



**Texas A&M University – Kingsville
Student Government Association**

*Standard Operations
Procedures Manual*

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Student Government Mission Statement

The Student Government Association shall represent the needs of all students of Texas A&M University – Kingsville to the administrators and faculty of this university, to all levels of government, and to the general public.

Facilities

As present, Student Government offices occupy rooms 201, 201B, and 202 in the Memorial Student Union Building. Within these rooms are included the following:

- An office for the Student Government President
- A reception area which houses the Secretary's and Treasurer's desk
- An office for the Student Government Vice-President which also serves as a conference room

Student Government Officers

The Student Government is comprised mainly of six officers who oversee the facilitation of ideas and concerns posed by the student body to their Senators. The responsibility of the officers is to aid the Senator in communicating their issues to faculty, administrators, and in turn, the Senators write legislation to solve the needs of the students.

Job Description & Responsibilities

I. President

The President presides of the Student Government Association. This officer acts as the figurehead representative of the Student Government to all students, faculty, administrators, the media, former students, and the general public.

a. Specific Responsibilities

1. Preside over meetings of the Executive Committee, voting only in the event of a tie.
2. Represent the student body and SGA to the University and the public
3. Oversee the SGA, its activities and employees.
4. Be present and act for SGA during all summer sessions. An exception can be made if another member of the Executive Committee, designated by the President, is willing to assume the President's role.
5. Meet regularly with the SGA Advisor.
6. Sign and execute legal contracts on behalf of SGA.
7. Serve as the Chief Executive Officer of SGA.
8. Maintain a positive working relationship with other organizations.

9. Appoint Judicial Court Justices with a 2/3 majority vote of the General Assembly.
10. Appoint students to University committees as necessary. The President will also follow-up and remain in contact with these students.
11. Sign or veto any bill or resolution passed by the General Assembly of SGA within five (5) class days. Any bill not signed or vetoed within this time shall be considered signed and approved.
12. Present a State of the SGA report in November and April to the General Assembly.
13. Provide a written report of the State of the SGA to the Dean of Students and Assistant Director of Student Activities in November and April.
14. Brief the incoming president of the SGA.
15. Serve as an ex-officio member of all committees.
16. Protect, defend, and uphold the SGA Constitution.
17. Direct and guide the work of SGA in studying formulating, and recommending to the University general policies and procedures concerning students.
18. Represent SGA before student, faculty, staff, and administrative groups, committees, and commissions as requested.
19. Assist Committee Chairs with the duties and responsibilities of the respective committees.
20. Act as a liaison between the students and the administration.
21. Serve office hours as determined by budget and/or advisor.
22. Attend meetings of the SGA General Assembly.

II. Vice-President

a. Specific Responsibilities

1. Chair the SGA General Assembly.
2. Assume the duties and responsibilities of the SGA President in the absence or incapacity of the president; or, if the office of President is vacant, until a special election can be held to fill the position.
3. Represent SGA on University committees as appointed by SGA.
4. Oversee the internal and external affairs of the SGA, subject to the supervision of the President.
5. Install all members of the SGA.
6. Vote in the event of a tie among the General Assembly.
7. Serve as an ex-officio member of all committees.
8. Protect, defend, and uphold the SGA Constitution.
9. Direct and guide the work of SGA in studying formulating, and recommending to the University general policies and procedures concerning students.

10. Represent SGA before student, faculty, staff, and administrative groups, committees, and commissions as requested.
11. Assist Committee Chairs with the duties and responsibilities of their respective committees.
12. Serve office hours as determined by budget and/or advisor.
13. Attend meetings of the SGA General Assembly.
14. Serve on the Executive Committee.
15. Meet regularly with Standing Committee Chairs.
16. Meet regularly with the SGA Advisor.
17. Appoint a Parliamentarian.

