



Elon University
Student Government Association
Senate Bylaws 2020-2021

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Appendix I. Senate Structure and Positions

Article I. Senate Rules

These Senate Rules are presented to the Senate for ratification on the first meeting of the Legislative year to govern the actions of the Senate in conjunction with the SGA Constitution and Senate Dialogue.

A. Duties and Responsibilities of a Senator as Stated in the Constitution

1. Each Senator shall be a member of at least one (1) standing committee.
2. Each Senator shall be responsible for attending all SGA meetings required by office, Senate, Council, Committee, special or otherwise. In addition each Senator has an obligation to be informed of the location and time of the meetings.
3. Senators shall read each week's legislation or other written materials sent to them in advance.
4. Each Senator shall wear the designated Student Government shirt or appropriate business attire during the weekly Senate meetings.
5. Senators in the president, vice president, secretary, and treasurer positions are barred from studying abroad during their term. The only exceptions are students who study abroad during Winter Term. Students that must study abroad to fulfill major requirements may only hold the office of Class Senator or a seat on Organizational Council

B. Senate Meeting - The Senate Meetings will be held every Thursday at 7:30 PM in Moseley 215, unless otherwise specified by the Executive Vice President.

1. **Absentee Policy**- Three (3) absences are allowed, excused or unexcused, during the legislative year; upon a Senator reaching three (3) excused or unexcused absences, the Executive Secretary is required to inform the Executive Vice President, who will have a one on one meeting with said senator. The Judicial

Committee will review the cases according to the procedures set forth in the Judicial Manual as they surpass (5) absences.

- a. Absence from roll-call at the beginning or end of a senate meeting will count as half of an absence.
- b. Absence from a class, council, or committee meeting will count as half of an absence if stated by the Class President, Council Liaison, or Committee Chair.

2. **Special Meetings** - As stated in Article 5, Section B, subsection b, of the SGA Constitution, the Executive Vice President is empowered to call any special meetings of the Senate.

- a. In the event that a special meeting is called and a majority of Senators are not on campus a web conferencing software may be used at the Speakers discretion, to achieve quorum.
 - i. The meeting must be held in a manner that is open and accessible to every member of the Elon Community and broadcast to allow anyone interested to participate.
- b. For an online business meeting, parliamentary procedure must be followed and the meeting must be recorded to maintain the legislative record.
 - i. All voting during an online meeting must be done through a roll call vote. Any Senate procedures suggesting a hand-vote shall instead be determined through a roll call vote.

C. Office Hours - All Executive Officers are required to do at least five (5) posted office hours per week and five (5) un-posted hours per week in the Student Government Office, Moseley 213. Those hours should be posted on the doors of their office (President, Vice President, Secretary, and Treasurer)

D. Legislative Procedure - The following are the processes and requirements for a piece of Legislation to be presented to the Senate with the discretion of the Executive Vice President.

- 1. **48-Hour Waiting Period**- this allows for anyone to submit a piece of legislation and allow for review time before the Senate Meeting for discussion.
 - a. Bills, Constitutional Amendments, Proclamations and Resolutions must be submitted to the Executive Vice President one (1) week prior to the meeting of which it will be on the Agenda.
 - b. The Bill may be authored by anyone connected to the campus of Elon University, but must have a Senator as a sponsor. A Senator may author and sponsor a piece of legislation.
 - c. The Executive Vice President will review the Bill or Constitutional Amendment to ensure proper format and grammar. The Executive Vice

President will make the appropriate changes, will notify the author and the sponsor of the legislation of any recommended changes, and will work with the author and sponsor to revise and otherwise perfect the document before it is presented to the Senate.

- i. Amendments to legislation can still be enacted by the Senate during the presentation of the legislation.
- d. The Executive Vice President will assign each piece of legislation a legislative number, which is as follows:
 - i. For a Resolution: SR 02-4.2 [Senate Resolution 2002- April (4). Second resolution of the month (2)]
 - ii. For a Bill: SB 02-4.2[Senate Bill 2002 April (4) Second Bill of the Month (2)]
 - iii. For a Constitutional Amendment: SA 02-4.2 [Senate Constitutional Amendment 2002 April (4) Second Constitutional Format of Legislation- See Template on Format for Legislation.]

