

Rules of the Missouri Students Association Senate

Rule 1: ESTABLISHMENT OF SENATE INTERNAL POLICIES – The Legislative cabinet shall maintain an official policy manual detailing the business and functions of the Senate, including policies for determining the Official Session Calendar, Senate procurement, Senate Recordkeeping, Recruitment and Retention of Senators, and all other concerns deemed necessary by the Legislative Cabinet to enact the business and agenda of the Missouri Students Association Senate. This document shall be inferior to all other MSA Governing Documents. This internal manual will be retained by the Speaker and MSA Advisor, and be subject to review during the transition of the Speaker and any other time deemed necessary by four members of the Legislative Cabinet. Any changes to this manual must be approved by a majority vote of all confirmed members of legislative cabinet.

Rule 2: ORDER OF BUSINESS – The order of business for regular meeting shall be as follows:

1. Call to Order
 - i. Approval of Agenda
2. Special Orders of the Day
 1. Special Guest Presentations
 2. Confirmation Hearings
 3. Travel Pool Presentations
 4. At-Large Elections (Should Include the Number of Seats Available)
3. Open Forum
4. Veto Override (Only included on agenda when bills have been vetoed.)
5. Consideration of Resolutions
6. Third Reading of Acts (Only included on agenda when the budget is on 3rd reading.)
7. Second Reading of Acts
8. First Reading of Acts
9. Advisor's Report
10. Executive Report
11. Legislative Report
12. Committee Reports
 1. Academic Affairs
 2. Budget
 3. Campus Affairs
 4. External Affairs
 5. Operations
 6. Social Justice
13. Announcements
14. Adjournment

Rule 3: AGENDA AND MINUTES – During the call to order, the Senate shall approve the agenda and the minutes. Acts shall remain on the agenda until passed by the Senate, failed by the Senate, pulled by the author, or failed by the committees to which the bill was assigned. Resolutions passed by committee that week should appear on the agenda.

Rule 4: DISTRIBUTION OF AGENDA AND MINUTES – The Speaker or Secretary of the Senate shall distribute all legislation and relevant materials to the Senate via electronic means by noon on any regular Senate meeting. The Speaker or Secretary of the Senate shall not distribute any act or resolution that does not contain the signatures of at least two Senators.

Rule 5: SPECIAL SESSIONS – The Speaker or Legislative Chief of Staff shall announce the time, date, location, and agenda of all special meetings of the full Senate prior to said meeting occurring. If this requirement is not met, the special meeting shall not occur.

Rule 6: CONSIDERATION OF ACTS – Any properly submitted act shall be considered by the full Senate in the following manner.

1. CLASSIFICATION – The following classifications for acts shall be listed as follows:
 - a. CONSTITUTIONAL AMENDMENT – Constitutional Amendments shall propose changes to the Association's Constitution.

