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S14RS SGB No. 4 (RoO)

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STUDENT SENATE

S14RS

SGB No. 4

BY: SPEAKER GRASHOFF AND SPEAKER PRO TEMPORE SCHWARTZENBURG

A BILL

TO AMEND THE STUDENT GOVERNMENT RULES OF ORDER

PARAGRAPH 1: WHEREAS, THE TEMPORARY STUDENT GOVERNMENT DOCUMENTS REVISION COMMITTEE HAS BEEN CHARGED WITH REVIEWING THE GOVERNING DOCUMENTS; AND

PARAGRAPH 2: WHEREAS, THE FOLLOWING AMENDMENTS TO THE RULES OF ORDER REFLECT IMPROVEMENTS THAT ALLOW THE STUDENT SENATE TO FUNCTION AS EFFECTIVELY AND EFFICIENTLY AS POSSIBLE; AND

PARAGRAPH 3: WHEREAS THE AMENDED RULES OF ORDER SHALL READ AS FOLLOWS:

LSU Student Government Rules of Order

Revised: May 2013

CHAPTER 1

Rule Technicalities

Rule 1.1 Adoption, Amendments, and Repeal

A standing rule of the Senate shall be added, amended, or repealed only by a favorable vote of two-thirds (2/3) of voting membership present and voting at a regularly scheduled meeting of the Senate.

Rule 1.2 Suspension of rules

No rule of the Senate shall be suspended except by a favorable vote of at least two-thirds (2/3) of the members present and voting.

Rule 1.3 Robert's Rules of Order Newly Revised

On any question of procedure, when these rules are silent or inexplicit, then the most recent edition of Robert's Rules of Order Newly Revised shall be considered as the authority.

Rule 1.4 Interpretation

52 Speaker of the Senate shall interpret and enforce these Rules to the best of his/her ability barring
53 an interpretation made by the University Court through a Judicial Memorandum.
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56 CHAPTER 2 57 Officers

58 Rule 2.1 Titles

59
60 The officers of the Student Senate shall be the following: Speaker, Speaker pro tempore,
61 Secretary, Undersecretary, Parliamentarian, the Sergeant at Arms, the Director of
62 Communication, and additional legislative staff.
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66 Rule 2.2 Speaker Vacancy

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68 Vacancies in the office of Speaker shall be filled in the manner of the original selection.
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73 Rule 2.3 Speaker Duties

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75 A. To open the meetings promptly at 6:30 p.m. on Wednesdays during regular session.
76 B. To cause the Senate to proceed with its business in the proper order under the rules, if a
77 quorum is present, and to proceed upon each order of business.
78 C. To preserve order and decorum of the Senate.
79 D. To decide all points of order, subject to appeal to the Senate.
80 E. To explain or clarify any rule of procedure upon request.
81 F. To state each motion as it is made.
82 G. To recognize members who seek the floor for the purpose of speaking in debate or
83 otherwise.
84 H. To state and put to vote all questions requiring a vote, and all questions upon which a
85 vote is ordered, and to announce the vote.
86 I. To sign all documents which require his/her signature.
87 J. To appoint the Parliamentarian, Sergeant-at-Arms, Secretary, Undersecretary, Director
88 of Communications and any additional Legislative staff, subject to approval by the
89 Student Senate.
90 K. To be ultimately responsible for the processing of Senate-approved legislation, and to
91 see that the legislation reaches the executive office within two (2) class days of passage.
92 L. To chair the Spring Organizational Session until the election of the new Speaker.
93 M. To plan and execute a Senate Orientation Session at the beginning of each semester for
94 members of the Senate, with help from the Speaker, Legislative staff, and any other
95 Senators, as deemed necessary.
96 N. To do and perform such other duties as may be required by the Constitution and Bylaws
97 of the Student Government.
98
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100 Rule 2.4 Speaker Removal

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102 The member holding the office of Speaker may be removed from the office of Speaker during any
103 regularly scheduled meeting of the Student Senate at such time as two-thirds (2/3) of the
104 members of the Student Senate present and voting vote in favor of his/her removal from office.
105 Such vote shall be by secret ballot. A member thus removed from the office of Speaker shall
106 remain a member of the Senate.
107

108 **Rule 2.5 Acting Speaker**

109
110 The Speaker may call upon a member to assume the duties of presiding officer for a limited
111 period, but in no case shall the period extend beyond adjournment. The member so appointed
112 shall be designated Acting Speaker. In the absence of the Speaker and Speaker pro tempore, the
113 Secretary shall call a member to serve as Acting Speaker.
114

115 **Rule 2.6 Speaker pro tempore Duties**

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117 A. At the discretion of the Speaker, to assist the Speaker in his/her duties.
118 B. In the absence of the Speaker, to preside, or to call a member to preside as Acting
119 Speaker.
120 C. To serve as Chairman of the Student Senate Committees on Rules, and to be responsible
121 for maintaining the Governing Documents of Student Government. All updates made to
122 the Governing Documents must be approved by the Speaker of the Senate.
123 D. To prepare and distribute a comprehensive and current list of all persons appointed by
124 the Student Body President, Student Body Vice President, and Speaker of the Student
125 Senate.
126 E. If a vacancy occurs in the office of Speaker, to serve as Acting Speaker until such time as
127 the vacancy can be filled.
128 F. To supervise the activities of the Undersecretary, and insure that Committee Reports
129 are acted upon promptly.
130 G. At the beginning of each week, to inform Senators of the times and place that each
131 standing committee shall meet, and to provide an electronic copy of each legislative
132 instrument to be heard by the committees.
133 H. To perform such other duties or functions and to exercise such other powers as may be
134 prescribed by the Constitution, Bylaws, or action of the Student Senate.
135
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137 **Rule 2.7 Election and Removal of Speaker pro tempore**