III. Secretary

a. Specific Responsibilities

1. Be responsible for office management and correspondence concerning SGA activities and functions.
2. Represent the SGA on University Committees as appointed by the SGA President.
3. Serve as historian for the SGA.
4. Maintain a record of the SGA activity throughout the year.
5. Record minutes of the Executive Committee and General Assembly meetings and distribute them in time for the next meeting of that body. These should also be posted to the SGA website.
6. Call roll of the General Assembly.
7. Inform Vice President if quorum is met.
8. Inform General Assembly members of their absences and status.
9. Create, maintain, and distribute to SGA members a directory of all General Assembly members.
10. Assume the duties and responsibilities of the Treasurer in the absence or incapacity of the treasurer, or if the office of Treasurer is vacant, until a special election can be called to fill the position.
11. Protect, defend, and uphold the SGA Constitution.
12. Direct and guide the work of SGA in studying formulating, and recommending to the University general policies and procedures concerning students.
13. Represent SGA before student, faculty, staff and administrative groups, committees, and commissions as requested.
14. Assist Committee Chairs with the duties and responsibilities of the respective committees.
15. Serve office hours as determined by budget and/or advisor.
16. Attend meetings of the SGA General Assembly.
17. Serve on the Executive Committee.
18. Create a newsletter that is distributed fortnightly at the Student Organization Forum.
19. Meet regularly with the SGA Advisor.

IV. Treasurer

a. Specific Responsibilities

1. Serve as the Chief Financial Officer of the organization.
2. Ensure all funds are being spent in the most effective manner and according to proper procedures.
3. Represent the SGA on University Committees as appointed by the SGA President.
4. Assume the duties and responsibilities of the Secretary in the absence or incapacity of the secretary, or if the office of Secretary is vacant, until a special election can be called to fill the position.
5. Protect, defend, and uphold the SGA Constitution.
6. Direct and guide the work of SGA in studying formulating, and recommending to the University general policies and procedures concerning students.
7. Represent SGA before student, faculty, staff, and administrative groups, committees, and commissions as requested.
8. Assist Committee Chairs with the duties and responsibilities of the respective committees.
9. Serve office hours as determined by budget and/or advisor.
10. Attend meetings of the SGA General Assembly.
11. Serve on the Executive Committee.
12. Serve as chair of the Financial Affairs Committee.
13. Meet regularly with the SGA Advisor.

V. Senator Pro-Tempore

a. Specific Responsibilities

1. Act as a liaison between the General Assembly and the Executive Officers.
2. Assume the duties and responsibilities of the Vice President in the absence or incapacity of the Vice President, or if the office of Vice President is vacant, until a special election can be called to fill the position.
3. Serve on the Executive Committee.
4. Serve as an ex-officio member of all committees.
5. Protect, defend, and uphold the SGA Constitution.
6. Direct and guide the work of SGA in studying formulating, and recommending to the University general policies and procedures concerning students.
7. Represent SGA before student, faculty, staff, and administrative groups, committees, and commissions as requested.

8. Assist Committee Chairs with the duties and responsibilities of the respective committees.
9. Serve office hours as determined by budget and/or advisor.
10. Attend meetings of the SGA General Assembly.
11. Serve as chair of the Internal Affairs Committee.
12. Meet regularly with the SGA Advisor.

VI. Student Organization Forum Chair (S.O.F.C.)

a. Specific Responsibilities

1. Act as a liaison between the Student Organization Forum and the Executive Officers.
2. Serve on the Executive Committee.
3. Protect, defend, and uphold the SGA Constitution.
4. Direct and guide the work of SGA in studying, formulating, and recommending to the University general policies and procedures concerning students.
5. Represent SGA before student, faculty, staff and administrative groups, committees, and commissions as requested.
6. Assist Student Organizations in working through administrative processes, including becoming registered as an organization.
7. Serve office hours as determined by budget and/or advisor.
8. Attend meetings of the SGA General Assembly.
9. Build and maintain positive working relationships with the organization presidents.
10. Motivate and encourage all organizations to be involved with the Forum.
11. Meet regularly with the SGA Advisor.

