

# Standing Rules

Elizabethtown College Student Senate

# 2009-2010



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## CHAPTER I STANDING COMMITTEE PROCEDURES

### 1 Legislation Committee

#### 1.1 Jurisdiction

This Standing Rule shall have Jurisdiction over the Senate Legislation Committee Chairperson (Senate Secretary) and Senators serving on the standing Legislation Committee. The powers granted herein to the committee shall have jurisdiction over all Members.

#### 1.2 Committee Responsibilities

The Legislation Committee shall fulfill all duties and responsibilities as described in the Student Senate **Constitution and Bylaws**, which shall herein be briefly described. The Legislation Committee shall be chaired by the Senate Secretary, who shall maintain in print the official documents of the Senate, which include the **Constitution and Bylaws**, these **Standing Rules**, and all legislation passed by the Senate. The Legislation Committee shall approve all class bylaws as per Article VII, Section 1 of the **Constitution and Bylaws**. The Legislation Committee shall draft amendments to the **Constitution and Bylaws** and the **Standing Rules**; edit and format bills and resolutions as requested by Senate and its committees; update and record all changes to the Senate documents; and propose Legislation for adoption by the Senate.

#### 1.3 Committee Membership

The Membership of the Legislation Committee is defined in the **Constitution and Bylaws**, Article VIII, Section 2, Provision A. (Pending ratification by the Board of Trustees.)

#### 1.4 Committee Meetings

The Senate Secretary shall convene meetings of the Service Committee to fulfill the duties of the Committee as needed, and shall be the Chairperson of said meetings. The Chairperson shall have the power to invite Member of the Senate or other persons to meetings of the Committee as needed. Meetings of the Legislation Committee may be closed at the discretion of the Chairperson. Decisions of the Committee and general topics of discussion shall be reported to the Senate by the Senate Secretary.

##### 1.4.1 Quorum at Meetings

Quorum shall be defined as at least one half of the Committee. Quorum must be met at meetings for voting to occur, and no decisions of the Committee can be made unless quorum is met. The Chairperson shall count towards quorum, and shall have full voting rights.

##### 1.4.2 Voting at Meetings

Committee Members and the Chairperson are eligible to vote once on any question before the Committee. Questions before the Committee must be passed by the majority of the committee (three yes votes).

## **2 Finance Committee**

### **2.1 Jurisdiction**

This Standing Rule shall have Jurisdiction over the Senate Treasurer and Senators serving on the standing Finance Committee. The herein powers granted to the Committee shall have jurisdiction over all Members.

### **2.2 Committee Responsibilities**

The Finance Committee shall fulfill all duties as described in the Student Senate **Constitution and Bylaws**, which shall be herein briefly described. The Finance Committee is responsible for allocating Senate funds to the various campus student groups recognized by the Senate Judicial Committee, it shall discuss any financial request made to Student Senate, and it shall recognize and shall put into practice the herein standards for making recommendations of allocation of funds and standard procedures for parties requesting funding from the Senate.

### **2.3 Committee Membership**

The Membership of the Finance Committee is defined in the **Constitution and Bylaws**, Article VIII, Section 2, Provision A.

### **2.4 Committee Meetings**

The Senate Treasurer shall convene closed meetings of the Finance Committee to fulfill the duties of the Committee as needed, and shall be the Chairperson of said meetings. The Chairperson shall have the power to invite Member of the Senate, member of groups requesting Senate Funds, or other persons to meetings of the Committee as needed for a designated time, and to postpone meetings until said participation is fulfilled. Meetings of the Finance Committee shall be closed and the discussion of Members at meetings shall be treated as such. Decisions of the Finance Committee and general topics of discussion and debate shall be reported to the Senate by the Senate Treasurer during a Finance Committee report at the following Senate Meeting.

#### **2.4.1 Quorum at Meetings**

The Committee shall meet quorum when at least four Committee Members, not including the Chairperson, are present and eligible to vote on the business on the Committee Floor (see **Rule 2.4.2** Voting, below). The Chairperson shall only be considered a part of quorum should the participation of the Chairperson be needed to meet quorum. The Chairperson would then be granted full voting rights until the committee disposes of the item of business requiring the participation of the Chairperson, and upon disposal the Chairperson shall forfeit said voting rights. There shall be no voting during Finance Committee Meetings if quorum is not met.

#### **2.4.2 Voting**

Committee Members are eligible to vote once on any question before the Committee. However, Members who show a clear conflict of interest in the question at hand shall not be eligible to vote (see **Rule 2.4.1** Quorum, above), and shall abstain from voting. The Senate Treasurer shall ensure that ineligible members shall not vote (i.e. when a Committee Member is a participant in a group requesting allocation of Senate funds, the Committee Member shall not be eligible to vote). The Chairperson shall only vote to break a tie or to meet Quorum, but may not vote twice on a question before the Committee (e.g. once to meet Quorum resulting in a tie and again to break said tie) (as per **Rule 2.4.1**, above). Simple majority decisions of the present, voting Committee shall be required to pass any question before the Committee.

## 2.5 Overview of Student Senate Finance

### 2.5.1 Student Senate Agency Account

The Student Senate Agency account exists to provide operating funds for the Student Senate. The Agency Account shall consist of seven and two tenths of one percent (7.2%) of the initial Senate Account as allocated by the College.

### 2.5.2 Student Senate Account

The Student Senate Account exists to provide funding to those groups defined in **Rule 2.6**.

### 2.5.3 Funding Workshop

The Senate Treasurer shall convene and host Funding workshops for at least two nights in the last third of each Spring Semester, in order to familiarize parties that may request funds from the Senate in the following academic year with the processes of requesting and being allocated funds.

### 2.5.4 Treasurers' Seminar

The Senate Treasurer shall convene and host, with representatives of the Business Office, the Treasurers' Seminar during the first full month of the Fall Semester of each academic year. The purpose of the Treasurers' Seminar is to familiarize treasurers of Clubs and Special Interest Groups requesting funds with the processes of the College and the Senate.

### 2.5.5 Official Guidelines of Student Senate Funding

The Senate shall adopt and maintain the **Official Guidelines of Student Senate Funding**. This document shall serve all parties requesting funds from the Senate as a guide to the processes and expectations associated with requesting and being allocated funds from the Senate. This document shall be updated to reflect any amendments to **Standing Rule 2**, and shall not conflict with the legislation adopted herein. The **Official Guidelines of Student Senate Funding** shall summarize **Standing Rule 2**, and shall be clear and concise to minimize confusion.

## 2.6 Request for Funds

The following Student Groups may request funds from the Senate: approved and registered Clubs deemed eligible to request funds, registered Special Interest Groups deemed eligible to request funds, and Student Organizations selling advertising or publicity to the Senate. The process for deeming a Club or Special Interest Group eligible to request funds shall be the same, and shall be made available to groups requesting funds. The Finance Committee shall also entertain requests for funds from charitable organizations, relief efforts, scholarships, memorial funds, and other groups whose continued existence is driven by donations. Student Groups meeting the above requirements requesting funds shall do so by Budget Requests and Additional Requests.

### 2.6.1 Budget Request

Budget Requests are to provide funding for planned expenditures necessary to fulfill the mission of the party requesting. Budget requests shall be submitted at the beginning of the Fall Semester via a form made available and made due by the Senate Treasurer. The form shall require projected income, detailed projections of planned expenses, total amount requested, and documentation supporting the amounts projected. Following the submission of Budget Requests, parties requesting funds shall each attend a Budget Hearing, according to a schedule set by the Finance Committee. Parties requesting funds who follow all procedures required of the Budget Request process shall receive at least minimum of seventy-

five dollars (\$75). Parties requesting funds who fail to follow the outlined procedure shall be eligible for only a fifty-dollar (\$50) budget.