- b. GOVERNING DOCUMENT ACTS – Governing Document Acts shall propose changes to the Association’s Bylaws or Rules of the Senate.
 - c. BUDGETARY ACTS – Budgetary Acts shall appropriate monies in the annual MSA budget, approve funding requests for the use of monies in Contingency and Reserve or Travel Pool, or propose line item transfers.
 - d. ELECTION ACTS – Election Acts shall approve the BEC Handbooks or move the date of an election.
2. SUBMISSION – All Acts to be considered by the Senate must be submitted to the Senate Speaker by 6PM on the Sunday prior to the Senate committee meeting in which they are to be heard. Acts that amend the Bylaws and/or Senate Rules that are to be heard separately from the omnibus bills must be signed by 20% of Senate membership and have the approval of the Senate Speaker.
 3. ASSIGNMENT – Acts shall be assigned to one primary committee. All Constitutional Amendments, Governing Document Acts, and Election Acts shall be assigned to the Senate Operations Committee. All Budgetary Acts shall be assigned to the Senate Budget Committee.
 - a. REFUSAL TO ASSIGN – The Speaker shall have 48 hours immediately after the submission of a piece of legislation to refuse to place the bill onto the Senate calendar and assign it to a Senate committee. To refuse to assign a bill, the Speaker must submit a joint letter from them, the individual serving as the Secretary of the Senate, and two duly confirmed committee chairs discussing their reasons for refusal. If a refusal letter is not sent to the author within the aforementioned 48 hour period, the bill must be placed on the Senate calendar and assigned to a Senate committee by the Speaker.
 4. COMMITTEE RECOMMENDATION – Each committee assigned to review an act shall take one of the following actions pending a committee vote.
 - a. “Do Pass”
 - b. “Do Pass with Committee Amendments”
 - c. “Do Fail”
 5. FIRST READING – After being passed by the primary committee, acts will then be presented at full Senate for “First Reading of Acts”. The author may then present the bill for five minutes followed by a four-minute questioning period. No debate shall be allowed during “First Reading of Acts”.
 - a. Travel Pool and Contingency and Reverse Requests shall not go through a first reading, and shall instead immediately be sent to Second Reading after being passed by the Budget Committee.
 6. SECOND READING – Acts that have been presented a “First Reading” will then be placed under “Second Reading of Acts” at the subsequent full Senate meeting. Debate shall be allowed during “Second Reading of Acts”.
 7. RECOMMENDATION – Each committee assigned to review an act shall take one of the following actions pending a committee vote.

Rule 7: CONSIDERATION OF RESOLUTIONS – Any properly submitted resolution shall be considered by the full Senate in the following manner. Resolutions shall be debated and voted upon during the first full Senate following submission and passage by either the primary committee or both secondary committees.

1. CLASSIFICATION – The following classifications for resolutions shall be listed as follows:
 - a. SIMPLE RESOLUTIONS – Concurrent Resolutions serves as the “Opinion of the Senate,” and determine the opinion of the Association on matters of concern.
 - b. CONGRATULATORY RESOLUTIONS – Congratulatory Resolutions recognize or congratulate an individual or group on behalf of the Association for their achievements.
 - c. RESOLUTIONS OF IMPERATIVE ACTION – Resolutions of Imperative Action may call for any office or entity in the Association to act in a way that is necessary to enact the business and agenda of the Association.
 - d. RESOLUTIONS OF REMOVAL – Resolutions of Removal shall remove an officer of the Association from their position. Such a resolution shall be paired with an indictment petition and shall be subject to the laws and rules governing indictment and removal.
 - e. RESOLUTIONS OF OVERTURNING – Resolutions of Overturning shall overturn the Student Court’s decision to remove an officer of the Association from their position.
2. SUBMISSION – All Resolutions to be considered by the Senate must be submitted to the Senate Speaker by 6PM on the Sunday prior to the Senate committee meeting in which they are to be heard.
3. ASSIGNMENT – Resolutions shall be assigned to one primary committee or a Joint Committee of two or more Senate committees. For a resolution to be assigned to a Joint Committee, the Committee Chairs of all committees involved must agree to hold a Joint Committee. Congratulatory Resolutions shall not be assigned to a Senate committee, and instead shall immediately be placed under “Consent Agenda”

on the Senate calendar for consideration by the full Senate. If a piece of legislation is sent to a secondary committee, it must be sent to two.

- a. **REFUSAL TO ASSIGN** – The Speaker shall have 48 hours immediately after the submission of a piece of legislation to refuse to place the bill onto the Senate calendar and assign it to a Senate committee. To refuse to assign a bill, the Speaker must submit a joint letter from them, the individual serving as the Secretary of the Senate, and two duly confirmed committee chairs discussing their reasons for refusal. If a refusal letter is not sent to the author within the aforementioned 48 hour period, the bill must be placed on the Senate calendar and assigned to a Senate committee or joint committee by the Speaker.
4. **COMMITTEE RECOMMENDATION** – Each committee assigned to review a resolution shall take one of the following actions pending a committee vote.
 - a. “Do Pass”
 - b. “Do Pass with Committee Amendments”
 - c. Do Pass with Consent
 - To recommend a bill pass with consent, there must be no dissenting vote on the bill when voted on by the committee.
 - d. “Do Fail”

Rule 8: SPEECH TIMES – The times for each speech shall be as follows. It shall be the duty of the Presiding Officer to maintain and enforce official speech times.