138
139 The Speaker Pro Tempore of the Student Senate shall be elected by the membership of the
140 Senate from among the members thereof in the same manner as the Speaker. This election shall
141 be the next order of business following the election of the Speaker. The Speaker pro tempore
142 shall serve for a term of office concurrent with that of the Speaker. Vacancies in the office of
143 Speaker pro tempore shall be filled in the manner of the original selection. The Speaker pro
144 tempore may be removed from office in the same manner as the Speaker.
145

146 **Rule 2.8 Legislative Staff Titles, Elections, Appointments, Resignation and**
147 **Removal**

- 148
149 A. For the purposes of this rule, officer shall be defined as the Secretary and
150 Undersecretary of the Student Senate, appointed by the Speaker and approved by the
151 Senate. For the purposes of this rule, staff shall be defined as the Parliamentarian, the
152 Sergeant at Arms, the Director of Communications and any additional legislative staff
153 appointed by the Speaker and approved by the Senate.
154 B. The terms of these officers and staff shall run concurrently with that of the Speaker,
155 however, officers shall serve until their successors have been elected and staff shall
156 serve until their dismissal or until their successors have been appointed.
157 C. The Secretary, the Undersecretary, Parliamentarian, the Sergeant at Arms, the Director
158 of Communications and additional staff shall be appointed by the Speaker with approval
159 by one half (1/2) of the Senate present and voting.
160 D. All officers and staff herein listed shall be non-members of the Senate.
161 E. Any officer or staff member may be removed by a two-thirds (2/3) vote of those
162 Senators present and voting.
163 F. The Speaker may dismiss only additional legislative staff not specifically named in these
164 rules at will.

165 G. Any officer of staff member herein listed shall give ten (10) class days notice prior to
166 resignation during which time advertisement of these positions shall be made in a
167 campus-wide publication and/or broadcast e-mail through the university. The Senate
168 meeting promptly following the resignation of the staff member or officer and the
169 following week of advertisement and deadline, shall be the meeting during which
170 his/her successor is elected.
171

172 **Rule 2.9 Secretary Duties**

173
174 A. To be responsible for keeping all papers and records of the Senate and to maintain the
175 minutes of the Proceedings and actions of the Senate and be responsible for their
176 accuracy.
177 B. To announce the receipt of each veto message as received from the Student Body
178 President and to read the same upon the appropriate order of business.
179 C. To make accessible to each member of the Senate a copy of the order of business.
180 D. To report each legislative instrument as it is considered by the Senate.
181 E. To serve as Chief of Staff of the Legislative Branch.
182 F. To execute all proper orders of the Senate.
183 G. To call the roll of the Senate on any matters which the ayes and nays are requested as
184 well as keep proper records of membership attendance.
185

186 **Rule 2.10 Undersecretary Duties**

187
188 A. To receive and process all legislation in a timely manner.
189 B. To engross all legislation with the action taken and the date of such action taken
190 thereon.
191 C. To perform proofing of all legislation and to provide correctly formatted copies of all
192 legislation to Senate members and the news media upon request and upon the
193 convening of a Senate meeting.
194 D. In the absence of the Speaker, Speaker pro tempore, and Secretary, to call a member to
195 preside over the Senate.
196 E. To maintain files on all legislation including information and data relating to legislation.
197 F. To maintain a legislative journal which contains all minutes, attendance records, and any
198 roll call votes taken.
199 G. To maintain a final legislation binder which contains all signed or vetoed copies of
200 legislation in sequential order.
201 H. To assist the Secretary in the performance of his/her duties.
202 I. To be responsible for the operation and maintenance of any and all electronic devices
203 including but not limited to hardware and software, that may be deemed necessary for
204 the operations of the LSU Student Senate.
205

206 **Rule 2.11 Parliamentarian Duties**

207
208 A. To advise the Speaker of the Senate concerning parliamentary procedure.
209 B. Upon request, to advise any Student Senate committee.
210 C. To arrange and number the Rules of Order of the Student Senate following any
211 amendment thereto, to effect an orderly and consistent arrangement of the rules.
212 D. To cause updated copies of the Rules of Order of the Student Senate to be printed and
213 made accessible to each member of the Senate once a semester.
214

215 **Rule 2.12 Sergeant at Arms Duties**

216
217 A. To assist the presiding officer in maintaining order in the Senate chamber, and upon the
218 request of the presiding officer, to escort any disorderly Senator or member of the
219 gallery out of the chamber.
220 B. To coordinate and supervise the activities of the Legislative Aides in preparing the
221 chamber for a meeting of the Senate and return it back to its proper order upon
222 adjournment.

- 223 C. To receive from the Chief of Staff of the Executive branch a list of all officers to report
224 during Executive Officer Reports and provide this list to the presiding officer before the
225 Senate is called to order.
226 D. To obtain a list of all members of the public that wish to address the Senate and provide
227 this list to the presiding officer before the Senate is called to order.
228 E. To help facilitate any and all votes of the Senate.
229

230 **Rule 2.13 Director of Communications and Communication Team Duties**

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232
233 A. The Director shall lead the Communication Team ensuring that each member of the
234 team carries out the responsibilities to which they were appointed.
235 B. The Team shall serve Student Government as one organization not as individual
236 branches.
237 C. Assist the Speaker in any press release, public announcement, and communication with
238 external media sources
239 D. To develop new and innovative ways to connect with the student population.
240 E. The specific duties within the Legislative Branch shall include, but not be limited to
241 1. Manage and coordinate all social media of the Student Senate.
242 2. Update the legislative portion of the Student Government website to ensure its
243 continuous accuracy.
244 3. Prepare a document during each Student Senate meeting detailing the events of
245 the meeting to be presented to the Daily Reveille.
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250 **Rule 2.14 Additional Legislative Staff**

- 251
252 A. To serve as assistants to the Speaker and Speaker pro tempore.
253 B. To fulfill any additional acts requested by the Speaker on behalf of the senate.
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256 **CHAPTER 3**
257 **Legislation**

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260 **Rule 3.1 Legislative Instruments**

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262 Legislative rules are defined for these rules as one of the following:
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- 264 A. BILL: A binding statement of the Senate that calls for specific actions to be taken, to
265 include but not be limited to:
266 1. Approval of or amendments to the Student Government Budget.
267 2. Amendments to the Bylaws, Rules of Order, Election Code, Rules of
268 Court and the College Councils' Constitution.
269 3. Impeachment.
270 B. FINANCE BILL: A binding statement of the Senate that calls for the specific action of
271 allocating monies of the Student Government.
272 C. CONCURRENT RESOLUTION: A binding statement that calls for specific action to be
273 taken concerning appointments or the issuance of a directive, to include but not be
274 limited to:
275 1. Confirmation of Presidential Appointments to a Student Government
276 position.