2.6.2 Additional Request

Additional requests are to provide funding for expenditures necessary to fulfill the mission of the party requesting that were not planned when the Budget Request was submitted. Additional requests can be made throughout the year via an Additional Request form submitted to and made available by the Senate Treasurer. The form shall require detailed projections of planned expenses. The Finance Committee shall entertain Additional Requests chronologically as they are received. The Senate Treasurer may request representative of the party requesting be present for an Additional Request Hearing in order to better understand the request.

2.6.3 Disposing of Requests for Funds

Upon receipt of a request for funds, the Finance Committee shall make a recommendation of allocation of funds to the Senate, according to **Rule 2.8** and **Rule 2.9**.

**2.7 Audits**

The powers granted herein (**Rule 2.7**) to the Finance Committee shall be exercised without need of approval from the Senate. While the Finance Committee makes recommendation of allocation of funds to the Senate which the Senate then deliberates, the Committee shall exercise the herein powers directly, and without need of ratification from the Senate. The Senate Treasurer shall report the occurrences of all Audits and the outcomes to the Senate.

2.7.1 Each line of a Budget Request and an Additional Request correlates to a planned expenditure by the party requesting funds. The Finance Committee shall maintain a register of each planned expenditure, and shall conduct an audit two weeks following each element of the register. Audit may be granted upon request by the party being audited, at the discretion of the Finance Committee. The Senate Treasurer shall notify each party of the exact date of its audit, and shall provide the party the necessary paperwork to complete the audit.

2.7.2 The Finance Committee shall require that the party using funds allocated by the Senate shall submit copies of all receipts or other proof of having spent the allocated funds in accordance with the original request within two weeks of the date of the expenditure. Upon receipt of these materials, the Finance Committee shall investigate the original request for allocation of funds and the documentation of the expenditure.

2.7.3 Should there be money unspent from the original allocation from the Senate remaining in the agency account of the party being audited, the party shall have the right to petition to maintain the money that it might be used at a later date by the party. The Finance Committee shall entertain the petition when conducting the audit. Should the Finance Committee deny the petition, the Senate Treasurer shall rescind the remaining unspent funds, which shall be distributed to the Senate Account.

2.7.4 Should the party being audited fail to have spent the funds in accordance with the line on the original request for the funds, the Finance Committee shall rescind the inappropriately used funds and shall issue the party a warning. Failure to spend the funds in accordance with the original request shall include canceling the expenditure, spending the funds on an altogether separate expenditure, or spending the funds without any proof of where or for what use the funds were spent.

2.7.5 Should an audited party be issued a warning and found to be in violation of **Rule 2.7.2 (Rule 2.7.4 as corollary)** for a second time in one academic year, the party shall lose eligibility to receive funding for one calendar year from the date of the audit in which the party was in violation of **Rule 2.7.2** the second time.

2.7.6 All warnings issued and resultant funds rescinded may be appealed to the Senate. An appeal of an issued warning and the resultant rescinding of funds shall be presented to the Senate by the Treasurer of the party appealing. The Senate Treasurer shall present the rationale of the Finance Committee, and the Senate shall debate the warning and rescinding of funds—on the merit of whether the party appealing spent the money in accordance with the original request. A majority decision of the present Senate Members voting shall be needed to overturn the decision to issue a warning and to rescind funds made by the Finance Committee.

2.7.7 The decision to deny a petition to retain funds remaining during the audit process shall not be subject to appeal to the Senate.

## **2.8 Standards for making Recommendations of Allocation of Funds**

### 2.8.1 General Expectations of Parties Requesting Funds

Parties requesting and accepting funds from the Senate inherently accept the responsibilities set forth thereby. The Senate is an agent of Elizabethtown College, and therefore, all parties requesting funds are required to fulfill the following requirements: to represent Elizabethtown College properly and professionally in accordance with principles of the College; to adequately advertise every activity made possible by Senate Funds; to direct energy toward betterment of the College, rather than the club's sole existence; and to use allocated funds to fulfill the mission of the party requesting. The Finance Committee reserves the right to require that the phrase "Funded by Student Senate" be included with the publicity of the event as a proviso of the recommendation to allocate funds.

### 2.8.2 Fundraising Requirements

Parties requesting funds are expected to take part in their funding. The Finance Committee does not require a set percentage of funds requested to be raised through income, but the level of fundraising efforts by the party requesting funds will be taken into consideration in the recommendation of allocation of funds.

### 2.8.3 Club Council Attendance Requirements

Parties deemed eligible to request funds must attend Club Council in order to maintain eligibility to request funds from the Senate. (For example, a Special Interest Group requesting funds, once deemed eligible to receive funds, must attend Club Council, though a Special Interest Group that does not request funds is not required to attend Club Council.) For each Club Council meeting in which no representative of a party requesting funds was in attendance, the final sum of funds recommended to the Senate to be allocated shall be reduced by five percent (5%).

### 2.8.4 Standard Practice of the Finance Committee

The Finance Committee shall be fair and objective when entertaining requests for funds. In addition to the expectations outlined in **Rules 2.8.1, 2.8.2, and 2.8.3**, the Senate shall adopt and maintain standards of what is and what is not appropriate to be funded by the Senate. These standards shall also be reflected in the **Official Guidelines of Student Senate Funding**.

#### 2.8.4.1 Travel Expenses

The Finance Committee shall require the following information when entertaining a request for reimbursement for traveling: departure and destination, dates of travel, number of travelers, mode of

transportation, and complete mileage of the trip. The Finance Committee will recommend funding for transportation only if the round-trip distance exceeds 100 miles, and will only fund mileage over the first 100 miles. Funding will be based on the U.S. General Services Administration's reimbursement rates: Should travel arrangements be unknown at the time of Budget Requests, the party may submit an additional request once arrangements have been made.

#### 2.8.4.2 Lodging

The Finance Committee shall require that parties requesting reimbursement for lodging look for the most affordable available lodging, and the Committee shall reserve the right to investigate for more affordable options and allocate funds accordingly.

#### 2.8.4.3 Conference/Competition Expenses

The Finance Committee shall consider the reimbursement of registration fees of competitions or conferences if the attendance of parties requesting reimbursement would result in the betterment of both the attendees and the Elizabethtown College Community.

#### 2.8.4.4 Other Requests for Funds

The Finance Committee shall consider the recommendation of allocation of funds to parties requesting if the planned expenditure helps fulfill the mission of the party. These include programs for the members of the party requesting, events for the Campus Community, equipment purchased to facilitate programs hosted by the party, operational and promotional expenses, and other uses of funds that help fulfill the mission of the party requesting. All requests must be justifiable uses of money allocated, and the Finance Committee shall require justification prior to allocation.

#### 2.8.4.5 Items not Funded by the Senate

The Finance Committee shall not recommend the allocation of funds for the following, non-exhaustive list of commonly requested items:

- Shipping charges beyond what would be considered standard ground shipping for the specific carrier used;
- Loans for any purpose;
- Insurance for any purpose;
- Return charges and/or restocking fees; or
- Non-educational field trips, career fairs, banquets, awards, or company tours.

The Finance Committee shall only recommend the allocation of funds for the following, non-exhaustive list of commonly requested items in the instances cited below.

- Food or drink shall only be funded for conferences or competitions if the price is included in the registration fee, or if a party requesting funds for food or drink will be supplying such items at an event that benefits the campus community
- Expenses for Faculty or Staff Advisors shall only be funded if required by the event, in which case funding shall be recommended as if another Student were attending.