1. **AUTHORSHIP SPEECH** – Five minutes
2. **FIRST SPEECH IN OPPOSITION** – Four minutes
3. **SPEECH IN OPPOSITION OR FAVOR** – Three minutes
4. **AMENDMENT SPEECH** – Four minutes
5. **SUMMARIZING SPEECH** – One minute

Rule 9: QUESTIONING – Immediately following each speech there shall be a mandatory four-minute question and answer period.

Rule 10: AUTHORSHIP SPEECH – Once an act or resolution has been moved to the floor, the Presiding Officer shall recognize the author for an authorship speech. Should the author not be present, one of the cosigners may provide the authorship speech. Should neither the author nor any cosigners be present at the meeting a Senator who supports the bill may present the authorship speech.

1. Should there be no author, cosigner, or Senator willing to present the authorship speech, the bill shall be automatically tabled until the next regular full Senate meeting. If there is no such meeting, the bill shall be dropped from the Senate calendar.
2. This rule shall not apply to legislation under the “Consent Agenda”.

Rule 11: AMENDMENTS – All amendments must be submitted to the Secretary of the Senate and shall be germane to the bill. Amendments must be sponsored in the same manner as all other legislation. Amendments shall not be accepted for legislation under the “Consent Agenda”.

1. **COMMITTEE SUBSTITUTES** – Committees that recommended “Do Pass With Committee Substitute” shall submit a written copy of the substitute to the Secretary of the Senate. Should the Senate not pass the committee substitute the committees’ recommendation shall become “do fail”.
2. **FLOOR CONSIDERATION** – Following the authorship speech, the Secretary of the Senate shall read all amendments and committee substitutes to the Senate. The Presiding Officer shall then accept motions to move amendments to the floor.
3. **DEBATE** – Debate shall occur per normal protocol.
4. **FRIENDLY AMENDMENT** – After the amendment has been read by the Secretary of the Senate, the author may deem any amendment friendly, in which case, the amendment shall be adopted without debate or vote.
5. **FLOOR AMENDMENTS** – If the bill has not been perfected a new floor amendment may be offered during debate in written or oral form. Any motion made to amend the agenda made by a non-Senator must be seconded by two current voting Senators before it is recognized by the Presiding Officer.

Rule 12: DEBATE – After the amendment process, the Presiding Officer shall entertain alternating speeches in opposition and in favor of the bill until there are no longer any speeches. Debate on any issue shall last no longer than one hour unless the time for discussion is extended by a simple majority of Senators voting and present. All present members of the Missouri Students Association shall be free to speak on legislation before full Senate during debate.

Debate shall not be held on legislation under the “Consent Agenda”.

Rule 13: VOTING – Voting shall occur after the call to previous question has been made. There shall have to be no longer any speeches or the time for debate has elapsed.

1. **VOTING PROCEDURE** – The procedure outlined below shall be process for voting.
 1. After previous question has been called, the author may request a one minute summarizing speech.
 1. All motions to previous question shall require a vote.
 2. Following the call to previous question or the summarizing speech has been given; the Presiding Officer shall call for a vote.
 3. All votes on final passage of legislation and confirmation hearings shall be done by roll call via OrgSync.
 4. The Presiding Officer shall decide to vote by voice, hand, or by roll call depending on their judgment.
 5. The Presiding Officer shall then announce the judgment of the chair on the plurality of the votes.
 6. If the outcome is in question, or if requested by a member, the Presiding Officer shall call for a hand or roll call vote.
 1. Calls for roll call votes shall only be accepted on Motions for Previous Question.

Rule 14: ROLL CALL VOTES – In the event of a roll call vote, the Legislative Chief of Staff shall publicize the votes next to the last names of the Senators voting in the minutes.