Senators

Each Senator shall represent all Texas A&M University – Kingsville students on all issues pertaining to the university. The students will be represented by class and academic Senators.

- A. Experienced Senators should help new Senators adjust to the Senate. Greet them at the beginning of the meetings. Try sitting by them and explain the occurrences of the meetings. This can help new Senators not feel so overwhelmed and help quicken the adjustment period.

B. Specific Responsibilities

- a. Attend Senate meetings, mandatory retreats, and development days

- b. Join at least one Student Government Committee and attend the meetings as scheduled by the Committee Chairs
- c. Establish contact with constituents, and organizations of Texas A&M University – Kingsville

C. Checklist

- a. Attend all mandatory retreats, development days, general meetings and committee meetings
- b. Establish relations with and serve constituents
- c. Bring Senate binders to meetings

Ex-Officio Officers

A. Student Government Advisor

a. Specific Responsibilities

1. Be the Dean of Students and/or be appointed by the Dean of Students.
2. Give advice and suggestions on matters of interest to the SGA.
3. Inform the SGA President and/or the General Assembly when the SGA may be taking an action that could violate applicable laws and/or policies.
4. Convey the views of the SGA to other University officials, in cooperation with any applicable SGA Executive officer(s).
5. Refrain from overriding the SGA, its actions, and/or its members, with the exceptions of possible violations of University Policy, as well as violations of local, state, and/or federal laws, or in instances of severe liability exposure to the organization and University.
6. Verify expenditures of the SGA and manage its account.
7. Serve on the Executive Committee, without a vote.
8. Assist SGA in meeting its goals.
9. Aid in the continuity of the organization by attending SGA meetings and by being available for advice and consultation.
10. Meet regularly with the SGA Officers.
11. Check grades of recognized SGA positions a minimum of one time in January and one time in June.

Resignation Procedures

Officer Resignation

If an officer resigns from their position, they shall submit a letter of resignation and have an exit interview with the Student Government Advisor. The resignation shall take effect two (2) weeks after it has been received.

Senator Resignation

The Senator must submit a letter of resignation to the Vice-President via email or by submitting the letter to the Vice-President's box, specifying the reason(s) for their resignation. The resignation shall take affect two (2) weeks after it has been received.

SGA Office

The Student Government Association Office is located in the Memorial Student Union Building (MSU) 201.

A. Mail Box

Senators each have a mail box that is used to circulate Senate Information or receive invitation to social or faculty functions. Be sure to periodically check your box.

B. SGA Conference Room

Senators can schedule the SGA Conference Room for meetings. The conference room can sometimes be difficult to schedule. So, try to get your time secured early. Senators can schedule their date and time with the Secretary. The Secretary's desk is located in the SGA reception area (MSU 201).

C. Other Meeting Space

If the SGA Conference Room is taken, there is more space available throughout the Memorial Student Union Building. Senators can schedule these rooms with Event Planning.

Legislation Guidelines

Bill

A Bill is a binding statement of the Senate that called for a specific action to be taken.

A. Stages of a Bill

1. First Reading

The purpose of the first reading is to introduce the legislation to the Senators. The legislation is read by the author(s) and questions about it are answered, but debate is not allowed at this time. The Senate then discusses the legislation and makes suggestions as to its form and content. Legislation usually is altered in some form. After thorough consideration the bill is tabled until the next General Assembly.

2. Second Reading

Upon second reading on the floor of the Senate, the authors present their bill with any alterations to the bill. At this point, the Senate questions the bill authors, debates the bill, makes any amendments during the debate period, and a vote is taken on the legislation.

3. Final Action

If the Senate approves the legislation, the Vice-President certifies the approval and the legislation is forwarded to the Student Government President for his/her approval or veto. If approved by the SGA President, the responsibility of enforcing the legislation rests with him/her and the Executive Board. If the legislation is vetoed, a two-thirds (2/3) vote by the General Assembly will override the President's veto. The Vice-President should post any passed and signed bills or bills that have had the President's veto overridden in the SGA Office.