## 2.9 Decisions of the Committee

### 2.9.1 Appropriation Decisions

After the Finance Committee has deliberated a request to allocate funds, it shall vote on recommendation of appropriation of funds. The decision shall be reached as per **Rules 2.4.1** and **2.4.2**. The Senate Treasurer

shall then present the recommendation as an item of business at the next Senate Meeting to the Senate, and a majority decision of voting Senate Member present shall be required to pass the recommendation. Should the Senate not approve the recommendation, the Senate shall have the power to recommit or amend the recommendation in accordance with the adopted Parliamentary Authority. Should the Senate approve the recommendation, the Senate Treasurer shall notify pertinent parties and shall allocate the funds as commissioned by the Senate.

### 2.9.2 Appeals of Decisions

Parties requesting funds from the Senate unsatisfied with the decision of the Senate shall have the power to appeal decisions made. The appeal must be made within one week of the announcement of the result of the vote of the Senate on the recommendation from the Finance Committee, and shall be directed to the Senate Treasurer. The Senate Treasurer shall then meet with the party appealing for an appeal hearing. The Finance Committee shall then make a new recommendation and the Senate shall dispose of the recommendation, as per **Rule 2.5.1**. The new recommendation shall not be amendable, but may be recommitted by the Senate. Should the Senate approve the new recommendation, the Senate Treasurer shall appropriate the funds as commissioned by the Senate, and the new decision may not be appealed by the party requesting funds. Should the Senate not approve the new recommendation, the original, appealed appropriation shall be upheld, and may not be appealed a second time.

## 3 **Judicial Committee**

### 3.1 **Jurisdiction**

This Standing Rule shall have Jurisdiction over the Senate Judicial Chair and Senators serving on the standing Judicial Committee. The herein powers granted to the committee shall have jurisdiction over all Members.

### 3.2 **Committee Responsibilities**

The Judicial Committee shall fulfill all duties as described in the Student Senate **Constitution and Bylaws**, which shall be herein briefly described. The Judicial Committee shall verify membership eligibility of all Members, review club constitutions according to the rotation defined in **Appendix B** of the Student Senate **Constitution and Bylaws**, enforce the Student Senate **Attendance Policy**, as described in **Appendix A** of the Student Senate **Constitution and Bylaws**, review and vote on all applications for formation of a new student group, as described in **Appendix B** of the Student Senate **Constitution and Bylaws**, enforce all Student Senate Policies contained within the **Standing Rules** and all portions of the Student Senate **Constitution and Bylaws**, including the appendices of both documents, handle all internal concerns and appeals from the Student Senate, including calls for Judicial Review, Impeachment, and accusations of negligence of duties, and interpret the **Constitution and Bylaws**, Rules of Order, and **Standing Rules** as approved by the Senate.

### 3.3 **Committee Membership**

The Membership of the Judicial Committee is defined in the **Constitution and Bylaws**, Article VIII, Section 2, Provision B.

### 3.4 **Committee Meetings**

The Chairperson of the Judicial Committee shall convene closed meetings of the Judicial Committee to fulfill the duties of the Committee as needed, and shall Chair said meetings. The Chairperson shall have the power to invite Member of the Senate or other persons privy to information required by the proceedings of the Committee to meetings of the Committee as needed for a designated time, and to postpone meetings

until said participation is fulfilled. Meetings of the Judicial Committee shall be closed and the discussion of Members at meetings shall be treated as such. Decisions of the Judicial Committee shall be and general topics of discussion and debate may be reported to the Senate during at the discretion of the Judicial Chairperson. The Chairperson shall disclose as much information as possible to the Senate without compromising the sensitivity and anonymity of Judicial Committee proceedings.

#### 3.4.1 Quorum at Meetings

The Committee shall meet quorum when at least four Committee Members, including the Chairperson, are present and eligible to vote on the business on the Committee Floor (see **Rule 3.4.2** Voting, below). The Chairperson shall only be considered a part of quorum should the participation of the Chairperson be needed to meet quorum. There shall be no voting during Judicial Committee Meetings if quorum is not met, except as provided in **Rule 3.4.2**.

#### 3.4.2 Voting

Committee Members are eligible to vote once on any question before the Committee. However, Committee Members (including the Chairperson and Vice Chairperson) who show a clear conflict of interest in the question at hand shall not be eligible to vote and shall abstain from voting. The Judicial Chairperson shall ensure that ineligible members shall not vote (i.e. when a Committee Member is appealing a cut issued by the Chairperson for having violated the Attendance Policy). Should such abstention result in the loss of quorum, the Committee shall proceed with voting on the question. Should there be a question before the Committee in which less than three total Committee Members are eligible to vote, the Committee shall proceed as provided in **Rule 3.4.3**.

Simple majority votes of the present voting Committee Members shall be required to pass any question before the Judicial Committee. However, in instances in which all six Committee Members are eligible to vote and the resultant vote on a question is a tie, then the Chairperson's vote shall determine the decision of the Committee. Decisions of this nature shall be considered the decision of the Committee, and the Committee shall proceed as mandated by the decision.

#### 3.4.3 Majority Vested Interest

Should a question come before the Judicial Committee on which less than three total Committee Members are eligible to vote, the Judicial Committee shall proceed as follows. The Judicial Chairperson shall inform the Senate President of the circumstance, who shall appoint four Members to an independent, ad hoc Committee chaired by the Senate Secretary. The Judicial Chairperson shall brief the Senate Secretary on the question before the Judicial Committee, and the ad hoc Committee shall meet to dispose of the question as thoroughly as possible. This ad hoc committee shall fall under the jurisdiction of all of **Rule 3**, following the procedures described herein. The Senate Secretary shall report to the Executive Cabinet, which shall ensure that the ad hoc committee performs its necessary duty fully and expeditiously.

During this time, the Judicial Committee shall not be considered disbanded; it shall still meet and fulfill the required duties as necessary while the ad hoc Committee disposes of the question the Judicial Committee could not because of vested interest.

### 3.5 Attendance Policy Violation Appeal

Members who receive a cut or half-cut for a violation of the Attendance Policy may appeal in person before the Judicial Committee or in writing to the Judicial Chairperson. Upon hearing or receiving an appeal of the issuance of a cut or half-cut for an alleged violation of the Attendance Policy, the Judicial Committee shall review the violation, the reason given for the violation, and the information provided in the appeal. The Judicial Committee shall grant an appeal for a cut or half-cut that was issued if the Member can

demonstrate that a violation had in fact not occurred, that the violation did not warrant issuance of a cut or half-cut, or if the Member demonstrates a circumstance so extenuating that the Member could not avoid absence or tardiness. The Judicial Chairperson shall maintain a list of reasons traditionally considered extenuating; however, the power to grant or deny an appeal of a cut or half-cut issued for Attendance Policy violation rests in the decision of the Committee.

### 3.6 **Constitution and Bylaws Amendment Proposals**

Should a Member propose an amendment to the **Constitution and Bylaws** as per same, Article XI, the Judicial Committee shall deliberate the proposed Amendment. Should the Committee deem the amendment appropriate, feasible, and germane to the Mission, goals, and effective function of the Senate, it shall draft the amendment in appropriate language and present the legislation to the Executive Cabinet. The Committee shall only reject a proposed amendment if the effect of the change would be of considerable detriment to the fulfillment of the Mission and guiding principles of the Senate. The Senate shall then proceed as per **Constitution and Bylaws**, Article XI.

### 3.7 **Judicial Review**

Upon receiving a request for a Judicial Review, the Judicial Chairperson shall inform the complainant that upon submitting the request, the Committee is constitutionally compelled to perform a thorough investigation which could result in the Impeachment of Members related to the subject of review. Should the Member proceed with the request, the Committee shall proceed as follows.

