda (deviation from the agenda requires a suspension of the rules).
  
- o Parliamentary Inquiry: Inquire as to the correct motion to accomplish a desired result or raise a point of order.
  
- o Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
  
- o Point of Privilege: A privileged motion to call for the comfort, amplification, or safety of or for specific members of the body.
  
- o Previous Question: Closes debate and moves directly into a roll call vote on the item being debated.
  
- o Providing for codification: A mandatory clause within the long title that authorizes amendments to governing documents to be integrated into the document.

- o Providing for distribution: A mandatory clause within the long title that allows for copies of resolutions and acts to be sent beyond the body.
- o Providing for an effective date: A mandatory clause within the long title specifying the date at which an act shall be implemented.
- o Providing for a short title: A mandatory clause within the long title authorizing a title by which an act shall be known.
- o Scrivener's error: Mistake by preparer of a document that results in intent of the parties being thwarted.
- o Short title: Formal name by which a piece of primary legislation may be cited.
- o Table to a Certain Time: State the time the motion or agenda item will be next seen.
- o Table Indefinitely: Fails the question/resolution for this session.

## Section 2. Specific Motions:

### 1. Motion to Adjourn

- a. The motion to adjourn is out of order when another has the floor. Only a voting member may move to adjourn.
- b. The presiding officer shall call for a reading of the titles of all bills remaining on the agenda that have yet to be acted upon by Congress. After the reading of these titles, Congress shall hold a roll call vote on adjournment, unless the motion is consented to.
- c. The motion to adjourn is not debatable. requires a second, and a majority of representatives present and voting to pass.

### 2. Motion to Vote on All Pending Questions

- a. This motion shall be out of order at all times.

### 3. Motion to Enter into Executive Session

- a. The motion to enter executive session shall be in order only for elections, a no confidence vote, or impeachment as specified in the Bylaws and shall be consistent with the most current Oklahoma Open Meetings Act.
- b. Representatives, Associates, and Student Affairs Staff shall be deemed as "Essential Personnel" and should be allowed speaking privileges unless otherwise specified in these Bylaws. Speaking privileges to Associates shall be granted by the Chair without objection from any Representative.
- c. The motion to Suspend the Membership Privileges of Associates shall be in order for executive session during elections, no confidence votes, and impeachment as specified

in section 3.3 subsection 5 and shall be consistent with the most current Oklahoma Open Meetings Act.

4. Motion to Suspend the Rules

- a. A Motion to Suspend the Rules shall only be in order for a specific purpose or instance and shall be used to suspend any of these Bylaws relating to business procedure.
- b. The motion requires a second affirmative vote by 2/3 of the total number of voting members, including those not present, to pass.

5. Motion to Suspend the Membership Privileges of Associates

- a. A motion to suspend the membership privileges of Associates shall temporarily suspend all membership privileges of associates, including but not limited to motion making, voting on procedural questions, and automatic recognition to speak.
- b. A motion to suspend the membership privileges of associates shall take precedence over all other legislation, motions, business, speeches, or activity of Student Congress. This motion may be made at any time.
- c. The motion requires a second and shall pass upon a majority vote of all Representatives present and voting at a given general body meeting or committee meeting. Associates may not vote on the question during a committee meeting.
- d. Suspended membership privileges of associates shall be restored upon a majority vote of representatives present and voting at a general meeting or committee meeting.
- e. Unless a time is otherwise specified by the motion to suspend the membership privileges of associates or said privileges are restored by a later motion, said privileges shall be restored at the completion of the general meeting or committee meeting in which said motion to suspend the membership privileges of associates was made.

6. Motion to Appeal the Ruling of the Chair

- a. A motion to appeal the ruling of the Chair shall reverse any decision the Presiding Officer may from time to time be required to make regarding the interpretation of an ambiguity or inconsistency in the rules governing Congress.
- b. Any Representative shall have the right to appeal the decision of the chair should they consider themselves, or the Congress, aggrieved by such a decision.
- c. The motion must be made at the time of the ruling.
- d. The Presiding Officer must recognize a motion to appeal the ruling of the chair
- e. The motion requires two seconds.