B. Passed and signed legislation & Passed and overridden veto

1. If the Student Government President signs the passed Senate bill, that bill becomes a binding statement of the entire Student Government Association, and the Senators or member of the Executive Board can take the bill to faculty or administrators, stating that the content of the bill is the will of the Texas A&M University – Kingsville student body.
2. Now, if the Senate overrides a Student Government President's veto, the same circumstances apply as above.

C. Bill Format

1. An example of the proper bill format is below. As seen, the bill begins with the "Whereas Clause(s)". The Purpose of these clause(s) are for the bill author(s) to state their facts or reasons for the bill subject. The Bill author(s) do not include any opinions in the "Whereas Clause(s)".
2. Notice the differences between the first "Let It Be Enacted Clause" and the second clause. The first "Let It Be Enacted Clause" starts with "Therefore" and all the subsequent clauses state "Let It Be Enacted". The "Let It Be Enacted Clause" states the specific Action that the bill author(s) are calling to be taken.

(SGA BILL FORMAT)

S.B. 06 (F) 1

(for a bill it is S.B. followed by the year 06, the semester fall or spring, and the number of the piece of legislation whether it is the 1st, 2nd . . . of the semester)

**STUDENT GOVERNMENT ASSOCIATION
Texas A&M University - Kingsville**

Bill S.R. 06 (F) 1

Introduced By:

Sponsor 1

Sponsor 2

Date Introduced: August 31, 2006

TITLE OF BILL

Whereas:

Whereas:

Whereas:

Whereas:

Therefore

Let it be

Enacted:

Let it be

Further

Enacted:

Date: _____

Certified By:

VP

Vice-President - SGA

Action Taken: _____

Duly Approved:

SBP

President – SGA

Resolution

A resolution is a non-binding statement of the opinion of the Student Government only. Resolutions do not have to be controversial. Often a resolution commends an individual for the work they have done for the students and the university. The resolution can give support to other universities or entities that have experienced tragedy. However, resolutions are not limited to the subjects above because they are just examples.

A. Stages of a Resolution

1. First Reading

The purpose of the first reading is to introduce the legislation to the Senators. The legislation is read by the author(s) and questions about it are answered, but debate is not allowed at this time. The Senate then discusses the legislation and makes suggestions as to its form and content. Legislation usually is altered in some form. After thorough consideration the resolution is tabled until the next General Assembly.

2. Second Reading

Upon second reading on the floor of the Senate, the authors present their resolution with any alterations to the resolution. At this point, the Senate questions the resolution authors, debates the resolution, makes any amendments during the debate period, and a vote is taken on the legislation.

3. Final Action

If the Senate approves the legislation, the Vice-President certifies the approval and the legislation is forwarded to the Student Government President for his/her approval or veto. If approved by the SGA President, the responsibility of enforcing the legislation rests with him/her and the Executive Board. If the legislation is vetoed, a two-thirds (2/3) vote by the General Assembly will override the President's veto. The Vice-President should post any passed and signed resolutions or resolutions that have had the President's veto overridden in the SGA Office.

B. Resolution Format

1. An example of the proper resolution format is below. As seen, the resolution begins with the "Whereas Clause(s)". The Purpose of these clause(s) are for the resolution author(s) to state their facts or reasons for the resolution subject. The resolution author(s) do not include any opinions in the "Whereas Clause(s)".
2. Notice the differences between the first "Let It Be Resolved Clause" and the second clause. The first "Let It Be Enacted Clause" starts with "Therefore" and all

the subsequent clauses state "Let It Be Further Resolved". The "Let It Be Resolved Clause" states the specific commendation, condolence, etc. that the resolution author(s) are writing.