The Committee shall determine the information needed to fully understand the subject being investigated and to make an informed decision regarding the Members involved in the subject of review. The Judicial Chairperson shall then inform the Executive Cabinet that a review is underway. The Chairperson shall also inform Members associated with the subject of review, including what opportunities there will be to provide information. The Judicial Chairperson shall only inform those Members associated with the subject of review of the review occurring.

The Committee shall then proceed to gather the information needed, including written statements of Members involved of the subject of review, accounts of witnesses, alibi testimony, and whatever information Members involved in the review are willing to provide. The Judicial Chairperson shall also illicit information from the complainant which shall be considered alongside the information gathered by the review. The Complainant and all Member involved in the subject of review shall be given ample opportunity to provide information while the review proceeds, and shall be made aware of the deadline for providing such information. Upon the completion of the review, the Judicial Committee shall consider the information gathered and identify any Members who may potentially be impeached as a result of the review. These identified Members shall be given an opportunity to meet with the Judicial Committee to discuss the subject of review.

Having exhausted these proceedings, the Judicial Committee shall deliberate whether to impeach any Member (that is, whether the alleged negligence of duties warrants consideration by the Senate). The Judicial Committee shall impeach any Member(s) meeting the criteria stipulated in **Constitution and Bylaws**, Article III, Section 9, Provision C.

Upon the completion of the above prescribed procedures, the Judicial Chairperson shall report to the Senate that a Judicial Review was called for, that the procedures exhausted, that all involved Members informed of their involvement, and the decision of the Judicial Committee. The Judicial Chairperson shall only answer questions regarding the Review if divulging the requested information does not sacrifice the anonymity and sensitivity of the Review.

### **3.8 Impeachment**

Should the Judicial Committee decide to Impeach a Member as provided in **Rule 3.7**, and **Constitution and Bylaws**, Article III, Section 9, Provision C, the Committee shall proceed as follows. At the meeting following the announcement of the decision to impeach a Member(s), the impeachment proceedings shall appear on the agenda as special orders of the day, and shall be dealt with as such. The Judicial Committee shall present the nature of the request for Judicial Review and the information gathered during the completed investigation. The Judicial Committee shall act as a neutral body delivering information to the Senate, not as a prosecution. The Judicial Chairperson shall also remind the Senate that the impeachment of a Member is the alleged negligence of Membership Duties, and that the Senate is to determine if the impeached Member(s) was in fact negligent of Membership Duties. After presenting all pertinent information and entertaining points of information, the Judicial Committee shall leave the Senate Meeting room. The impeached Member(s) shall then have the opportunity to speak to the Senate if the Member(s) so chooses, and to entertain points of information from the Senate. The impeached Member(s) shall leave the Senate Meeting room, and the Senate shall debate whether the impeached Member(s) are negligent of Membership Duties. The Senate shall then proceed as provided in **Constitution and Bylaws**, Article III, Section 9, Provision C, Title 4.

## **4 Elections Committee**

### **4.1 Jurisdiction**

This Standing Rule shall have Jurisdiction over the Senate Elections Committee Chairperson and Senators serving on the standing Elections Committee. The powers granted herein to the committee shall have jurisdiction over all Members. The procedures for the conduction of Student Body Elections shall have jurisdiction over all members. The policies pertaining to candidates of Student Body Elections shall have jurisdiction over all candidates of Student Body Elections – therefore, candidates shall be made aware of these rules.

### **4.2 Committee Responsibilities**

The Elections Committee shall fulfill all duties as described in the Student Senate **Constitution and Bylaws**, which shall be herein briefly described. The Committee shall conduct all Homecoming Elections, all General and Special Senate Elections, and all elections conducted at Senate Meetings, including elections of candidates, oversee the appointment and election of all Senators to Councils and Committees, ensuring that all Senators fulfill the requirement of serving on at least one Council or Committee, and assist in voting procedures at a Senate Meeting at the discretion of the Senate President.

The Elections Committee shall be responsible for maintaining the secrecy of a ballot vote during a Senate Meeting, and shall record and file the results of all ballot elections.

The Elections Committee shall record and file the results of all ballot Student Body votes, including the General Election, Special Elections, and the Homecoming Elections. Additionally, the committee shall protect the ballot box from damage, ensuring that at all times during which a ballot may be cast there are two Members present at the location of voting. Further, should a Member fail to serve the time volunteered to assist in conducting a Student Body vote, the Elections chair may request one-half cut from the Judicial Committee.

The Elections Chairperson shall be responsible for contacting all Senate- and non-Senate-Committee Chairpersons to inform them of committee memberships, and establish meeting times and dates at the request of the Committee Chairperson.

### **4.3 Committee Meetings**

The Elections Chairperson shall convene closed meetings of the Elections Committee as needed to fulfill the duties of the Committee, and shall be the Chairperson of said meetings. Should the Committee be tallying an election, only Committee members may be present, and Committee members who are candidates in an election being tallied or who have a clear conflict of interest in the outcome of an election being tallied by the Committee shall not be present during the meeting in which tallying occurs. The Chairperson shall have the power to invite Members of the Senate or other persons to meetings, not involving vote tallying, as needed. Though Committee Meetings are closed, decisions of the Elections Committee, general topics of discussion, and results of elections tallied at Election Committee meetings shall be announced to the Senate by the Elections Chairperson.

#### **4.3.1 Quorum at Meetings**

At meetings in which the Committee discusses topics committed thereto or making other decisions, quorum shall be defined as half the membership of the Committee, including the Chairperson and Vice Chairperson. At these meetings all Committee members have full voting rights. During meetings in which the Committee is tallying votes of an election, only eligible members may be present (as per **Rule 4.3**, above).

#### **4.3.2 Voting at Meetings**

At meetings in which quorum must be met (as per **Rule 4.3.1**), Committee members and the Chairperson are eligible to vote once on any question before the committee, and a simple majority of present members voting shall be required to pass any question before the Committee.

### **4.4 Conducting Student Senate Meeting Elections**

When conducting an election during a Senate Meeting, the Chair of the Meeting shall announce the position(s) to be elected and call for nominations, and the names of candidates shall be posted for all Members to see during the election proceedings. After the nomination list has been closed, the candidates shall leave the Meeting room; each will then give a brief speech and answer questions from the Membership, proceeding in alphabetical order by last name. After each candidate has spoken, final debate may occur, and the Elections Chairperson shall call for the ballots from the Membership. The Elections Committee, less any members of the Committee running as candidates in the election, shall count the votes and determine that each Member cast only one vote.

#### **4.4.1 Rights of Absent Members**

The herein stipulated rules apply to all Student Senate Meeting Elections, including Executive Cabinet Elections. For the purposes of this rule, the requirement that statements be submitted “in writing” includes the Elizabethtown College provided email service. Should a Member use College provided email service in exercising this rule, a copy shall be delivered to the Senate Secretary by the Elections Chairperson for the purpose of validation.

A Member (herein referred to as “Absentee”) wishing to run as a candidate in an election held during a meeting in which the Member is absent may do so by meeting the criteria stipulated in this rule. The Absentee must submit in writing to the Elections Chairperson a letter of acceptance of a nomination, and a statement to be read by the Elections Vice Chairperson on behalf of the Absentee. Should the Elections Vice Chairperson be a candidate in the election, the Chair of the Meeting shall appoint a Member to read the statement. The Absentee must be nominated by a Member other than the one reading the statement on

behalf of the Absentee. Should the Absentee fail to provide a written statement, no speech shall be given on behalf of the Absentee by another Member.