- f. The motion is non-debatable, save for one (1) minute to that member appealing to state the reasons for the appeal, and one (1) minute to the Chair to respond to the reasons as well as their reasons for making the ruling.
  - g. The question on the passage of the motion shall be phrased by the Presiding Officer as “Shall the decision of the Chair be the decision of the body?”. A positive vote by a majority of the members present and voting shall sustain the ruling of the Chair. A negative vote by a majority of the members present and voting shall overturn the ruling of the Chair. A tie shall sustain the ruling of the Chair.
7. Motion to conduct a Special Vote of No Confidence in a Congress Officer
- a. Any Representative may move to conduct a special vote of no confidence during Special Orders in the following general body meeting.
  - b. The motion requires a second, and a majority of Representatives present, and voting may vote to pass it.
  - c. If the motion passes, the Special Orders for the following general body meeting shall include the vote of no confidence in the specified Congress officer, as well as an Executive Session during the vote, in accordance with the most recent Oklahoma Open Meetings Act.
  - d. The Special Vote of No Confidence shall be conducted as elsewhere provided in these Bylaws.
8. Motion to Enter into and Rise from Committee of the Whole
- a. If Committee of the Whole is listed on the agenda for Special Orders during a general body, a motion is necessary to enter into and rise from Committee of the Whole.
  - b. Any Representative may move to enter into Committee of the Whole, and any voting member may move to rise from Committee of the Whole.
  - c. The motions require a second and shall pass with a simple majority vote. d. The motion is debatable only as to the desirability of entering into or rising from Committee of the Whole.
9. Motion to Reconsider Legislation
- a. The purpose of reconsideration is to permit correction of a hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation. The motion to reconsider for any other purpose, including, but not limited to, dilatory use or circumvention of majority action, shall be out of order.
  - b. This motion may only be made at the general meeting at which the original vote was taken or the immediately following general meeting.

- c. All representatives who voted on the prevailing side may make a motion to reconsider that is in order.
- d. The motion to reconsider is not debatable.
- e. A motion to reconsider requires a vote of a majority of representatives present and voting, regardless of the vote necessary to adopt the motion to be reconsidered.

#### 10. Motion to Commit Legislation to Committee

- a. The purpose of the motion to commit legislation to committee is to send a pending piece of legislation to a committee so that said legislation may be carefully investigated and put into better condition for Student Congress to consider. The motion to commit for any other purpose, including, but not limited to, dilatory use or circumvention of majority action, shall be out of order.
- b. The motion to commit shall be in order for pending legislation during Items to be Considered or for future legislation during Items for Future Agenda, pursuant to Section 7.2 of the Bylaws. If a motion to commit legislation carries during Items for Future Agenda, the Chair may, at that time or any time before the specified committee sees the legislation, choose to refer the legislation to another committee in addition to the committee specified by the motion.
- c. The motion to commit legislation to committee is debatable only as to the desirability of committing the legislation and to the appropriate details of the motion to commit.
- d. The motion to commit requires a second and a vote of a majority of representatives voting and present unless it is consented to.

#### 11. Motion to Suspend the Rules:

- a. Allows a violation of the assembly's own rules
- b. The motion must include the reason of the suspension
- c. Requires a 2/3 vote of all representative voting and present

### Section 3. Quorum

- A. If at any time during a meeting, a question shall be raised by any member as to the presence of a quorum, the Presiding Officer shall, without debate, forthwith direct the secretary to determine the presence or absence of a quorum and shall announce the result.

- B. Whenever it is ascertained that a quorum is not present, the members present may, by motion adopted by a majority of those voting, direct the Vice Chair to contact absent members and request their presence.
- C. Until a quorum is present, only debate and procedural motions may be conducted. Main motions are out of order. In a meeting without a quorum, a unique motion to enter debate, but not to view or vote on a piece of legislation, shall be in order.