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2. Placement of items on a Student Government Election Ballot, including amendments to the Constitution.
 3. Establishing permanent and temporary committees from the Senate.
- D. RESOLUTION: A non-binding statement of the opinion of the Senate, to include but not be limited to:
1. Recommending action or representing opinion on behalf of the Student Body to the University Administration or State Legislature.
 2. Commending individuals or groups for outstanding service or accomplishment.
 3. Censure of individuals within Student Government.
- E. LEGISLATIVE ORDER: A binding edict that allows the Speaker of the LSU Student Senate to execute actions pursuant to Senate duties to include but not be limited to:
1. Appointing the membership and leadership of the standing committees of the Student Senate.
 2. Appointing the membership of the exterior committees under which the Speaker has jurisdiction to appoint.
 3. Appointing additional legislative officers and staff, as provided for in Chapter 2 of the Student Senate Rules of Order.
- F. EXECUTIVE ORDER: A binding edict that allows the LSU Student Body President to execute actions pursuant to executive duties, to include, but not be limited to:
1. The Executive Charter.
 2. The establishment of committees from the President.
 3. Allocation of Corporate Sponsorship funds, when deemed necessary by the SG Bylaws.
 4. Confirmation of Presidential Appointments to non-Student Government committees

304 **Rule 3.2 Profiling of Legislation**

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306 If a piece of legislation is to be presented at a meeting of the Senate during New Business, the
307 preamble of the legislation shall have been delivered to the Speaker, Speaker pro tempore,
308 Secretary, or Undersecretary at lsusenat@lsu.edu, electronically no later than six (6) before the
309 meeting is to convene.
310

311 **Rule 3.3 Numbering of Legislation**

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313 The Undersecretary shall number each piece of legislation as it is filed in accordance with Rule
314 3.2.
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316

317 **Rule 3.4 Consideration and Final Action by the Senate**

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319 The procedure for consideration of properly pre-filed legislation shall be as follows:
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- 321 A. FIRST READING: The purpose of the first reading is to introduce the legislation to the
322 Senators.
- 323 1. The author shall read the legislation as it is introduced in New
324 Business, and questions about it will then be answered. There shall be
325 no debate and the Speaker shall refer the legislation to all appropriate
326 committees.
 - 327 2. A resolution that offers either a condolence or congratulatory
328 message shall be introduced in Unfinished Business and debated and
329 voted upon following questions for the author.
- 330 B.COMMITTEE: The committee(s) to which the legislation has been referred shall be
331 presented the legislation by the author.
- 332 1. The committees shall discuss the legislation and make suggestions on
333 its form and content.

- 334 2. The committees then vote to report upon the legislation favorably,
335 unfavorably, or without recommendation.
336 3. A Finance Bill must be accompanied by a Finance Bill Information Form
337 provided by the author and signed by the Student Government
338 Coordinator.
339
- 340 C. SECOND READING: If the committee(s) to which the legislation was referred reports the
341 legislation favorably or without recommendation, upon introduction of legislation in
342 Unfinished Business, the author is required to give a reading of the legislation.
343
- 344 D. DEBATE:
345 1. After the Second reading the author of the legislation shall open
346 General Debate with Opening Remarks about the legislation. The
347 Author may then yield the floor to others if needed and answer any
348 questions. Author's opening comments shall be limited to five (5)
349 minutes. Questioning shall be limited to ten (10) minutes.
350 2. During General Debate, the legislation is open for debate and changes
351 may be made.
352 3. With Bills regarding appropriations, if the amount appropriated is
353 increased by amendment of the Senate, the bill shall be returned to
354 committee by the Speaker for reconsideration.
355 4. The ranking member of the committee to which the legislation was
356 referred who voted in favor of the legislation shall explain why he/she
357 and the majority of the committee recommended passage.
358 5. The ranking member of the committee to which the legislation was
359 referred who voted against passage shall explain why the minority of
360 the committee took the action taken.
361 6. Any other Senator who wishes to debate the pending legislation may
362 seek the floor for debate and may yield to questioning from the
363 Senate at completion of his/her remarks. A fixed time of ten (10)
364 minutes will be allowed for each senator's recognized turn for debate.
365 A fixed time of five (5) minutes will be allowed for the questioning of
366 each senator's recognized turn for debate.
367 7. When all debate is finished the author of the legislation shall be given
368 the floor for Closing Remarks, even when debate has been ended by
369 Calling the Question, in which time the author may yield the floor but
370 no questions may be asked at this time. A fixed time of fifteen (15)
371 minutes will be allowed for the Author's Closing Remarks. When
372 Closing Remarks are finished, the General Debate is finished.
373 8. After Closing Remarks is finished, a vote is taken on the legislation.
374 E. FINAL ACTION: If the legislation is approved by the Senate, the approval is certified by
375 the Speaker and the legislation is forwarded to the Student Body President within forty-
376 eight (48) hours after passage.