A Member wishing to nominate another Member for candidacy in an election held during a meeting in which the Member is absent may do so by submitting in writing the nomination to the Elections Chairperson, who shall announce the nomination upon opening the nomination list during the election.

#### 4.4.2 Determining the Winner of a Student Senate Meeting Election

If an Election involves only one candidate, the candidate must receive at least a simple majority to be elected to the position. Should the candidate not receive at least a simple majority of the votes, another nomination and election process shall be held.

If an Election involves two candidates, the candidate receiving the simple majority of the votes wins the election.

If an Election involves more than two candidates, a candidate receiving a simple majority of the votes shall win the Election. However, should no member receive a majority, the Elections Committee shall determine which two candidates received the highest number of votes. The Senate shall then hold a run-off election between those two candidates immediately to determine the winner of the election, in which the candidate receiving the simple majority of the votes shall be the winner. The candidates of a run-off election shall not give speeches.

#### 4.4.3 Elections Involving Multiple Candidates Running for Multiple Elections

Should there be an election of multiple candidates running for multiple, congruent positions (for example, five Members running as candidates in the election for the two at-large Sophomore/Junior positions of the Finance Committee), the Senate shall elect each position separately. The process of nomination, acceptance, presentation of candidates, and election shall be followed separately for each position barring positions of the same rank, stature and commitments, as per **Rule 4.4**. The non-elected candidates will carry over to the subsequent position(s) of the same eligibility in accordance with Article VIII of the **Constitution and Bylaws**.

#### 4.4.4 Upon determination of winner of the election, the Elections Chairperson shall notify the Chair of the Meeting of the result, who shall then announce the winner(s) to the entire Membership present, including all candidates running in the election.

### 4.5 Conducting Student Body Votes

#### 4.5.1 Rules for Candidates for Membership Running in Student Body Elections

*Note: This Rule does not have jurisdiction over Students running in the Homecoming elections*

Students wishing to run as a candidate for Membership must submit a petition with at least twenty-five (25) signatures of members of the potential candidate's class and two (2) signatures of current Members of the Student Senate to the Elections Chairperson by a designated time in order to appear on the ballot. Potential candidates, as per **Constitution and Bylaws**, Article III, must meet the Membership Eligibility requirements at the time of candidacy. During times when the polls are open, candidates may not campaign or post campaign materials within twenty (20) feet of the ballot station, if used.

#### 4.5.2 Method of Voting

Student Body Elections will be held electronically unless otherwise deemed necessary per the discretion of the Elections Chair. Should an electronic vote be held, it shall be conducted as per **Rule 4.5.2.1**; should a ballot vote be held, it shall be conducted as per **Rule 4.5.2.2**.

#### 4.5.2.1 Electronic Voting

In an electronic vote, votes shall be collected by a secure, electronic resource, such as Blackboard software, that ensures that each Student may only vote in elections in which they are eligible to do so and only the appropriate number of times. The electronic resource shall provide an independent count of the votes to the Elections Chair who shall determine the winner as per **Rule 4.5.3**.

#### 4.5.2.2 Ballot Voting

When conducting a Student Body Election by ballot, the Elections Chairperson shall reserve an appropriate location to host a General or Special Senate Election, or the Homecoming election procedures. The Committee shall organize a schedule of required times Members shall sit at the election station to assist in the conduction of the election, and that two Members be present at the election table at all times during which votes may be cast.

Members serving at the ballot casting station shall ensure that each Student votes only once, and only in Elections in which the Student is eligible to vote. Members shall check the College provided identification of each Student voting, determine the Student is eligible to vote, and shall then record that the student voted, to prevent ballot stuffing or other voting irregularities.

Members witnessing any irregularities of the voting process, including attempts of Members to unfairly influence the outcome of the election or candidates violating **Rule 4.5.1**, the witness shall report the irregularity immediately to both the Elections and Judicial Chairpersons.

#### 4.5.3 Determining the Winner of a Student Body Election

The Elections Committee shall be the only Members allowed to view votes cast. Should a Senator serving on the Committee be on the ballot of the election, the Senator shall not view any votes cast in that election.

In a ballot election, after the polls are closed, the Elections Committee member eligible to count the votes shall determine the vote tally for each candidate.

In all Student Body Elections, the candidate receiving the most votes shall, upon accepting the position, be awarded the first position being elected. Should the candidate decline to accept the position, the candidate receiving the next-highest number of votes shall be offered the position and may accept or decline, likewise. The Chairperson shall continue to contact the candidates in order of highest votes received. After a candidate elected accepts the election to a position, the Elections Chairperson shall continue to contact candidates as above, until all positions are filled by elected candidates accepting the position.

If there is a tie between candidates that are eligible to be offered a position (in accordance with the hierarchical procession described above), and there are not enough positions available that all candidate in the tie can be offered a position, the Senate shall conduct a runoff election of the candidates as per **Rule 4.5.2**.

#### 4.5.4 Homecoming Elections

In the case of the Homecoming election proceedings, only the Election Chairperson and Vice Chairperson shall count the votes. Should both the Chairperson and Vice Chairperson be on the ballot of a Homecoming election, the Senate President shall appoint two Members not appearing on the ballots to count the votes.

The Elections Committee shall set a schedule of nomination of candidates to the Homecoming Court, Student Body Election of the nominees, announcement of the Members of the Court, and the Student Body Election of the Homecoming King and Queen. This process shall include the class-by-class nomination of candidates and subsequent class-by-class election of court members, and finally the entire undergraduate Student Body Election of the Homecoming King and Queen.

## **5 Publicity and Marketing Committee**

### **5.1 Jurisdiction**

This Standing Rule shall have Jurisdiction over the Senate Publicity and Marketing Committee Chairperson and Senators serving on the standing Publicity and Marketing Committee. The powers granted herein to the committee shall have jurisdiction over all Members.

### **5.2 Committee Responsibilities**

The Publicity and Marketing Committee shall fulfill all duties as described in the Student Senate **Constitution and Bylaws**, which shall be herein briefly described. The Publicity and Marketing Committee shall alert the college community about important Senate events and issues as well as design campus publicity for and about the Senate, organize the community passport program, create the annual Senate scrapbook, maintain the Senate bulletin board, coordinate the Senate ride board program, photograph Senate events and action taken throughout the year for records purposes, and provide publicity to any Committee or Class upon request.

### **5.3 Committee Membership**

The Membership of the Publicity and Marketing Committee is defined in the **Constitution and Bylaws**, Article VIII, Section 2, Provision D.

### **5.4 Committee Meetings**

Publicity and Marketing Chairperson shall convene meetings of the Publicity and Marketing Committee to fulfill the duties of the Committee as needed, and shall be the Chairperson of said meetings. The Vice Chairperson shall chair meetings of the Committee should the Chairperson be absent. The Chairperson shall have the power to invite Member of the Senate or other persons to meetings of the Committee as needed. Meetings of the Publicity and Marketing Committee may be closed at the discretion Chairperson. Decisions of the Publicity and Marketing Committee and general topics of discussion shall be reported to the Senate by the Chairperson at Senate.

#### **5.4.1 Quorum at Meetings**

Quorum shall be defined as at least one half of the Committee. Quorum must be met at meetings for voting to occur, and no decisions of the Committee can be made unless quorum is met. The Chairperson shall count towards quorum, and shall have full voting rights.

#### **5.4.2 Voting at Meetings**

Committee Members and the Chairperson are eligible to vote once on any question before the Committee. Simple majority decisions of the present voting Committee shall be required to pass any question before the Committee.