E. Rules Governing Classes - The Executive President and Vice President have the right to attend any SGA meeting. Each Class President is responsible for meeting with their respective Executive Officer advisor on a basis established at the beginning of beginning of the term.

1. Senior Class:

- a. The Class President will regularly meet with Executive Treasurer
- b. Will have regular meetings as decided by the Class President.
- c. Is responsible for the following:
 - i. Working with Institutional Advancement in selecting the Senior Class gift.
 - ii. Working with the Provost and the Dean of Cultural and Special Programs in selecting the Senior Class speaker for graduation.
 - iii. Collaborating on legislation or planning and hosting events that pertains to the Senior Class.
 - iv. Performing other duties as requested by the Executive Officers.
- d. Members are as stated in the Constitution.

2. Junior Class:

- a. The Class President will regularly meet with the Executive Secretary.
- b. Will have regular meetings as decided by the Class President.
- c. Is responsible for the following:
 - i. Conducting at least one (1) constituent outreach event (i.e. surveys, roundtables, forums, etc.) per semester.
 - ii. Assisting Religious and Spiritual Life with Luminaries.

- iii. Collaborating on legislation that pertains to the Junior Class.
 - iv. Performing other duties as requested by the Executive Officers.
 - d. Members are as stated in the Constitution.
- 3. **Sophomore Class:**
 - a. The Class President will regularly meet with the Executive Vice President.
 - b. Will have regular meetings as decided by the Class President.
 - c. Is responsible for the following:
 - i. Conducting at least one (1) constituent out-reach event (i.e. surveys, roundtables, forums, etc.) per semester.
 - ii. Collaborating on legislation that pertains to the Sophomore Class.
 - iii. Performing other duties as requested by the Executive Officers.
 - d. Members are as stated in the Constitution.
- 4. **First-Year Class:**
 - a. The Class President will regularly meet with Executive President
 - b. Will have regular meetings as decided by the Class President.
 - c. Is responsible for the following:
 - i. Collaborating on legislation that pertains to the First-Year Class.
 - ii. Performing other duties as requested by the Executive Officers.
 - d. Members are as stated in the Constitution.

F. Rules Governing Committees- The Executive President and Vice President have the right to attend any SGA meeting. These meetings are not required to follow the Senate Dialogue.

- 1. **Committee Structure/Rules-**
 - a. The Executive Vice President, with assistance from other Executive Officers, decide on Co-Chairs to then be confirmed by the Senate.
 - b. All committee meetings are mandatory for every committee member. An absence from a scheduled committee meeting will constitute a half absence for judicial purposes.
 - c. Each committee will select a Secretary from within their committee, who will be responsible for taking minutes and attendance and submitting them to the Executive Secretary following each committee meeting.
 - d. Each committee will meet during the third Thursday of every month during regular SGA hours, in addition to any additional/ necessary meetings as decided by the Committee Chair.
 - e. Each Committee Chair will meet with the Executive Vice President on a regular basis as designated by the Executive Vice President.

- f. The Finance Board, Elections Committee, and PR Committee will be open to non-SGA members as specified below and in the Constitution under Article VII.

2. Finance Board:

- a. Responsible for the following:
 - i. Carrying out its business as stated in the SGA Constitution and the Treasurer's Manual.
 - ii. Collaborating on legislation that pertains to issues affecting the SGA finances and budgeting.
 - iii. Performing other duties as requested by the Executive Officers.
- b. Members are as stated in the Constitution in Article VII, Section F, subsection a.

3. Elections Committee:

- a. Will meet two (2) months before any election and then weekly after the initial meeting until the election.
- b. Responsibilities:
 - i. Carrying out its business as stated in the Constitution.
 - ii. Writing the election candidate application.
 - iii. Notifying the student body of elections in cooperation with the Public Relations Committee.
 - iv. Holding an informational seminar for aspiring candidates before the election packet due date.
 - v. Holding a campaign launch event after the due date of election packets.
 - vi. Setting dates for the election, and due dates of applications.
 - vii. Carrying out the elections.
 - viii. Setting up PhoenixCONNECT elections.
 - ix. Notifying the Student Body, student media, and candidates of the results of the election.
 - x. Collaborating on legislation that pertains to issues in regards to election procedure.
 - xi. Performing other duties as requested by the Executive Officers.
- c. Members are stated in the Constitution under Article VII, Section F, subsection d. This committee can include no more than four (4) non-Senate members selected at the discretion of the Chair(s).