Rule 15: CONSENT AGENDA – Congratulatory Resolutions and legislation passed by Senate committees with the recommendation of “Do Pass With Consent” shall be placed on the Consent Agenda for consideration during full Senate.

1. **REMOVAL OF ITEM:** Prior to voting on the legislation under the Consent Agenda, the Presiding Officer shall provide Senators the opportunity to remove legislation from the Consent Agenda. A bill shall be removed from the Consent Agenda when any Senator requests it during this period. Acts removed from the Consent Agenda shall be placed under First Reading of Acts. Resolutions removed from the Consent Agenda shall be placed under Consideration of Resolutions.
2. **AMENDMENTS AND DEBATE:** No amendments or debate shall be allowed on legislation on the Consent Agenda.
3. **VOTING:** All legislation on the Consent Agenda shall be voted on individually at the same time.

Rule 16: ELECTION OF THE SPEAKER – The Speaker shall be elected by the Senate at the Full Senate in which the budget is in first reading. The Speaker-elect shall be sworn in by a justice of the Student Court.

1. **NOMINATIONS FOR SPEAKER** – Nominations shall be taken at the Senate meeting prior to the election and at the meeting during which the election takes place.
2. **CANDIDATE ORDER** – Candidates shall speak in an order determined by a random drawing of names facilitated by the Presiding Officer.
3. **CANDIDATE SPEECHES** – Up to two supporters of the candidate may speak for four minutes each expressing their support of the candidate. The candidate shall then speak for up to six minutes.
4. **DISCUSSION** – Following all speeches, all candidates shall field questions from the Senators for a period of ten minutes.
5. **DELIBERATION** – The Presiding Officer shall facilitate the election, allowing Senators to deliberate on the candidate before voting takes place. The time period for deliberation shall be one hour, or until there are no more speeches or comments. Deliberation may be extended by a simple majority vote of Senators present and voting.
6. **VOTING** – Following the deliberation, Senators will vote anonymously on a ballot maintained by the Presiding Officer and Secretary of the Senate. Following the vote, the Presiding Officer and Secretary of the Senate will certify the results.
7. **RUNOFF PROCEDURE** – Should one candidate not receive a majority vote on the first ballot, a runoff shall be held immediately between the two candidates receiving the most votes in the first ballot.
 - a. In the event of a tie, the Speaker shall cast the deciding vote.
 - b. If the Speaker is a candidate then the Speaker shall not be allowed to cast a deciding vote.
8. **SINGULAR CANDIDATE** – Should there be only one candidate, the Senate must give the candidate a majority vote of confidence.
9. **INCUMBENT SPEAKER** – In the event of an incumbent Speaker running for reelection, the Chief Justice will replace the Speaker as facilitator of the election and certify the results of the election.
 - a. The Chief Justice shall not be allowed to cast a deciding vote in the event of a tie.
 - b. In the event of a tie where the incumbent Speaker is a candidate, the candidates shall be allowed to

speak for six minutes and a new vote will take place. This process shall repeat itself until a candidate achieves a majority vote.

10. **REMOVAL/RESIGNATION OF THE SPEAKER** – If the Speaker is removed or resigns, nominations shall be accepted at the first meeting following the removal or resignation. At the first meeting following the removal or resignation an election shall be held to fill the remainder of the term.

Rule 17: AMENDMENTS TO THE RULES OR BYLAWS – The rules or bylaws may be amended following a 3/5 majority vote from Senators present. Sections to be removed from governing documents shall be stricken through and additions shall be bolded.

Rule 18: OMNIBUS PROCESS – The Operations Committee shall prepare an omnibus bill for each semester in which the Senate is in session. Such bills shall amend the Bylaws and/or Senate Rules.