377 **Rule 3.5 Withdrawal**

378
379 Legislation being considered by the Senate may be withdrawn by the author at any time before
380 the final vote.
381

382 **Rule 3.6 Retyped to Include All Amendments**

383
384 All legislation passed by the Senate shall be typed by the Undersecretary to include all
385 amendments adopted by the Senate.
386

387 **Rule 3.7 Dilatory Legislation Prohibited**

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389 No dilatory legislation shall ever be allowed for consideration before the Senate.
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391 **Rule 3.8 Co-Authors of Legislation**

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- A Senator can become a Co-Author of legislation by any of the following ways:
- A. If the Author of the legislation agrees to accept that senator as a Co-Author.
 - B. If the Author of a piece of legislation accepts an offered amendment as friendly, the Senator who offered the amendment will become a Co-Author of that legislation, if they so choose.
 - C. If a Senator insists upon an amendment to a piece of legislation, and that amendment passes, the Senator who insisted upon the amendment will become a Co-Author of that legislation, if they so choose.

403 **Rule 3.9 Rights of the Author**

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- A. The Author of a piece of legislation shall be defined as the person whose name appears first on a piece of legislation. Co-Authors shall follow the author's name in alphabetical order.
- B. The author shall have the following privileges exclusively:
 - 1. To assign another senator to handle a piece of legislation on behalf of the author in his/her absence.
 - 2. In the consideration of a veto, the author of the vetoed legislation shall have the first response to the president's veto explanation, and shall be the last person to speak prior to the president's closing comments, regardless if previous question is called.
 - 3. In the case of a hostile amendment, the author shall be the first to speak in opposition of the amendment, and shall be the last person to speak in opposition to the amendment prior to the author of the amendment's closing comments, regardless if previous question is called.

421 **Rule 3.10 Reconsideration**

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- A. Upon final consideration of any bill, resolution, or concurrent resolution, should the instrument fail to be adopted; the author may make a motion to bring the instrument up for reconsideration. The motion shall be debated and voted upon at the beginning of Unfinished Business in the following legislative week.
- B. Upon passage of said motion by a majority (1/2) vote, the legislative instrument in instrument in question shall be placed into Unfinished Business for that legislative week.
- C. No legislative instrument shall be reconsidered if it has been reconsidered once before.

431 **Rule 3.11 Consideration of Executive Orders**

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- The procedure for the consideration of Executive Orders shall be as follows:
- A. Executive orders shall be read by the President or his designee upon the appropriate order of business, and questions shall be answered.
 - B. The Senate shall debate, and then vote upon the Executive Order, which requires a majority (1/2) approval of the Senate present and voting for confirmation.
 - C. Executive Orders may not be amended without the consent of the President.

441 **Rule 3.12 Designated Authors of Legislation**

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- A. Only senators shall physically write any bills, resolutions, or concurrent resolutions.
- B. Only the Speaker of the Student Senate shall physically write any Legislative Orders.
- C. Only the Student Body President shall physically write any Executive Orders.
- D. The Speaker of the Student Senate and the President of the Student Body shall co-author Student Government Orders.

449 **Rule 3.13 Consideration of Legislative Orders**

450

451 The procedure for the consideration of Legislative Orders shall be as follows:

452

453 A. Legislative Orders shall be read by the Speaker or his designee upon the appropriate
454 order of business, and questions shall be answered.

455 B. The Senate shall debate, and then vote upon the Legislative Order, which requires a
456 majority (1/2) approval of the Senate present and voting for confirmation.

457 C. Legislative Orders may not be amended without the consent of the Speaker.

458

459 **Rule 3.14 Consideration of Presidential Appointments within Student**

460 **Government**

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462 A. All Presidential Appointments within Student Government must be assigned to a
463 Concurrent Resolution authored by a Senator selected by the Speaker of the Senate.

464 B. The Appointment or the President of the Student Body, in the case that the
465 appointment is unavailable, must be interviewed by the Committee on Rules or the
466 Temporary Committee on Rules.

467 C. This Concurrent Resolution cannot be amended.

468

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CHAPTER 4 Order of Business

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473 **Rule 4.1 Order of Business**

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475 The order of business of the Student Senate shall be at the discretion of the Speaker of the
476 Student Senate or as follows:

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478 A. Call to Order

479 B. Moment of Silence

480 C. Pledge of Allegiance

481 D. Induction of New Senators

482 E. Roll Call

483 F. Public Input

484 G. Reading, Correction, and Adoption of the Minutes

485 H. New Business

486 1. All Bills

487 2. Concurrent Resolutions

488 3. Resolutions

489 I. Committee Reports

490 1. Standing Committees

491 2. Student Committees established by the Bylaws

492 3. Temporary Committees established by Senate Resolution

493 J. Delegate Reports

494 K. Executive Officer Reports

495 L. Judicial Officer Reports

496 M. Unfinished Business

497 1. Consideration of Veto

498 2. Reconsideration

499 3. Concurrent Resolutions that pertain to appointments

500 4. Finance Bills

501 5. Resolutions

502 6. All other Concurrent Resolutions

503 7. All other bills

- 504 8. Executive Orders
- 505 9. Legislative Orders
- 506 N. Legislative Officer Reports
- 507 O. Advisor Reports
- 508 P. Petitions, Memorials, and Other Communications
- 509 Q. Adjournment
- 510

511 **Rule 4.2 Priority of Business**

- 512
- 513 A. All questions relating to priority of business shall be decided without debate.
- 514 B. All Executive and Legislative Orders are automatically arranged in Unfinished Business,
- 515 with the exception of any Executive Orders pertaining to the Corporate Sponsorship
- 516 funds. Those Executive Orders shall be referred to the Committee on Budget and
- 517 Appropriations.
- 518

519 **Rule 4.3 Order of Consideration**

520

521 All legislation shall be considered in numerical order.

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524 Rule 4.4 Consideration of Appointments to a Senate Seat

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526 Any vacant Senate seat shall be filled by the respective College Council as outlined in Article III

527 Section 5 of the Student Government Bylaws. Once the Committee on Rules has referred an

528 appointment to the floor or the College Council has voted to reconfirm the initial appointment,

529 the appointee shall be approved during Induction of New Senators in the following manner:

- 530 A. The Chair of the Committee on Rules shall give a report of the committee's action.
- 531 In the event that the appointee is being reconfirmed by the College Council, the
- 532 President of that College Council shall also give a report of the College Council's
- 533 action.
- 534 B. The appointee shall give introductory remarks which shall be limited to 5 minutes.
- 535 C. The appointee shall yield to and answer questions from the Senate floor which shall
- 536 be limited to 10 minutes.
- 537 D. The appointment shall then be open for standard debate. 10 minutes shall be
- 538 allowed for each senator's recognized turn to debate. 5 minutes shall be allowed
- 539 for questioning of each senator's recognized turn for debate.
- 540 E. The appointee shall then give closing remarks which shall be limited to 15 minutes.
- 541 F. The Senate shall then proceed into a vote. Approval of the appointment shall
- 542 require a simple majority.
- 543

544 **Rule 4.4 Consideration of Vetoed Legislation**

545

546 The Senate shall reconsider any vetoed legislation as the first order of business during Unfinished

547 Business of the following meeting.

548

549 **Rule 4.5 Effect of Adjournment**

550

551 If there is an item of legislation being considered for passage by the Student Senate, and the

552 Senate adjourns, then the legislation shall be placed in the category of Unfinished Business and

553 consideration of such item shall be completed before any other instrument may be considered.

554

555 **Rule 4.6 Time Limit on Public Input**

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- 557 A. Any person signing up for Public Input before a meeting of the Student Senate is called
- 558 to order shall be allotted a maximum of three (3) minutes in which they may speak.
- 559 B. Any member of Student Government giving an Executive or Judicial Officer report or any
- 560 Senator speaking on proposition or opposition of legislation must obtain approval from

561 the Speaker of the Senate prior to the Senate meeting in order to speak during Public
562 Input.

563
564 **Rule 4.7 Time Limit for Executive and Judicial Officer Reports**

565
566 Any member of the Executive or Judicial Branches shall be allowed time to report on the status of
567 their respective branch and office with recognition and introduction by the Speaker of the
568 Senate. A fixed time of five (5) minutes will be allowed for each speaker in Executive and Judicial
569 Officer Reports, and ten (10) minutes for the Student Body President, Vice President, and Chief
570 Justice, or his/her designee.

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573 **Rule 4.8 Time Limit for Petitions**

574
575 The total time allocated to each individual member or speaker during Petitions, Memorials, or
576 Other Communications is hereby set at three (3) minutes.

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581 **CHAPTER 6**
582 **Committees**

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585 **Rule 6.1 Standing Committees**

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587 A. There shall be six (6) standing committees of the Student Senate whose duties
588 respectively shall be to take into consideration all such subjects as properly pertain to
589 the subjects and purposes assigned to them and which may be referred to them by the
590 Senate.
- 591 B. The six (6) standing committees of the Senate shall be the following:
- 592 1. Academic Affairs
 - 593 2. Budget and Appropriations
 - 594 3. Campus Affairs and Sustainability
 - 595 4. Student Auxiliaries and Services
 - 596 5. Rules
 - 597 6. Student Life, Diversity, and Community Outreach
- 598

599 **Rule 6.2 Officers and Membership of Standing Committees**

- 600
601 A. All officers and members of standing committees of the Senate must be members of the
602 Senate; however, ex-officio members may be provided for elsewhere in these Rules of
603 Order. Unless otherwise provided for in these Rules of Order, no member of the Senate
604 shall serve on more than one (1) standing committee.
- 605 B. All members of the Senate must be a member of a standing committee.
- 606 C. The Speaker shall appoint no less than eight (8) members to each standing committee
607 (as defined in Rule 6.1) including the appointment of a Committee Chairman and Vice-
608 Chairman.
- 609 D. For the Committee on Rules, the Speaker pro tempore must be the appointed chair. The
610 remaining members of the committee shall be the other five (5) standing committee
611 chairs and a vice-chair. The vice-chair of the Committee on Rules shall be appointed by
612 the Speaker from the general membership of the Senate, but shall not be one of the
613 other five (5) standing committee chairs or other five (5) standing committee vice-
614 chairs.

- 615 E. In the occurrence that the Senate is not elected to maximum capacity the standing
616 committees may vary from the predetermined numbers.
617

618 **Rule 6.3 Ex-officio Committee Members**

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620 All Senate standing committee chairs and members of the Executive Branch shall be responsible
621 for working in cooperation with their respective counterpart.
622

623 Ex-officio members of the Student Senate standing committees shall include:
624

- 625 A. The Director of Academics or an equivalent position or his/her designee shall be an ex-
626 officio, non-voting member of the Committee on Academic Affairs.
627 B. The Director of Athletics or his/her designee shall be an ex-officio, non-voting member
628 of the Committee on Student Auxiliaries and Affairs.
629 C. The President of the Residence Halls Association, or his/her designee, the Director of
630 Transportation or an equivalent position or his/her designee, the Director of Campus
631 Development or an equivalent position or his/her designee, the Director of
632 Sustainability or an equivalent position or his/her designee, the Director of Technology
633 or an equivalent position or his/her designee, shall be an ex-officio, non-voting member
634 of the Committee on Campus Affairs and Sustainability.
635 D. The chief financial officer or an equivalent position or his/her designee shall be an ex-
636 officio, non-voting member of the Committee on Budget and Appropriations.
637 E. The Speaker of the Student Senate shall serve as an ex-officio, non-voting member of
638 all standing committees.
639 F. The Director of Organization Outreach or an equivalent position or his/her designee, the
640 Director of Student Involvement or an equivalent position or his/her designee, Director
641 of External Affairs or an equivalent position or his/her designee, the Executive Director
642 of the Greek Board of Directors or his/her designee, and the Safety Coordinator will be
643 ex-officio, non-voting members of the Committee on Student Life, Diversity and
644 Community Outreach.
645