#### **5.4.3 Attendance at Meetings**

The Committee Chairperson may require that Committee members attend meetings in which the successful work of the Committee depends upon full participation and attendance. The Chairperson may request a half-cut (as per **Appendix A** of the **Constitution and Bylaws**) due to excessive absence from meetings or absence from a mandatory meeting.

## **5.5 Powers and Responsibilities**

5.5.1 The Committee shall plan and host at least one event per year. The events shall function to promote the Senate, increase the Senate’s exposure to the Student Body, gather information from Students, increase bonding between Members, and provide an opportunity for Students to gather with the Senate.

5.5.2 The Committee shall have the power to schedule the events described in **Rule 5.5.1** after receiving feedback from the Senate. However, the Committee is not required to have the approval of the Senate before planning an event.

5.5.3 As per **Constitution and Bylaws**, Article III, Section 8, Provision A, Clause 10, the Chairperson shall have the power to delegate assignments to Committee Members.

5.5.4 The Committee shall be responsible for providing publicity upon request by Members of the Senate. The Publicity and Marketing Chairperson shall maintain a **Publicity Request Form**, and upon receipt of the form shall charge the Committee to complete the request within the time described on the form. Publicity requests may be for posters, flyers, mail stuffers, emails, website posting, bulletin board posting, or any other creative, reasonable request. The Chairperson shall be available for consultation regarding effecting publicity and promotion.

## **6 Service Committee**

### **6.1 Jurisdiction**

This Standing Rule shall have Jurisdiction over the Senate Service Committee Chairperson and Senators serving on the standing Service Committee. The powers granted herein to the committee shall have jurisdiction over all Members.

### **6.2 Committee Responsibilities**

The Service Committee shall fulfill all duties as described in the Student Senate **Constitution and Bylaws**, which shall be herein briefly described. The Service Committee shall make recommendations to the Senate regarding which service project the Senate should select by vote to fulfill during the year in which the committee makes the recommendation, schedule and plan the service project selected, and fulfill relevant duties as committed thereto by the Senate. Additionally, the Service Committee shall maintain resources for any Class Senate that wishes to plan a service project, shall assist planning Class Senate service projects as requested, and shall plan service opportunities throughout the year for Members to volunteer for, besides the one mandatory project per semester.

### **6.3 Committee Membership**

The Membership of the Service Committee is defined in the **Constitution and Bylaws**, Article VIII, Section 2, Provision E.

### **6.4 Committee Meetings**

The Service Chairperson shall convene meetings of the Service Committee to fulfill the duties of the Committee as needed, and shall be the Chairperson of said meetings. The Chairperson shall have the power

to invite Member of the Senate or other persons to meetings of the Committee as needed. Meetings of the Service Committee may be closed at the discretion of the Chairperson. Decisions of the Service Committee and general topics of discussion shall be reported to the Senate by the Chairperson at Senate.

6.4.1 Quorum at Meetings

Quorum shall be defined as at least one half of the Committee. Quorum must be met at meetings for voting to occur, and no decisions of the Committee can be made unless quorum is met. The Chairperson shall count towards quorum, and shall have full voting rights.

6.4.2 Voting at Meetings

Committee Members and the Chairperson are eligible to vote once on any question before the Committee. Simple majority decisions of the present voting Committee shall be required to pass any question before the Committee.

**6.5 Powers and Responsibilities**

6.5.1 The Committee shall plan at least one major service project mandatory for all Members. This project shall involve the entire Senate in order to promote Member bonding, sense of inclusion, a fulfillment of purpose, and realization of vision. The Committee shall stress the importance of these aspects of service to the Senate and the College.

6.5.2 Additionally, the Committee shall plan smaller, volunteer-based opportunities for service open to the Membership or made available for a Class Senate to undertake.

6.5.3 The Committee shall have the power to make one service project per semester mandatory for all Members to attend, and shall provide Members with adequate time to schedule attendance at the event. The Committee shall also plan contingency dates and make the Senate aware of plans for cancellation or re-scheduling of project dates.

6.5.4 As per **Constitution and Bylaws**, Article III, Section 8, Provision A, Clause 10, the Chairperson shall have the power to delegate assignments to Committee Members.

6.5.5 The Committee shall be responsible for planning and coordinating the traditional, annual, Senate-sponsored service initiatives, including the **Into the Streets** project (mulching at the Fun Fort), the **Adopt-an-Angel** winter holiday project, the **Books for Africa** book drive, the United Disabilities Services **Holiday Gift Wrapping** project, and the spring **Into the Campus** service day.

6.5.6 The Committee shall inform Members of the expected behaviors for proper representation of the Senate and Elizabethtown College, and the expected fulfillment of duties at any and all Senate sponsored service initiatives.

6.5.7 The Committee shall have the power to endorse agreements with agencies on behalf of the Senate assembly when planning service initiatives. Agreements include, but are not limited to scheduling project dates, implementation of required preparations, enforcing requirements of the agency while maintaining proper representation of the College outside of the campus, and providing a reliable contact person for the agency.

**7 Traditions Committee**

**7.1 Jurisdiction**

This standing rule shall have Jurisdiction over the Senate Traditions Committee Chairperson and Senators

serving on the standing Traditions Committee. The powers granted herein to the committee shall have jurisdiction over all Members.

## 7.2 Committee Responsibilities

The Traditions Committee shall fulfill all duties as described in the Student Senate **Constitution and Bylaws**, which shall be herein briefly described. The Traditions Committee shall research, plan, and execute campus wide traditions that benefit the campus community. The Committee shall conduct an evaluation upon completion of said traditions. Upon a successful evaluation, the Committee shall make recommendations about preserving traditions.

## 7.3 Committee Membership

The Membership of the Traditions Committee is defined in the **Constitution and Bylaws, Article VIII, Section 2, Provision G, title 2.**

## 7.4 Committee Meetings

The Traditions Chairperson shall convene meetings of the Traditions Committee to fulfill the duties of the Committee as needed, and shall be the Chairperson of said meetings. The Chairperson shall have the power to invite Members of the Senate or other persons to meetings of the Committee as needed. Meetings of the Traditions Committee may be closed at the discretion of the Chairperson. Decisions of the Traditions Committee and general topics of discussion shall be reported to the Senate by the Chairperson at Senate Meeting.

### 7.4.1 Quorum at Meetings

Quorum shall be defined as at least one half of the Committee. Quorum must be met at meetings for voting to occur, and no decisions of the Committee can be made unless quorum is met. The Chairperson shall count towards quorum, and shall have full voting rights.

### 7.4.2 Voting at Meetings

Committee Members and the Chairperson are eligible to vote once on any question before the Committee. A simple majority decision of the present voting Committee shall be required to pass any question before the Committee.

## 7.5 Powers and Responsibilities

The Committee shall plan *and execute* at least two major *Senate sponsored* traditions events per academic year. The events shall function as a means to foster school unity and school spirit among the campus community. The Traditions Committee shall coordinate traditions with other offices as deemed appropriate.

7.5.1 As per **Constitution and Bylaws, Article III, Section 8, Provision A, Clause 10**, the Chairperson shall have the power to delegate assignments to Committee Members.

7.5.2 The Committee shall inform Members of the expected behaviors for proper representation of the Senate and Elizabethtown College, and the expected fulfillment of duties at any and all Senate sponsored traditions events.

- 7.5.3 The Committee shall have the power to endorse agreements with other offices on behalf of the Senate assembly when planning traditions events. Agreements include, but are not limited to, scheduling event dates, planning and execution of required preparations, enforcing requirements of the committee while maintaining proper representation of the College outside of the campus, and providing a reliable contact person.