(SGA RESOLUTION FORMAT)

S.R. 06 (F) 1

(notice for a resolution it is S.R. instead of S.B., however the numbering is the same)

**STUDENT GOVERNMENT ASSOCIATION
Texas A&M University - Kingsville**

Resolution S.R. 06 (F) 1

Introduced By:

Sponsor 1
Sponsor 2

Date Introduced: August 31, 2006

TITLE OF RESOLUTION

Whereas:

Whereas:

Whereas:

Whereas:

**Therefore
Let it be
Resolved:**

**Let it be
Further
Resolved:**

Date: _____

Certified By:

VP
Vice-President - SGA

Action Taken: _____

Duly Approved:

SBP
President – SGA

Bill or Resolution Uncertainty

If you are unsure whether your legislation should be in the form of a bill or resolution, consult the Senator Pro-Tempore, Vice-President, one of the other officers, or a Senator with previous experience.

General Assembly General Meeting Guidelines

The General Assembly is called to order by the Vice-President, and the General Assembly follows the general format of the Senate meetings. Again, this is a general format as the Vice-President sets the order of the agenda.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Review Minutes
2. Introduction of Guests
3. Inductions
4. Reports
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Senator Pro-Tem
 - f. S.O.F.C.
 - g. Advisor
5. Old Business
6. New Business
7. Open Forum
8. Alma Mater Recitation
9. Adjournment

Transition Procedures

- A. Outgoing officers shall meet with incoming officers in a series of meetings
- B. The outgoing Secretary needs to get a contact list from the newly elected Senators, and contact the new Senate with times and dates of meetings.

Committee Assignment Process

The committee assignment process is left to the discretion of the new officer team.

Senate Retreat/Development Day Guidelines

The purpose of these development opportunities are to plan goals, orient Senators about the Senate, and get to know each other

Summer Procedures

- A. The Student Government President is required to be present during all summer sessions. An exception can be made if another member of the Executive Board, designated by the President, is willing to assume the President's role.
- B. If Senators are staying at Texas A&M University – Kingsville for the summer, they are encouraged to meet with administrators or their constituents for any issue or pressing issue.

Public Relations Guidelines

- A. What should I do about giving my opinion about a subject before a piece of legislation has been written and passed?

The Executive Board is the only entity of the Student Government who can speak on behalf of the Senate about a subject without a piece of legislation being written, passed, and signed by the Student Government President if necessary or having the SGA President's veto overridden by the Senate. Senators can discuss their opinion about a subject with administrators, faculty, students and the media, but they should not represent their opinions as the opinion of the whole senate.

- B. What should I do about giving my opinion after a subject has had legislation written and passed for it?

After a bill or resolution has been written, passed, and signed by the Student Government President if necessary or having the SGA President's veto overridden by the Senate, Senators can represent their opinion about a bill or resolution to administrators, faculty, students, or the media because the legislation is either a bill, a binding statement for SGA, or a resolution, a statement of the Student Government.

Parliamentary Procedure

It is the responsibility of the presiding officer, the Vice-President, to conduct Senate meetings in an orderly and business-like manner. The use of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it. Parliamentary procedure also ensures that the minority has the opportunity to voice its viewpoint and allows the majority to determine what legislation is brought out of the Senate. All members of the Senate have equal rights, privileges, and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are recognized and treated equally. Final authority over questions of parliamentary procedure rests with the presiding officer. His/her decision will be based upon Robert's Rules of Order, except when Robert's Rules of Order

conflicts with the Student Government Association Constitution or the By-Laws, in which case, the Constitution or By-Laws will take precedence.

A. Parliamentary Motions

A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence. There are four types of motions.

MAIN MOTIONS introduce new business before the group. They take the form of proposing actions. For example, “I move that we reduce our first-year dues for new members.” However they cannot be made when another motion is before the assembly and they yield to the other three types of motions. Motions that bring a question again before the assembly provide ways to readdress a motion considered earlier, but in the same meeting. Example: “I move we reconsider the motion, that”

SUBSIDIARY MOTIONS propose various ways of dealing with a main motion that is on the floor. For example, “I move that we refer this motion to committee.” These are voted on before the main motion and can change or affect the main motion on the floor.