4. One Phoenix Committee:

- a. The One Phoenix Committee will meet monthly or more frequently as required.
- b. Responsibilities:

- i. Planning and executing of all school spirit and programming activities of the SGA along with all other activities deemed necessary by the Senate or Executive Branch
- ii. Executing internal events and traditions such as the Dr. Leo Lambert Awards, Administrative Professionals' Day, Trick-or-Treat Moseley, the 9/11 Memorial, the Holiday Party, and Senate Dinner.
- iii. Overseeing any joint committees on large programming events. The committee must ensure that the Elon Ball and Homecoming traditions continue via partnerships with other organizations. If the committee cannot find an organization suitable enough to plan/execute events related to each, the full responsibility to execute these events will fall back on the committee.
- iv. Partnering with the PR Committee as needed to promote events.
- v. Working collaboratively on University changes to help enhance a sense of community and belonging on campus.
- c. The Chair must earnestly attempt to delegate responsibilities equally among all of the members of the Homecoming Committee.

5. Judicial Committee:

- a. Shall act in accordance with the Judicial Manual.
- b. Members will include all At-Large Council Vice Presidents. All other committee members shall be appointed at the discretion of the Executive Vice President and President.
- c. The Executive Vice President shall Chair this Committee.

6. Public Relations Committee:

- a. Will meet weekly.
- b. Responsibilities:
 - i. Notifying the student body about events and initiatives in the SGA as frequently as necessary.
 - ii. Publishing weekly updates of SGA activities with Elon News Network.
 - iii. Maintaining the SGA Website, SGA PhoenixCONNECT, and all social media accounts.
 - iv. Collaborating on legislation that pertains to issues with the public relations of the Senate.
- c. Members and leadership are stated in the Constitution in Article VII, Section F, subsection e. Any member of the Senate or a non-senator may serve as co- chair of the Public Relations Committee via application at the

discretion of the Executive Secretary and the Committee can include up to four (4) non-senators selected at the discretion of the Chair(s).

7. Projects Task Force:

- a. Every member of the Student Government Association of Elon University shall serve as a member of the Project Task Force, aligning with the Purpose of SGA as outlined in Article II of the Constitution.
- b. Will meet during the Committee/Council meetings and as needed as projects arise.

8. Student Inclusive Campus Committee (SICC)

- a. Will meet every two (2) weeks
- b. Responsibilities:
 - i. Promoting an inclusive campus for students to express their authentic selves.
 - ii. Holding meetings and maintaining an active email list with those organizations on campus that promote an inclusive community. Those organizations will include, but will not be limited to, Latinx-Hispanic Union (LHU), Caribbean Students Association (CSA), Black Student Union (BSU), Asian Pacific Students Association (APSA), Spectrum, ALANAM, PanHellenic Council, Interfraternity Council, National Pan-Hellenic Council, Campus Outreach, Elon African Society (EAS), Elon Feminist for Equality Change and Transformation (EFFECT), Elon Muslim Society, New Student Orientation (NSO), National Council of Negro Women (NCNW).
 - iii. Help to plan events, speakers, informational tables, etc. to promote inclusivity on Elon's campus.
 - iv. Collaborating on legislation that pertains to inclusivity with the goal of making SGA and Elon's campus more inclusive.
 - v. Promoting a more diverse and inclusive body within SGA by working closely with its established internal committees.
 - vi. Serving as an advisory committee to the Senate and Executive President, bringing ideas, conversations, and issues from their meetings to the attention of the Senate to ensure that the Senate is up-to-date on issues on campus and what can be done to combat these issues.
- c. Members will include three to five Senators and representatives from the student groups and campus programs listed above, and additional representatives as deemed necessary by the Co-Chairs.

9. Ad-Hoc Committees:

- a. Will meet in accordance with the written mission of the Ad-Hoc Committee as presented by the Executive Vice President
- b. Upon completion of the Ad-Hoc Committee, a report and minutes will be submitted to the Executive Vice President of SGA.
- c. The Executive Vice President should be presented with the written statement for an Ad-Hoc Committee.
- d. The Executive Vice President should read the written statement aloud during the Vice President's report.
- e. The Executive Board has the ability to create and oversee an AdHoc Committee with a 3/4 majority vote of the Executive Officers.