646 **Rule 6.4 Referral to Standing Committees**

647
648 All legislation, except Bills of Impeachment, shall be referred by the Speaker according to the
649 topic matter as hereinafter set forth to one (1) appropriate standing committee listed herein;
650 provided, however that at the time of referral any member may object to the referral and may
651 move to assign the legislation to another committee named in the motion.
652

- 653 A. **ACADEMIC AFFAIRS:** To this committee shall be referred, in accordance with the rules,
654 all legislation and other matters relating to the following subjects:
655 1. Academic, educational affairs and programs.
656 2. University faculty, including any matters before the Faculty Senate.
657 3. All matters relating to textbooks.
658 4. Computer-based testing.
659 5. Financial aid.
660 6. Academic issues relating to the Code of Student Conduct.
661 7. Academic calendar.
662 8. All in-class issues, including the electronic use policy.
663 9. Matters relating to LSU Libraries, with the exception of the building
664 hours or maintenance.
665 10. All matters related to service learning courses.
666 11. All matters related to enrollment
667 12. Other matters as ordered by the Student Senate.
668
669 B. **CAMPUS AFFAIRS AND SUSTAINABILITY:** To this committee shall be referred all
670 legislation and other matters relating to the following subjects:
671 1. All matters relating to on-campus housing, including the Residence
672 Halls, and Greek housing.

- 673 2. The construction, demolition, or modification of structures or areas on
674 campus.
675 3. Facility Planning.
676 4. Facility Services.
677 5. The University Master Plan.
678 6. Issues pertaining to sustainability and conservation.
679 7. All issues relating to campus parking, traffic, and transportation.
680 8. All matters relating to campus safety.
681 9. All matters relating to campus lighting.
682 10. Other matters as ordered by the Student Senate.
683

684 C. BUDGET AND APPOIATIONS: To this committee shall be referred, in accordance with
685 the rules, all legislation, and other matters relating to the following subjects:

- 686 1. The Student Government Budget Bill.
687 2. Fiscal affairs of the Student Government, including expenditures by
688 the Student Senate.
689 3. Budgetary requirements and procedures.
690 4. Deposit and investment of Student Government funds.
691 5. Except as otherwise stated in these Rules of Order, salaries of Student
692 Government employees.
693 6. Revenue raising and revenue measures generally, both of the Student
694 Government and of the College Councils, including Corporate
695 Sponsorship funds and their allocation.
696 7. Other matters as ordered by the Student Senate.
697

698 D. RULES: To this committee shall be referred all legislation and other matters relating to
699 the following subjects:

- 700 1. Services of or for the Student Senate, its members and/or its
701 committees.
702 2. All amendments to any governing document, including the
703 Constitution, Bylaws, Rules of Order, Rules of Court, Election Code,
704 and College Councils' Constitution.
705 3. Elections and Election Board.
706 4. Appointment of persons to office in the Student Government.
707 5. Caucuses and their formation; these pieces of legislation will be
708 reviewed in a joint committee meeting with the Student Outreach
709 Committee.
710 6. Other matters as ordered by the Student Senate.
711

712 E. STUDENT AUXILIARIES AND SERVICES: To this committee shall be referred all legislation
713 and other matters relating to the following subjects:

- 714 1. All matters relating to athletics, including issues related to student
715 ticketing, Tiger Stadium, priority points, and intramural sports.
716 2. All matters relating to university technology and Information
717 Technology Services.
718 3. Moodle, MyLSU and TigerMail.
719 4. LSU Dining, Union Vendors and Chartwells
720 5. All matters relating to Student Auxiliary Services
721 6. UREC
722 7. TigerCASH
723 8. All matters relating to student fees
724 7. Other matters as ordered by the Student Senate.
725
726

727 F. STUDENT LIFE, DIVERSITY AND COMMUNITY OUTREACH: To this committee shall be
728 referred all legislation and other matters relating to the following subjects:

- 729 1. University disciplinary regulations and all other non-academic matters
730 pertaining to the Student Code of Conduct.
731 2. Cultural affairs and diversity.

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3. All matters relating to minority, international, and first generation students.
 4. All matters relating to retention.
 5. All matters pertaining to students' constitutional rights and civil liberties.
 6. Flagship Agenda
 7. External affairs of the Student Government
 8. Relations between the Student Government and the state government, the city parish government, other student governments, and national student associations, including, but not limited to the Louisiana Council of Student Body Presidents, the Council of Student Government Associations, the SEC Student Government Conference.
 9. Volunteer and community services.
 10. Student groups and organizations.
 11. Entertainment events and organizations.
 12. All matters pertaining to Free Speech Alley.
 13. All matters pertaining to First Year Experience.
 14. Caucuses and their formation; these pieces of legislation will be reviewed in a joint committee meeting with the Committee on Rules.
 15. Other matters as ordered by the Student Senate.

755 **Rule 6.5 Committee Duties**

756
757 It shall also be the independent duty of each committee each regular session to prepare a
758 strategic plan addressing issues under its purview, due by the third meeting of each regular
759 session. The committee chair shall designate members to conduct research and prepare
760 legislation under the goals of its strategic plan.
761

762 **Rule 6.6 Regular Committee Meeting**

763
764 Each standing committee of the Student Senate shall hold regularly scheduled meetings, at least
765 two (2) times a month and in every week in which it is referred legislation. Time and place of the
766 meeting are to be sent in an email via the Student Government listserv and posted on the Senate
767 web site.
768