PRIVILEGED MOTIONS deal with issues requiring immediate attention, but not related to the motion on the floor. For example, “I move that we recess until 7:00 pm this evening so that members may attend the dinner program.”

INCIDENTAL MOTIONS deal with procedural matters that must be resolved before the meeting continues. For example, “Point of order. We do not have a quorum.”

B. How to Make a Motion

1. Obtain the floor by addressing the Speaker; then wait to be recognized before presenting a motion.
2. State the motion carefully. This is done by saying, “I move that”
3. The motion must be seconded. A motion cannot be discussed unless it is seconded; if it does not receive a second, the motion is lost. Any eligible voter, other than the one making the motion may second it.
4. The chair must repeat the motion in full and call for any discussion.

5. The motion is then open for discussion. Members obtain the floor by addressing the chair and become recognized by the Speaker. The person who made the motion is usually given the opportunity to open and close the discussion.
6. Debate is closed when debate period has expired, no members seek the floor, or when previous question is moved seconded, and voted.
7. After debate, the vote is taken by one of the following ways:
 - VOICE VOTE – most often used.
 - SHOW OF HANDS – used instead of voice or rising votes, provides for a quick and easy way to count the number of votes.
 - GENERAL (or UNANIMOUS) consent – members vote by remaining silent when asked for objections.
 - BALLOT or ROLL CALL – must be done when majority orders it.
 - RISING VOTE – least used in Student Senate, members stand to be counted
8. Chair announces result of the vote.

REMEMBER: While a main motion is pending no other main motions may be introduced. Privileged, subsidiary, and incidental motions are permitted in order of rank.

C. Amending a Motion

To amend a motion is to change the motion in some way to make it more acceptable. There are four types of amendments:

1. Add or Insert words
2. Strike out or delete words
3. Substitute specific words in the motion
4. Substitute another motion for the one under consideration.

An amendment, once seconded, then becomes the order of business, and is discussed until it is voted. An amendment can itself be amended, but that is final.

D. Description of parliamentary procedure

1. If you will embrace the responsibility of learning parliamentary procedure, you will become more knowledgeable and comfortable at Student Senate meetings. A summary sheet of several of the more frequently used types of motions is also included in the following pages.

2. Parliamentary Descriptions:

ADJOURN. Ends the meeting.

AMEND. Amendments may be offered to modify legislation, but they must be related to the legislation. They can change the wording of the document, but cannot change the purpose. Words or phrases may be inserted or eliminated. Friendly amendments may be proposed when a bill is under consideration and may be accepted or rejected by the authors of the bill. Formal amendments require a vote of the entire Senate.

APPEAL. If a Senator objects to a decision made by the Speaker, he/she states, "I appeal from decision of the chair." If the motion is seconded, then a vote is taken and a simple majority is required to sustain the chair's decision.

DIVISION. If a Senator feels that a voice vote is not clear, he/she may request a verification of the vote by calling for division. This must be done immediately following the vote.

EXECUTIVE SESSION. Closes the session to the public, only Senators and Officers are allowed in the room. Others may be permitted, but only by the consent of a majority.

LAY ON THE TABLE. Postpones the issue for a time until it is taken from the table by a majority vote (time not necessarily stated, but different from **POSTPONEMENT**). Used when a more immediate issue needs to be addressed, or if it is felt that the issue needs further research or consideration. It can then be taken from the table after one item of business has been completed or at following meetings.

LIMIT/EXTEND DEBATE. Reduces or increases the number or time a debate can last. The Senator must state how many times or how long when the motion is made.

PARLIAMENTARY INQUIRY. If a Senator wishes to make a motion and does not know the proper procedure, does not understand a procedure, or feels that proper procedure is not being carried out, then he may rise to a point of parliamentary inquiry. Can also be used to explain what is occurring and/or the motion before the body.