## CHAPTER II SPECIAL RULES OF ORDER

### 8 Special Rules of Order

#### 8.1 Jurisdiction

The rules contained herein shall have jurisdiction over all Members at meetings of the Student Senate. Moreover, the rules contained herein shall serve as alterations to and deviations from the adopted Parliamentary Authority as defined in Article IX of the **Constitution and Bylaws**.

#### 8.2 General Rules of Speech

8.2.1 To obtain the floor a Member shall raise a hand and wait to be recognized by the chair.

8.2.2 When speaking, Members shall stand fully erect.

8.2.3 When speaking regarding a motion, Members shall address the chair of the meeting.

8.2.4 Should a recognized individual yield the floor to questioning, members may address said individual directly in a respectful and cordial manner. During debate however, all remarks shall be first addressed to the chair of the meeting except in cases in which a point of information has been called.

8.2.5 No Member shall obtain the floor to speak more than twice on any issue, unless the floor is yielded to the said Member by another speaking Member, or through a vote of the Senate to extend this limit on a temporary basis. Under this rule, asking a question during a report is to be considered “rising to a point of information”; however, when a Member addresses the floor during a report it is to be considered speaking on the issue, and this practice shall be highly discouraged. Refer to **Rule 8.2.6**.

8.2.6 Any Member, at any time during a meeting, may call for an item of discussion to be brought to the floor as New Business without a vote. Upon the call for an item of New Business, debate shall immediately cease until reopened during the New Business portion of the agenda (points of information may still be raised). When the chair of the meeting presents the item as New Business it shall automatically open unless a Member objects. Should an objection be voiced the Senate shall vote whether to open the item for debate.

8.2.7 Members may read from printed documents without explicit permission from the assembly.

#### 8.3 Additional Modifications to the Adopted Parliamentary Authority

8.3.1 Members shall read the published minutes prior to attending the Senate Meeting and no reading of the minutes during the meeting prior to the amendment/acceptance of the minutes shall be necessary.

8.3.2 In addition to those rules pertaining to minutes contained within the adopted parliamentary authority the minutes shall also contain the remarks provided by each member recognized by the chair.

8.3.3 The chair of the meeting may participate in all discussion unless that discussion may conclude with a vote.

8.3.4 The chair of the meeting shall fulfill all the duties of the chair of the meeting as described in the parliamentary authority except in reference to the duty of answering inquiries on parliamentary procedure which shall be directed to the acting Parliamentarian.

8.3.5 Agenda items do not require a motion to open.

- 8.3.6 Once debate on an item has come to its conclusion, the next item is automatically opened and debate on any previous item is closed.
- 8.3.7 Members shall fulfill roles only as outlined within the **Constitution and Bylaws**, and deviations contained within the adopted parliamentary authority from those definitions shall be forgone.
- 8.3.8 During a Senate meeting non members may speak only when recognized by the chair of the meeting, and all general rules of speech shall apply to such persons.
- 8.3.9 Should a Member move the Previous Question, the Chair of the Meeting shall call for objection of putting the previous question to a vote. Should no Members object, then the Senate shall immediately put the pending question to vote. Should any Member object to putting the pending question to vote, the Chair of the Meeting shall then put the Motion of the Previous Question to vote. As per the parliamentary Authority, a two-thirds vote is needed to pass the Motion of the Previous Question. Upon the disposal of the Motion, the Senate shall proceed as provided in the parliamentary authority, either by putting the pending question to immediate vote if the Motion of the Previous Question is passed, or by returning to debate on the pending question if said Motion fails.

## CHAPTER III STUDENT SENATE POLICIES

### 9 The General Election Policy

#### 9.1 Jurisdiction

The rules contained herein shall have jurisdiction over all Members and candidates for Membership in the General Election. Candidates shall be made aware of the rules by which they must abide by the Elections Chairperson.

#### 9.2 Definition

As per **Constitution and Bylaws**, Article III, Section 4, the General Election is defined as the election in which the Class Representatives and Class Officers of the rising Senior, Junior, and Sophomore Classes shall be elected. The General election shall be considered a Student Body Election, and all of **Rules 4.5.1, 4.5.2, and 4.5.3** shall apply.

#### 9.3 General Election Procedures

The General Election shall be held the week following the election of the Senate Chairpersons for the following academic year. The Elections Committee shall set the schedule of petition distribution, collection, ballot formation, and election of the Senators to the next term. Members elected in the General Election shall attend the last meeting of the Senate in the academic year to begin their term. Members elected in the General Election shall attend the last meeting of the Senate in the academic year to begin their term.

### 10 The Special Elections Policy

#### 10.1 Jurisdiction

The rules contained herein shall have jurisdiction over all Members and candidates for Membership in a Special Election. Candidates shall be made aware of the rules by which they must abide by the Elections Chairperson.

#### 10.2 Definition

As per **Constitution and Bylaws**, Article III, Section 4, a Special Election is defined as an election to fill a vacant Executive Cabinet or Senator position occurring at any time other than the General Election or Executive Cabinet Election. The Senate shall only hold a special elections (other than the Freshman Class Election) if mandated by **Constitution and Bylaws**, Article III, Section 6. Special Elections except as provided in **Rule 10.5** shall be considered a Student Body Election, and all of **Rules 4.5.1, 4.5.2, and 4.5.3** shall apply.

#### 10.3 Freshman Class Senator Election

At the beginning of the Fall Semester, the Senate shall conduct the Special Election of the Freshman Class Senators. The Elections Chairperson shall, prior to the beginning of the Fall Semester, set a schedule of petition distribution and collection, ballot production, and Student Body Election to elect the Freshman Class Officers and Representative. The Special Election shall be conducted within the first academic week of the fall semester, so that the Freshman Class Senators are elected to a term beginning the first Senate Meeting of the academic year.

#### **10.4 Election to Fill a Vacant Senator Position**

Elections to fill vacant Senator Position shall be considered a Student Body Election, and all of **Rules 4.5.1, 4.5.2, and 4.5.3** shall apply. The Senate shall proceed with a special election to fill a vacant Senator position only when the requirements set forth in **Constitution and Bylaws**, Article III, Section 6, Provision E are met. The Elections Chairperson shall set an appropriate schedule of distribution and collection, ballot formation, and Student Body Election to conduct the Special Election to fill the vacant Senator position.

#### **10.5 Election to Fill a Vacant Executive Cabinet Position**

10.5.1 Elections to fill vacant Executive Cabinet positions shall be considered Student Senate Meeting Elections, and all of **Rule 4.4** shall apply. Nominations of candidates to fill a vacant Executive Cabinet position shall be taken only at the meeting prior to the meeting in which the election shall occur. At the meeting following the nomination of candidates to fill the vacant Executive Cabinet position, the Senate shall elect one of the candidates to the position, in accordance with **Rule 4.4**.

10.5.2 The vacancy in Membership shall be filled in accordance with **Constitution and Bylaws**, Article III, Section 6.

### **11 Executive Cabinet Election Policy**

#### **11.1 Jurisdiction**

This Standing Rule shall have jurisdiction over all Members running as candidates in the Executive Cabinet Election, in the Senate in how it shall conduct the Executive Cabinet Elections.

#### **11.2 Eligibility for Candidacy**

Upon nomination of a Member for candidacy in an Executive Cabinet Election, the Elections Chairperson shall verify whether the Member meets the requirements of the position, as stipulated in the Constitution and Bylaws, and if so, the Member may accept the nomination. The names of all nominated, eligible candidates shall appear on the agenda of the meeting in which the election is to occur, which is to be the following week. Nominations must be made and accepted at the meeting prior to the meeting in which the election is to occur, and no nominations may be offered or accepted on the day of election.