1. **DEADLINES** – In April, following the election of the Speaker, the Operations Chair and Speaker shall determine when the omnibus bills for the upcoming academic year shall be heard and voted upon.
2. **AUTHORS** – The Operations Chair shall serve as an author of the omnibus bill and the Speaker shall serve as a cosponsor of the bill. The omnibus bill shall be submitted to the Speaker automatically at the start of the fall and spring semesters.
3. **PROPOSALS** – Individuals may propose changes to the Bylaws or Senate Rules by submitting a proposed amendment to the omnibus bill directly to the Operations Committee. The Operations Committee may also choose to add its own amendments to the omnibus bill.
4. **UPDATES** – The Operations Chair shall inform the full Senate of the progress and changes of the omnibus bill throughout the semester.
5. **COMMITTEE PASSAGE** – The Operations Committee shall vote upon the omnibus bill at the committee meeting prior to the scheduled first reading of the bill.
6. **SENATE HEARING** – The omnibus bill shall be heard by the full Senate according to Rule 6.
7. **PRIORITY** – During the meeting in which the omnibus bill is voted upon, the omnibus bill shall be heard prior to all other pieces of legislation on the Senate docket.
8. **EXCEPTIONS** – Legislation to alter the Senate Rules and/or the Bylaws may be submitted separately from the omnibus bills if it is signed by 20% of Senate membership and has the approval of the Senate Speaker. Such bills shall follow Rule 6.

Rule 19: BUDGETARY PROCESS – The Speaker, in coordination with the Treasurer and the Senate Budget Chair, shall determine the final meeting for the budget’s scheduled passage.

1. **AMENDMENTS** – Amendments to the budget must be submitted by noon, two academic days prior to the passage of the budget. Each amendment must be approved by the fiscal officer responsible for the MSA Budget to ensure fiscal soundness. Once ruled fiscally sound the amendments will be offered during the meeting in which the budget is voted on. Amendments to the second degree shall not be permitted.

Rule 20: QUORUM – Quorum of the Senate shall be forty percent of the current membership.

Rule 21: EXCESSIVE PURGING – A student may not again join Senate in the same session in which they were purged.

Rule 22: IMPEACHMENT TRIAL – All impeachment trials shall be placed on the agenda between “Open Forum” and “Consideration of Resolutions”.

Rule 23: SIGNATURES– All legislation must have two Senators’ signatures in order to be brought before committee.

Rule 24: AMENDMENT OF GOVERNING DOCUMENTS – The Senate Operations Committee will recommend changes to governing documents. Immediately upon passage of any legislation that amends governing documents, the Operations Chair shall update “ongoing” documents that will be provided to the MSA Advisor after the approval of the MSA President. Official Governing Documents shall not be updated approved by the MSA President or a period of ten days has passed.

Rule 25: ABSOLUTE NEUTRALITY OF THE PRESIDING OFFICER – The Presiding Officer shall not be allowed to vote on any motion in a full Senate meeting unless it is to break a tie vote among the Senators.

1. The Presiding Officer must currently be a voting member of the Senate. This provision shall not pertain to a Chief Justice presiding over the election of the Senate Speaker.
2. Should the Presiding Officer wish to speak or vote on a candidate, bill or amendment, they must yield the podium prior to the issue being brought to the Senate floor. Following this, they may only retake the podium

after the Senate has finished handling the issue in question. This shall not apply to instances where the Presiding Officer votes to break a tie.

Rule 26: PROXY VOTING – Should a Senator be unable to attend a full Senate meeting, they may choose to send an individual to act as a proxy in their place. A Senator may be disciplined for an excessive use of proxies.

1. No Senator may act as a proxy for another Senator.
2. Senators shall inform the Speaker that they will be sending a proxy at least 24 hours prior to the meeting unless there are extenuating circumstances, which shall be up to the discretion of the Speaker.
3. Individuals shall possess full voting rights within full Senate while serving as a proxy.
4. An individual shall cease to be a proxy upon the conclusion of the meeting in which they were assigned to proxy.
5. Proxies shall count towards the count of quorum.
6. No proxy may represent more than one Senator at a Full Senate.
7. Excessive use of proxies shall be defined by the Speaker.
8. No member of the executive cabinet, the Student Court, or the Board of Election Commissioners may serve as a proxy.