#### Section 4. Parliamentary Guidelines

- A. Any representative shall have the right to object to debate. A 2/3 vote of the body is required to prohibit debate at this time.
- B. Any member may rise to a Point of Order, Personal Privilege, or Information, pursuant to these Rules, the Bylaws of the Undergraduate Student Congress, *Robert's Rules of Order Newly Revised* (2000), but a member may not be so recognized for any purpose other than that for which they are recognized, nor may a member yield on such an occasion or make any main or subsidiary motion.
- C. Any Representative shall have the right to appeal the decision of the chair should they consider themselves, or the Congress, aggrieved by such a decision. Such appeal must be seconded by a Representative. An appeal shall be non-debatable, save for one (1) minute to that member appealing to state the reasons for the appeal, and one (1) minute to the Chair to respond to the reasons as well as their reasons for making the ruling. The question of an appeal shall be put in the following form: "The question is, 'Shall the decision of the Chair be the decision of the body?' A majority vote in favor sustains the ruling of the chair.
- D. If a bill or resolution is to be considered and there are not sufficient copies of said bill for the representatives of the Congress, the next order of business shall be considered, and the initial bill or resolution shall be considered as soon as copies are available.
- E. At no time before, during, or after any voting procedure will the meeting room be closed to any voting member of the Congress.

#### Section 5. Debate

- A. Debate is in line following the Author's explanation and questioning. Any representative can call for debate in the general meetings, and all members can call for debate in committee meetings.
- B. Associates and Representatives, as defined in the Bylaws, may participate in all debate in general meetings and committee meetings.
- C. Any member participating in debate shall refrain from partisan statements during this previous time and shall be out of order and as penalty will forfeit any remaining time to the opposing side if this rule is violated.

- D. Those wishing to be recognized to debate shall indicate whether they wish to speak for or against the measure. Debate shall, whenever possible, alternate between opponents and proponents of the measure.
- E. All speakers recognized in debate are limited to two (2) minutes. There shall be no limits on time for debate or number of speakers, except with a suspension of the rules.
- F. A member who has the floor may yield at any time to any member at their own discretion, on their own terms or waive their time entirely under the guidelines of the Presiding Officer.
- G. A motion for previous question can be heard during debate. Previous Question requires a 2/3 vote of all members present and shall move the body directly into the author's summation.
- H. Speeches in debate shall be confined to the question under consideration.
- I. ~~Hostile amendments are in order only during debate, unless accepted as friendly amendments during questions to the author.~~ Hostile Amendments shall be considered by the following procedure:
- a. The hostile amendment is submitted in writing to the secretary prior to debate on the ~~amendment~~ piece of legislation in question.
  - b. A recognized speaker moves the hostile amendment to the floor to be debated. Once seconded without objection, solely the merits of the addition of this hostile amendment are in question and shall be considered.
  - c. The hostile amendment is proposed as a friendly amendment which is read by the secretary and is rejected by the author.
  - d. The secretary reads the hostile amendment.
  - e. Three (3) minutes shall be granted for amendment author's explanation.
  - f. Following amendment author's explanation, five (5) minutes shall be granted for those present and recognized to ask questions to the author of the amendment.
  - g. Debate on the amendment shall follow the same debate procedure outlined above in Sections A-G, except that it shall not exceed ten (10) minutes, unless the rules are suspended.
  - h. Following debate, three (3) minutes shall be granted for the amendment author's summation.
  - i. A roll call vote shall be held on the amendment following a final reading by the secretary. The chair shall remind the body that the roll call vote will determine whether or not the amendment is to be adopted and will not determine the passage of the bill as a whole.

- j. After the roll call vote determining the adoption of a hostile amendment, debate on the piece of legislation as a whole will be in line, and shall follow the procedure outlined above in Sections A-G.
- J. An author's summation of three (3) minutes shall be granted after a successful motion of Previous Question and is only in line following debate.

#### Section 6. Legislation receiving Presidential Veto

- A. Should the SGA President veto any bill or resolution, such a veto shall be returned to the body of the legislation's origin.
- B. Vetoed legislation shall be placed on the agenda for the next meeting under Old Business and shall be considered upon the appropriate motion from the floor.
- C. There shall not be Author's explanation or questioning, nor shall any amendment be in order.
- D. There shall be debate on the question of overriding the veto as herein provided for legislation.
- E. The question shall require the appropriate vote as directed required by the SGA Constitution or by other law.