G. Rules Governing Councils - The Executive President and Vice President have the right to attend any SGA meeting.

1. At-Large Council:

- a. Will meet monthly during the third Thursday SGA meeting.
 - i. The At-Large Council Liaison will keep in constant contact with the class presidents or designate on matters pertaining to the said class.
 - ii. The At-Large Council Liaison reserves the right to file a Judicial Committee Complaint form to send Class Presidents through the judicial process if classes continuously fail to meet regularly.
- b. Responsibilities:
 - i. Writing legislation that pertains to all of the academic classes.
 - ii. Performing other duties as requested by the Executive Officers.
- c. Members are as stated in the Constitution.

2. Academic Relations Council (ARC):

- a. Will meet monthly.
- b. Responsibilities:
 - i. Meet with the Provost at least once per semester.
 - ii. Senators will meet with their respective Deans at least once a semester.
 - iii. Planning and coordinating events to display opportunities to the student body to help enrich every students' academic experience.
 - iv. Writing legislation that pertains to any academic issues.
 - v. Any other responsibilities as stated in the Constitution.
- c. Members are as stated in the Constitution.

3. Organization Council:

- a. Will meet monthly.
- b. Will be facilitated by the Organization Council Liaison.

c. Responsibilities

- i. Meeting and communicating with their constituents, student members of organizations within their clusters, and the Student Life Committee and regularly reporting these sentiments to the Senate.
- ii. Writing legislation that pertains to recognized organizations on campus.
- iii. Coordinate and meet with an assembly of the Organization Presidents or representatives in their cluster as regularly as they deem appropriate.
- iv. Formulate a plan for their clusters and present this plan to the Council Liaison at the beginning of each legislative year.
- v. Have individual meetings at the end of each semester to revise and assess the success of the Senator's cluster plan.
- vi. Compile a Year-End Report that highlights achievements and shortcomings of the year.
 1. This document will be given to the Organization Council Liaison and placed into their transition binder for the next Liaison.
- vii. Recommend organizations for review as per the SGA Constitution (Article VIII, Section D).
- viii. Assist their respective clusters with the funding model process.

4. Council Liaison Elections

- a. During the first meeting of the Senate year, the At-Large Council, the Organization Council, and the Academic Relations Council will conduct elections for their respective Liaison or Chair for the entirety of the Senate year.
 - i. Nominations of Senators will be made, with the nominating Senator reserving the right to accept, deny, or withdraw nomination for election.
 1. Only Senators within the respective council may nominate a Senator for the position of Liaison or Chair.
- b. A motion will be required to close nominations and a second is needed. If there is an objection, the nomination process will continue.
 - i. Upon the closing of nominations, the accepting Senators must exit the Senate chamber.
 - ii. A motion for debate is in order.
- c. A motion to question will be required and a second is needed. If there is an objection, discussion will continue.

- d. Upon a successful motion to question, voting procedures will begin on the nominations.
 - i. A plurality will be required to elect a Liaison or Chair.
 - ii. If two Senators tie on the first vote, the two (2) recipients of the most votes will be voted upon, with the Senator with the most number of votes being elected Liaison or Chair.

H. Rules Governing Executive Council-

1. Executive Council:

- a. Members are as stated in the Constitution.
 - i. Additional members shall be added by a unanimous vote of the Executive Officers with the concurrence of the student body by means of a Constitutional Amendment.
 - ii. Those members shall be selected by the Executive Officers.
- b. Will meet once a year with the assigned Executive Officer member as stated in the Constitution as well as once a month according to the following:
 - i. Chief of Staff shall meet with the Executive President.
 - ii. Speaker Pro Tempore shall meet with the Executive Vice President.
 - iii. Assistant Treasurer shall meet with the Executive Treasurer.
 - iv. Assistant Secretary shall meet with the Executive Secretary.
 - v. Shall attend the first Senate meeting of every month and shall report to the Senate as requested.

I. SGA Mid-Year and Year-End Report-

- 1. An overarching report of the Student Government Association over the past term will be presented to the school at the end of each term.
 - a. Each executive officer will contribute to the Report
- 2. The SGA Year-End Report will be compiled as mandated in- SB 69-2.0A Bill to Require a Year-End Report, and- SB 98-A Bill to Require an Annual Report from the Senate.
- 3. Each report must include at least the following information:
 - a. **Executive Offices**
 - i. Position Responsibilities- What are the main responsibilities of the position?
 - ii. Achievements - What are the biggest accomplishments you achieved in your position?