#### **11.3 Schedule of Election**

During the spring semester, the Elections Committee shall set a schedule of electing Members to the Executive Cabinet for the following term. During the first week of the Executive Cabinet Elections schedule, nominations for the Senate President and Senate Vice President shall be taken. The following week, the election for the Senate President and Senate Vice President shall occur, and nominations for the Senate Secretary and Senate Treasurer shall be taken. The next week the election for the Senate Secretary and Senate Treasurer shall occur, and nominations for the Judicial Chairperson, Elections Chairperson, and Publicity and Marketing Chairperson shall be taken. The election for these positions shall occur the following week.

This schedule of election shall commence with enough time to elect the rising Senior, rising Junior, and rising Sophomore Class Officers and Class Representatives such that the newly elected Senate shall convene during the last week of the Spring Semester.

**11.4 Rules Pertaining to the Executive Cabinet Elections Policy**

The Executive Cabinet Election shall be considered a Student Senate Meeting Election, and all of **Rule 4.4** shall apply.

**12 Absentee Voting Policy**

**12.1 Jurisdiction**

This Standing Rule shall have jurisdiction over all Members absent from a Student Senate Meeting in which an item of business posted on the agenda requires voting and said member wishes to vote on the item.

**12.2 Procedure for Casting Absentee Votes**

Members wishing to vote on an agenda item requiring voting may do so as stipulated in the **Constitution and Bylaws**. Absent Members may vote by submitting in writing an affirmative or negative vote, or cast a vote for a Member running in an election. Should the absent Member cast a ballot for a Member not nominated to be a candidate in the election or who does not accept said nomination, the ballot cast by the absent Member shall not be counted with the votes of the present Members and shall be destroyed following the election.

For the purposes of this rule, the requirement that votes be submitted “in writing” includes the Elizabethtown College provided email service. Should a Member use College provided email service in exercising this rule, a copy, with the absent Member’s vote removed, shall be delivered to the Senate Secretary, by the Elections Chairperson for the purpose of validation.

**12.3 Deadline for Absentee Votes**

The Elections Chairperson shall designate a time by which absentee votes must be received to be counted. Should an absent Member attempt to cast a vote after the deadline set by the Elections Chairperson, the vote shall not count.

**12.4 Absentee Abstention**

Members shall not be required to submit absentee abstention votes. By nature of being absent the Member is abstaining from votes occurring while absent. If the absent Member wishes to exercise the right to declare abstention from voting, said Member may do so, and the abstention shall only be noted for items on the agenda requiring voting that the submitted, written vote designates.

**13 Office Hour Requirement Policy**

**13.1 Jurisdiction**

This Standing Rule shall have Jurisdiction over all Class Presidents and Members of the Executive Cabinet. All responsibilities and duties described herein shall have jurisdiction over Members while working in the Student Senate Office.

**13.2 Requirements**

13.2.1 Members of the Executive Cabinet shall serve in the Senate Office for at least two scheduled hours per week.

13.2.2 Class Presidents shall serve in the Senate Office for at least one scheduled hour per week.

- 13.2.3 Members shall serve the required hours during each academic week of each semester, except for the week of final examinations. The Senate Secretary shall maintain a register of the fulfillment of the required hours, and should a Member accrue four hours of unfilled, required hours during one semester, the Senate Secretary shall submit a request a half-cut to the Judicial Committee. For every unfulfilled, required hour accrued thereafter during the same semester the Secretary shall submit a request for an additional half-cut. These requests shall be handled according to the Senate Attendance Policy.
- 13.2.4 No Member's scheduled time to serve in the Senate Office shall be scheduled at the same time of another Member's. Office Hours shall be scheduled between the Hours of 9 a.m. and 5 p.m.; however, should a Member's academic schedule preclude that possibility, that Member may schedule their Office Hours between the hours of 5 p.m. and 9 p.m. with the approval of the Senate Secretary.
- 13.2.5 Members required to serve time in the Senate Office shall request a time to the Senate Secretary within the first week of each academic Semester. The Senate Secretary shall then distribute and post an approved schedule of times Members shall serve in the Senate Office.
- 13.2.6 Members may reschedule Office Hours as needed, so long as the time re-scheduled does not conflict with **Rule 13.2.3**, and that the Member posts said changes in the locations where the normal schedule is posted.

### **13.3 Purpose and Rights**

The purpose of serving time in the Senate Office shall be to handle communications received by the Senate and distributing the necessary information to the appropriate parties, to answer questions of members of the Campus Community who visit the Senate Office, to assist in clerical duties of the Senate, and to assist the Senate maintaining a professional and organized workspace. Members serving time in the Senate Office shall be issued a key to the Office, and shall have priority use of Office resources when serving their regularly scheduled requirement.

## **14 Leave of Absence Request**

### **14.1 Leaves of Absence**

Senate Members that are approved a leave of absence according to the **Constitution and Bylaws**, Article III, Section 10, will not be granted full functional privileges of an Active Member. Members on leave will be allowed email communication with their class senate as well as with the members of Executive Cabinet.

- 13.1.1 Procedure of request for leave for Study Abroad  
A letter of intent to study abroad must be submitted to the Judicial Committee the semester before travel ensues. Within one week, seven days, of being elected to a new term and/or receiving confirmation of acceptance to a Study Abroad Program, an official request for leave must be submitted to the Judicial Committee. The written submission must be presented with the dates of requested leave as well as a copy of the confirmation letter of acceptance from the Center for Global Citizenship.
- 13.1.2 Procedure of request for leave for Illness  
If a Member is requesting a medical leave absence, the Member must submit an official request for leave to the Judicial Chairperson. The written submission must be presented with the dates of requested leave as well as a copy of a valid doctor's note. The Elizabethtown College email service is seen as an acceptable form of a request of leave for illness.
- 13.1.3 Procedure of request for leave for Personal Emergency  
A member who requests a leave of absence for personal emergency must submit an official request for leave to the Judicial Committee. The Judicial Committee will grant these leaves according to the specific case after review.

## **14.2 Extension of Leave**

If the granted leave of absence is within one week, seven days, of expiration and the Member seeks an extension of their leave, an additional request must be submitted according to the **Standing Rules, Rule 14.1**. The Elizabethtown College email service is seen as an acceptable form of an extension of leave request submission.

## **15 Acceptable Reasons for Excused Absence**

The only acceptable reasons for Senate Meeting absence, partial absence, committee absence, negligence of responsibility commitments, or required Senate event absence shall be defined as:

### **15.1 Illness**

### **15.2 Academic Class**

Members requesting an excused absence for an academic class must submit a valid copy of their class schedule from EC Web, Registration and Records, or a written note from the professor to the Judicial Chairperson prior to the absence.

### **15.3 Internship**

Members requesting an excused absence for an internship, as defined by the current Elizabethtown College Course Catalog, must submit the following:

- 15.3.1 A letter from the member requesting the leave of absence stating the application of the internship for their future goals, their major and/or minor, and why the internship is an acceptable excused absence.
- 15.3.2 A letter from the internship entity explaining the requirements of the Member including the specifications of date and time.
- 15.3.3 In the event of an additional requirement that will impede upon the Member's ability to participate in a Senate sanctioned function, the Member must submit an official written statement from the internship entity on behalf of the Member.

### **15.4 Athletic Practice and/or Participation in a College Sanctioned Sporting Event**

Members requesting an excused absence for athletic practice and/or participation in a college sanctioned sporting event must submit a copy of the athletic practice schedule and college sanctioned sporting event schedule to the Judicial Chairperson prior to the absence.

### **15.5 Other Absences**

All issued cuts administered by the Judicial Committee are appealable according to the Constitution and Bylaws, Appendix A, Section 4.