769 **Rule 6.7 Joint Committee Meetings**

- 770
771 A. If any Senator moves for a piece of legislation to be jointly referred to more than one
772 standing committee, and that motion passes the body by a 2/3 vote, a joint committee
773 meeting between the committees involved must be called.
774 B. It shall be the duty of the involved committee chairs to designate a meeting time that
775 works for enough of the committees to constitute a quorum.
776 C. This new joint committee shall act as one committee for the purposes of quorum and
777 the necessary voting percentages. No absences shall be assessed to any Senator that
778 fails to attend this joint meeting, as long as the meeting is at a different time than their
779 original standing committee.
780 D. The presiding chair shall be the Senator of the committee to which the legislation was
781 originally referred, unless they are an affiliated party to the legislation in question.
782 E. Joint Committees shall automatically be formed for the following circumstances and
783 shall involve the following committees:
784 1. Discussion on the entirety of the Student Code of Conduct, involving
785 the Committee on Academic Affairs and the Committee on Student
786 Life, Diversity and Community Outreach;
787 2. Amendments to the Student Technology Fee Plan, involving the
788 Committee on Rules and the Committee on Student Auxiliaries and
789 Services; and

- 790 3. Amendments to any governing document that involve finances,
791 involving the Committee on Rules and the Committee on Budget and
792 Appropriations.
793

794 **Rule 6.8 Meetings Prohibited while Senate Meets**
795

796 No committee can hold regularly scheduled meetings on the same day on which the Senate holds
797 its regularly scheduled meetings.
798

799 **Rule 6.9 Consideration of Legislation**
800

- 801 A. No standing committee of the Senate shall consider legislation unless an author is
802 present, unless the Senate directs the committee otherwise.
803 B. The author of the legislation shall be recognized in opening comments followed by
804 questions.
805 C. Any member of the committee may be recognized for debate following questions for
806 the author.
807 D. Once debate has ended or there is a motion for previous question, the author shall give
808 closing comments.
809 E. The committee will proceed with a roll call vote.
810 1. An Aye vote means that the senator recommends passage or recommends
811 passage with amendments.
812 a. A majority of aye votes indicates that it is the opinion of the
813 committee that the legislation should be passed.
814 2. A Nay vote means that the senator recommends against.
815 a. A majority of nay votes indicates that it is the opinion of the
816 committee that the legislation should not be passed.
817 3. If neither ayes nor nays have a majority of quorum then the committee shall
818 report without recommendation.
819 a. A report without recommendation indicates that the committee was
820 unable to form an opinion.
821 F. The legislation is placed into Unfinished Business at the next Regular Session Senate
822 Meeting unless the legislation receives a majority nay votes in the committee.
823

824 **Rule 6.10 Consideration of Appointments**
825

826 Rules 6.10 shall refer to all concurrent resolutions pertaining to Presidential appointments within
827 Student Government.
828

- 829 A. The chair of the committee shall introduce the appointee including the position being
830 appointed to.
831 B. The appointee shall give opening comments followed by questions from the committee.
832 C. Any member of the committee may then be recognized for debate.
833 1. The appointee shall be allowed to respond to each debate if he/she so
834 chooses.
835 D. The appointee may then ask questions to the committee and give closing comments.
836 E. Once debate has ended or there is a motion for previous question, the committee will
837 proceed to a roll call vote.
838 1. If more committee members vote in favor of the appointment than those opposed,
839 the Concurrent Resolution shall be placed into unfinished at the next Regular
840 Session Senate Meeting.
841 2. If more committee members vote in opposition of the appointment than those in
842 favor, the Concurrent Resolution shall not be considered at the next Senate
843 Meeting.

844

845

846 **Rule 6.11 Committee Report**

847

848 A. Each standing committee shall submit a written report to the Secretary as soon as
849 possible after each committee meeting. The report must list:

- 850 1. The name of the committee.
851 2. The date, time, and place of the committee meeting.
852 3. Names of committee members present, absent, and proxies.
853 Approved excused absences shall be noted as such.
854 4. The number of each piece of legislation and report on it.
855 5. The vote by which such report was determined.
856 6. An update on the committee's progress in meeting its strategic plan.
857 7. A summary of discussion at the last public forum, if one was held since
858 the last meeting of the Senate.

859 B. The chair of the committee shall report on the opinion of the committee with regards to
860 all considered legislation.

- 861 1. The committee chair shall report that it is in the opinion of the
862 committee that the legislation should be approved.
863 2. The committee chair shall report that it is in the opinion of the
864 committee that the legislation should be approved as amended.
865 3. The committee chair shall report that it is in the opinion of the
866 committee that the legislation should not be approved.
867 4. When a majority of quorum does not vote to recommend for passage
868 or against then the legislation shall be placed in unfinished at the next
869 regular session Senate meeting. The committee chair shall report the
870 vote counts taken, and that the committee was unable to reach an
871 opinion on the legislation.

872 C. The report of the committee on each Presidential Appointment shall be one of the
873 following:

- 874 1. Report favorably
875 a. The committee is in favor of the appointment being
876 approved.
877 b. The Senate will vote to approve or reject the appointment at
878 the next regularly scheduled Senate meeting.
879 2. Report unfavorably
880 a. The committee is opposed to the appointment being
881 approved.
882 b. The President shall be notified that the appointment will not
883 be placed on the agenda for the next Senate meeting, and
884 that it is the opinion of the committee that he/she appoints
885 another candidate for the position.

887 D. The report of the committee shall be signed by the committee chairman and he shall be
888 responsible for the accuracy of the report.
889

890 **Rule 6.12 Committee Hearing**

891

892 No legislation shall be reported by a committee unless an open, public hearing on the instrument
893 has first been held by the committee prior to the meeting of the Student Senate at which the
894 report is to be made, with due notice given an opportunity provided for interested persons to
895 testify for or against the proposal, unless the Senate directs the committee to report the
896 proposal at a meeting of the Senate.
897

898 **Rule 6.13 Directing Committee to Report**

899

900 A. No legislation which was referred to a committee shall be acted upon or considered by
901 the Senate until the committee has reported the same; however, a majority of the

902 voting membership of the Senate may, by motion, direct a committee to report on the
903 status of legislation, in which case the committee so directed shall report the legislation
904 as directed.
905 B. A majority of the members of the Senate may by motion recall legislation from a
906 committee and discharge the committee from any further consideration of the same, in
907 which case the legislation shall be resubmitted to another committee as specified in the
908 discharge motion.
909

