



STUDENT GOVERNMENT ASSOCIATION TEXAS A&M UNIVERSITY – KINGSVILLE

STUDENT SENATE HOUSE RULES

1. Meeting attire is to be conservative in dress. All caps, hats, and unnecessary headgear shall not be permitted. If one is in violation of these rules, measures will be taken at the discretion of the Senator Pro-Tempore.
2. Cellular phones and other paging devices must be turned off when the Student Senate is in session.
3. There will no eating of food once the meeting of the Student Senate has been called to order. Drinks are permitted with a cover. All trash must be disposed of once the meeting has been adjourned.
4. All senators and representatives shall sit in assigned seats.
5. All visitors and non-voting members shall sit in designated areas as determined by the presiding officer. Visitors must sign in legibly on the sheet in the back of the meeting hall.
6. It is the duty of any member of the Student Senate, who arrives after roll call, to inform the Secretary of his/her arrival; otherwise they will be marked absent.
7. Only the Student Government Secretary or designee, upon receipt of an excuse prior to the meeting being called to order, may excuse absences. To request an excused absence, one must submit, in writing, an explanation for the absences. Depending upon the circumstances, if a written request cannot be ascertained, then arrangements will be made with the Secretary.
8. If legislation is placed on the agenda of the Student Senate, copies must be made available to all members of the Senate at the meeting.
9. Members of the general student population may present legislation if a member of the Student Senate sponsors the legislation.
10. Legislation must be presented to the Senator Pro-Tempore, in electronic format, on Monday by 4:00 PM in order to be placed on the agenda. Legislation that is not on the agenda shall not be heard.
11. The presiding officer may not speak to a motion unless he or she relinquishes the gavel. This shall be done no more than three (3) times during a meeting.
12. Committee reports to the Student Senate shall be limited to only three minutes each, or at the discretion of the presiding officer.
13. When a member desires to speak or deliver any matter, the member shall address the Student Senate and shall confine all remarks to the question under debate, avoiding personalities.
14. When a visitor or non-voting member(s) of the Senate is invited to visit or speak, it is the duty of the presiding officer to inform the party of the appropriate manner in which to address the Student Senate.



15. Any member of the Student Senate may have the floor fielded only three (3) times, or as per the discretion of the presiding officer, per discussion provided that they are not the chair of a committee addressing the floor.
16. Open forum shall not last more than ten (10) minutes unless otherwise extended by a majority vote of members present. Time extensions should not exceed five (5) minutes each.
17. Voting in the Student Senate shall be conducted by acclamation unless there is an objection. Roll call, hand vote, or secret ballot may be used upon request of a member or at the discretion of the presiding officer. The Student Government shall tally results. Should the Secretary be absent the presiding officer shall designate a member of the Executive Cabinet to tally votes.
18. The Student Senate House Rules may be suspended by a 2/3-majority vote of members present.
19. In the event the House Rules are suspended, the duration of the suspension shall not extend to the subsequent meetings.
20. The Student Senate meetings shall operate under the guidance of the latest edition of Robert's Rules of Order. Should Robert's Rules of Order conflict with the Student Government Association Constitution, By-laws or House Rules, the Constitution shall stand as the preeminent document, followed by the Student Government Association By-laws, and then the Student Senate House Rules.