#### Section 6. Legislation in Committee

- A. Legislation in committee must be seen using the following process:
  - a. A seconded motion to view legislation,
  - b. An author's explanation of 3 minutes
  - c. A five-minute period for questions (with additional time equal to any time yielded from the author's explanation)
  - d. Debate, if it is called, and
  - e. A recommendation. This motion will be stated as a motion to give the bill under consideration the desired recommendation, selected from the following:
    - i. Do Pass: The committee sends the bill to the General Body for consideration and recommends its passage.
    - ii. No Recommendation: The committee sends the bill to the General Body for consideration but does not express a recommendation. This recommendation may only be used on "advice and consent" bills, such as appointment bills, and on acts of procedure expelling members from the Undergraduate Student Congress.
    - iii. Do Fail: The committee declines to send the bill to the General Body. Legislation receiving a "Do Fail" recommendation may not be seen in the General Body under any circumstances.
- B. The motion to give a recommendation shall be taken as a unanimous consent request. The Chair shall ask for objections, and the bill will receive the suggested recommendation if no objection is heard. If an objection is heard, the motion will be subject to a majority vote as a main motion in the general body ordinarily would be. This motion is neither debatable nor amendable.

- C. In the event that a motion to give a recommendation does not carry, the Chair will reopen the floor to new recommendations, or for debate, at the Chair's discretion. If this process is repeated for each of the three recommendations and each fails, then the bill itself fails but may be seen again at a later time with a motion to take the bill up from the table.

#### **RULE 4: Speaking Privileges and Recognition to Speak**

- Section 1. The Presiding Officer must recognize all motions and speakers before they may speak. Anyone not recognized will be considered out of order. During questions to the author, it remains the Presiding Officer's duty to recognize members for questions and motions. Members are encouraged to walk around the room during questions to the author for the purpose of discussing the pending legislation, questions, items for debate, or amendments.
- Section 2. Representatives and officers of the Congress have speaking privileges at general meetings. Associates have speaking privileges except as temporarily suspended. All individuals recognized for presentations in Special Orders, committee officers during their respective Committee Reports, liaisons during their respective liaison reports, authors of past legislation during follow-up reports, and authors of currently moved legislation during author's explanation, questions to the author, and author's summation have speaking privileges at the respective times. All other individuals present may be granted speaking privileges at a general meeting with the consent of a majority of the representatives present.
- Section 3. Representatives and officers of the Congress have speaking privileges at all committee meetings. Committee officers have speaking privileges in their respective committees. Associates and committee Delegates have speaking privileges except as temporarily suspended. All individuals recognized for presentations in Special Orders, authors of past legislation during follow-up reports, and authors of currently moved legislation during author's explanation, questions to the author, and author's summation have speaking privileges at the respective times. All other individuals present may be granted speaking privileges at a committee meeting with the consent of a majority of members present and voting.
- Section 4. The right of recognized speakers to be heard and of members to hear recognizes speakers shall not be infringed without just cause. Members have the right and responsibility to rise to a question of privilege if unable to hear recognizes speakers. The presiding officer has the right and responsibility to effectively address the situation.
- Section 5. Questions shall be limited to only one question at a time; all other questions pertaining to the initial question shall be postponed to follow-up questions. Follow-up questions shall be limited to two per speaker so long as there are other representatives or associates who are waiting to ask a question.

## **RULE 5: Legislation in Meetings**

Section 1. After legislation has been moved and seconded, the chair shall read the number and short title of the piece of legislation to be seen.

Section 2. Three (3) minutes shall be granted for the author's explanation of recognized legislation. The author may choose to yield the rest of their author's explanation for questions.

Section 3. Following the author's explanation, five (5) minutes shall be granted for those present and recognized to ask questions of the author. Questions during this time must be directed either to the author or to another person whose name appears on the bill, such as a nominee or coauthor. The author, coauthor or nominee in question may still redirect the question as necessary. Debate shall not be called for until time for questions to the author has expired. Friendly amendments may be proposed. If accepted, the amendment must be submitted in writing to the Congress Secretary prior to the motion to adjourn or the final roll call.