910 **Rule 6.14 Removal for Excessive Absences**

911
912 A member of a standing committee shall be removed for accumulating a total of three (3)
913 unexcused absences at the meetings of said committee.
914

915 **Rule 6.15 Proxy Voting**

916
917 A. Committee members who are unable to attend a meeting shall be allowed to name a
918 single proxy twice (2) per semester, selected from other members of the Student Senate
919 who do not already sit on the same committee as the absent senator, by giving written
920 notification to the committee chair and either the Speaker or the Legislative Secretary.
921 B. The senator selected as proxy must also submit written notification to the committee
922 chair that he will attend the meeting. Proxies may stand in for only one (1) committee
923 member per committee meeting.
924

925 **Rule 6.16 Temporary Committees**

926
927 A. During the annual Spring Organizational Session, the Speaker of the Senate may appoint
928 no fewer than seven (7), but no more than eleven (11), senators to one and only one (1)
929 of the following temporary committees:
930 1. TEMPORARY COMMITTEE ON BUDGET AND APPROPRIATIONS: To this
931 committee shall be referred the Student Government Budget for the
932 new administration, the allocation of Corporate Sponsorship funds, as
933 well as any legislation dealing with finance.
934 2. TEMPORARY COMMITTEE ON RULES: To this committee shall be
935 referred all Executive Staff, Election Board, and Judicial Branch
936 appointments made by the Student Body President and approved by
937 the Student Senate, as well as any legislation dealing with rules.
938 B. These temporary committees shall meet between the first and last meeting of the
939 Spring Organizational Session in order to hear and approve all referred legislation and
940 appointments.
941 C. The Speaker pro tempore shall be the Chair of the Temporary Committee on Rules.
942 D. The Speaker shall appoint the Chair of the Temporary Committee on Budget and
943 Appropriations.
944 E. Rules in this Chapter regarding absences shall not apply to Temporary Committees.
945 F. The membership of these committees shall be dissolved at the conclusion of the Spring
946 Organizational Session.
947 .

948 **CHAPTER 10**
949 **Impeachment Hearing**

950
951
952 **Rule 10.1 Required authors, Introduction, and Classification of Impeachment Bill**

953
954 A. No Bill of Impeachment shall be accepted without at least a total of one (1) author and
955 nine (9) Co-Authors.

- 956 B. When a Bill of Impeachment is introduced in regular session of the Student Senate, it
957 shall be numbered and deemed to have been classified as New Business for the next
958 regularly-scheduled session.
959 C. A Bill of Impeachment shall not be considered by any committee.
960

961 **Rule 10.2 Senate in Impeachment Hearing**

962
963 At the next regular meeting after a Bill of Impeachment has been introduced, upon the
964 presentation of the bill during Unfinished Business, the Senate shall be deemed to be in an
965 Impeachment Hearing.
966

967 **Rule 10.3 Presiding Officer**

- 968
969 A. Except when the Chief Justice of the University Court is being tried, he/she shall preside
970 over the Impeachment Hearing.
971 B. When the Chief Justice is being tried, the Student Body Vice President shall preside over
972 the Impeachment Hearing.
973

974 **Rule 10.4 Order of Procedure**

975
976 The order of procedure at an Impeachment Hearing shall be as follows:
977

- 978 A. The presiding officer shall take the chair and call the Impeachment Hearing to order.
979 B. The author of the Impeachment Bill may present his/her opening statement.
980 C. The accused officer may present his/her opening statement.
981 D. The author of the bill shall have an opportunity to present his/her evidence, and then
982 take questions from the Senate.
983 E. The accused shall have an opportunity to present his/her evidence, and then take
984 questions from the Senate.
985 F. The author of the bill may present his/her closing statements.
986 G. The accused may present his/her closing statements.
987 H. The Student Senate shall move directly into a vote on the Bill of Impeachment. A yes
988 vote is to convict, a no vote is to acquit.
989 I. The presiding officer shall announce the result of the vote.
990 J. If convicted, the presiding officer shall declare the accused removed from office.
991 K. If acquitted, the presiding officer shall declare the defendant exonerated.
992 L. The presiding officer shall step down from the chair and the Student Senate shall return
993 to the next item of Unfinished Business.
994

995 **Rule 10.5 Amendment of Bill of Impeachment**

996
997 At any time during which the Senate is in an Impeachment Hearing, the author of the Bill of
998 Impeachment may voluntarily remove any or all of the charges listed in the Bill.
999

1000 **Rule 10.6 Vote on Charges by Silent Ballot**

1001
1002 The vote on the Bill of Impeachment shall be by silent ballot.
1003

1004 **Rule 10.7 Requirement for Vote that Violation was Committed**

1005
1006 A vote to convict shall be rendered by a Senator only if he/she finds evidence clear and
1007 convincing after amendments that all charges remaining in the Bill of Impeachment were
1008 committed.
1009

1010 **Rule 10.8 Right of Accused to be Held Inviolable**

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All rights of the accused under the Constitution of the United States of America, the Constitution of the State of Louisiana, the Constitution of the Student Government, the Bill of Student Rights, and the Code of Student Conduct, are to be held inviolate.

PARAGRAPH 4: WHEREAS, ALL CHAPTERS NOT LISTED ABOVE DO NOT HAVE ANY AMENDMENTS WITHIN THEM.

PARAGRAPH 5: THEREFORE, BE IT RESOLVED BY THE LOUISIANA STATE UNIVERSITY STUDENT SENATE THAT THE AFOREMENTIONED AMMENDMENTS TO THE STUDENT GOVERNMENT RULES OF ORDER BE ADOPTED.

PARAGRAPH 6: THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A TWO-THIRDS (2/3) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.

APPROVED:

ALEX W. GRASHOFF
SPEAKER OF THE SENATE

JOHN S. WOODARD
STUDENT BODY PRESIDENT

DATE: _____

DATE: _____