POINT OF INFORMATION. Asks a question about facts on the issue at hand or about any of the proceedings or actions taking place.

POINT OF ORDER. Questions the ruling or motion before the assembly; correction of parliamentary procedure.

POINT OF PERSONAL QUESTION. Used if a pressing situation is affecting a right or privilege of the assembly or of an individual member, such as too much noise, too hot, etc.

*This should only be used after asking a chair or the speaker informally to correct the problem.

POSTPONE DEFINITELY. Puts off the issue until a specified date, time, or meeting.

POSTPONE INDEFINITELY. Kills a bill by saying the assembly will not take a vote on the issue.

PREVIOUS QUESTION. Immediately stops debate or discussion so that a vote will be taken on the issue; can be used on bills, resolutions, motions, and elections.

RECESS. Halts the session for a specified amount of time.

RECONSIDER. Brings up something for second consideration even after a vote has been taken; used if a vote was made hastily or if new information has come up that might change the vote. If passed, debate begins again on the earlier issue and a vote will follow. Motion must be made by a Senator who voted on the prevailing side.

REFER TO COMMITTEE. Sends the issue back to committee.

SUSPEND THE RULES. Enables body to change the rules, as long as it does not conflict with governing documents.

TAKE FROM THE TABLE. Brings up an issue that was laid on the table. Can be done after one item of business has been completed.

WITHDRAW A MOTION. Takes back the motion so that it is no longer on the floor for the assembly to consider. Can only be used by the person who stated the motion.



Quick Reference for Parliamentary Procedure

Revised for the Student Government Association - TAMUK

Ranking Motions From highest to lowest	When?	Second Required?	Debatable?	Amenable?	Required Vote
Privileged Motions					
Adjourn	When no Senator has been recognized by the Speaker	Yes	No	Yes	Majority
Recess	When no Senator has been recognized by the Speaker	Yes	No	Yes	Majority
Executive Session	When no Senator has been recognized by the Speaker	No	Yes	No	Majority
Subsidiary Motions					
Lay on the table	During debate, when no Senator has been recognized by the Speaker	Yes	No	No	Majority
Previous Question	During debate, when no Senator has been recognized by the Speaker	Yes	No	No	majority
Limit/Extend Debate	During debate, when no Senator has been recognized by the Speaker	Yes	Yes	Yes (Time Amount)	2/3
Postpone Definitely	During debate, when no Senator has been recognized by the Speaker	Yes	Yes	Yes	Majority
Committee or Refer to Committee	During debate, when no Senator has been recognized by the Speaker	Yes	Yes	Yes	Majority
Amend	During debate, when recognized by the Speaker with the written amendment	Yes	Yes	Yes	Majority
Postpone Indefinitely	During debate, when no Senator has been recognized by the Speaker	Yes	Yes	No	Majority
Main Motions					
	When no question in on the floor	Yes	Yes	Yes	Majority
Motions that bring a question before the assembly again (same rank as motions)					
Take from the Table	When no question is on the floor during open question	Yes	No	No	Majority
Reconsider	During Open Session of the same meeting, moved by a Senator of the prevailing vote	Yes	Yes	Yes	2/3
Incidental Motions (non-ranking)					
Appeal	Should be made after a vote	Yes	Yes	No	Majority
Division	Made after a vote but before the Speaker's judgment of the vote	No	No	No	None
Parliamentary Inquiry	Any time a procedure question needs to be asked – may interrupt the Speaker	No	No	No	None
Point of Information	Any time a question needs to be asked about an issue on the floor – may interrupt the Speaker	No	No	No	None
Point of Order	Any time there is a correction about procedure – may interrupt Speaker	No	No	No	Decision of Speaker
Point of Personal Question	Should be used only after asking a chair or the Speaker informally to correct the problem	No	No	No	None
Withdraw a Motion	Before any action has been taken on the motion	No	No	No	Majority
Suspend the Rules	During debate when no Senator has been recognized by the Speaker	Yes	No	No	2/3