Section 4. Time for questions can only be extended twice and after they have been extended twice, they can only be extended to the end of the list, unless there is a suspension of the rules.

Section 5. If a member of Congress proposes an amendment which alters the title of the legislation being considered then that member must also propose, on the same form, a change in the title. If an amendment does change the title, but does not contain the proposed title changes, such an amendment shall be out of order. The Chair may, subject to the appeal of the Congress, rule as to whether a proposed amendment is dilatory. The amendment shall not change the motion's legislative intent and must be germane to the subject matter of the legislation. If a proposed amendment does change the title of the measure under consideration, it may only be adopted by a two-thirds (2/3) vote in the affirmative by those members present and voting.

Section 6. When there are no more questions, the motion for unanimous consent, ("Consent"), is in order. If objection is heard, questioning shall continue until time expires. The motion for unanimous consent forgoes the roll call vote.

Section 7. If the bill or resolution enters debate, then following author's summation, the chair shall recognize the secretary for the purpose of reading the full title of the legislation and any hostile amendments made to that legislation.

Section 8. Congress shall then hold a roll call vote on the legislation, the results of which shall be announced by the presiding officer.

Section 9. In no case shall any bill or resolution that has received a “Do Fail” recommendation in committee be placed in the Order of Business, or be recognized, in any general meeting.

In the case of the Chair assigning a bill or resolution to more than one (1) standing committee, if the legislation receives a “Do Fail” recommendation in either committee it shall not be placed in the Order of Business or be recognized in any general meeting.

Section 10. A roll call vote must be held for final passage of any legislation which allocates funding to either a registered student organization or an administrative organization. Final passage may not be moved by unanimous consent.

### **RULE 6: Conduct During Voting**

Section 1. While a vote is in progress and until the completion of a vote and the announcement of the result, no member shall be recognized, and no other business shall be transacted.

Section 2. No member or other person shall visit or remain by the Secretary’s desk while a vote is in progress.

Section 3. No member may vote for another member, nor may any person cast a vote for a member. A member who votes for another member may be punished in a manner the House determines.

Section 4. Any members making disruptive exclamations during a roll call vote shall be declared out of order and shall be punished at the discretion of the Congress Chair.

### **RULE 7: Members and Decorum**

Section 1. The Chair shall preserve order and decorum in the Congress and shall prevent personal reflections or the impugning of the motive of any member during debate.

Section 2. Speakers shall confine remarks to the purpose for which they are recognized to speak, and speeches in debate shall be confined to the question under consideration.

Section 3. Any and all distracting electronic devices shall be on silent and/or vibrating mode so as not to disturb the proceedings of the Congress while it is in session and while committees are in session. Electronic devices shall include but not be limited to cellular, digital, mobile phones, and wireless; pagers; hand-held video games; and video and audio players and recorders. In case of an emergency, arrangements may be made with the Chair.

Section 4. Profane, obscene, and indecent language is prohibited in the Congress and in all standing or special committees of the Congress. Blatant and intentional violations of this rule may result in reprimand and suspension of speaking privileges.



Section 5. The presiding officer may refuse to recognize a member or other individual employing profanity, under the influence of liquor or illegal substances, or otherwise failing to observe decorum.

Section 6. Any member who, while under the influence of intoxicating liquor or any other substance, appears in Congress or any committee of Congress shall be in contempt and subject to reprimand, suspension, or expulsion.

### **RULE 8: Rules and Procedures**

Section 1. The duties, obligations, responsibilities, rights, and privileges defined in these Rules are in addition to those specified within the Bylaws and any other higher document of SGA and do not replace, or are replaced, by any others except were found in conflict with the Bylaws, the SGA Constitution, or other higher document or passed legislation.

Section 2. Suspension of these Standing Rules shall be given instance or purpose and shall require a two-thirds (2/3) vote of the Congress membership acting on a motion on the floor which has received a second, only if objection is heard.

Section 3. Where not provided in either these rules or the Congress Bylaws, those of *Robert's Rules of Order Newly Revised* (2000) shall be the guide and the authority of the Congress in procedural and technical matters.