- iii. Issues- What areas is the Executive strong or weak in? What was the biggest problem that prevented the work of the Executive to be carried out if any at all? Any tips for the following Executive?
- b. **Classes**
 - i. Members- Provide a list of members and their respective duties.
 - ii. Achievements- What are the biggest accomplishments for the Class?
 - iii. Issues- What are areas of strengths or weaknesses? What was the biggest problem that prevented the work of the Class to be carried out if any at all? Any tips for the following Class and chair?
- c. **Committees**
 - i. Mission- State why the Committee is important and its goals as a part of SGA and Elon University.
 - ii. Members- Provide a list of members and their respective duties.
 - iii. Chairs Responsibilities- What are the main responsibilities of the chair?
 - iv. Achievements- What are the accomplishments of the Committee?
 - v. Issues- What are areas of strength or weakness? What was the biggest problem that prevented the work of the Committee to be carried out if any at all? Any tips for the following Committee and chair?
- d. **Executive Council**
 - i. Positions Responsibilities- What are the main responsibilities of the position?
 - ii. Achievements - What are the biggest accomplishments you achieved in your position?
 - iii. Issues- What areas is your office strong or weak in? What was the biggest problem that prevented the office from being effective if any at all? Any tips for the following office holder?
- e. The SGA Year-End Report should be compiled and presented to the SGA Senate at the last Senate meeting of the legislative year. The Executive Vice President is in charge of compiling the SGA Year-End Report.

Article II. Senate Dialogue- The Speaker of the Senate always has discretion over Parliamentary Procedure.

A. Basis of the SGA's Senate Dialogue and the reasoning for Parliamentary Procedure- The Student Government Association of Elon University will conduct its Senate meetings on a variation of Robert's Rules of Order (Peterson's Rules of Order).

Parliamentary Procedure is important in order to conduct the business of the SGA because it allows everyone to be heard in an orderly fashion and to make decisions without confusion.

1. Only Senators are allowed to speak on the floor of the Senate with the following exceptions.
 - a. Any person who has a report or presentation on the Senate agenda.
 - b. Any person who is speaking during an open forum.
 - c. Any member of SGA who is a non-Senator (i.e. the Advisor or the Executives).

B. Framework for Parliamentary Procedure- The Framework for parliamentary business assures that appropriate business is placed at the appropriate times in the meeting agenda.

1. **The Agenda-** (important note- reports are reports, not discussion, any discussion comes under new or old business), New Business also has Open Forum time, which allows Senators, Executives, and Students to address the Senate on any issue they feel is important.
 - a. **Call to Order-** the Speaker says, “The Meeting will please come to order.”
 - b. **Roll Call-** the Speaker says, “The Secretary will now commence with the roll.” This is where then quorum will be noted.
 - c. **Open Forum-** the Speaker will yield the floor to any persons not in the Senate who wishes to voice their concerns to the Senate. Speakers will have at most five minutes to speak and the time will last no longer than 30 minutes, unless the senate votes by majority to extend the discussion. Senators may speak if directly addressed by constituents who have voiced their concerns at open forum.
 - d. **Presentations**
 - e. **Announcements-** the Speaker will read announcements and/or yield the floor to any other persons who wish to announce an event to the Senate.
 - f. **Old Business-** the Speaker commences old business by saying, “Next item on the Agenda is (Old Business) and we will open the floor for any motions on the matter.”
 - g. **New Business-** the Speaker commences new business by saying, “Next item on the Agenda is (New Business) and the (Sponsor of the Business) _____, will have the floor to discuss new business.”
 - h. **Advisor’s Report-** The Speaker yields the floor to the advisor by saying, “The Advisor will now have the floor to present their report to the Senate.”

- i. **Executive Officer's Reports-** the Speaker yields the floor to the appropriate persons by saying, "The _____ will now have the floor to present their report to the Senate."
- j. **Senate Leadership Reports-** the Speaker yields the floor to the appropriate person by asking, in turn, all committee and council leaders if they would like the floor to present their reports to the Senate, then with their affirmation saying "The _____ will now have the floor to present their report to the Senate."
- k. **Open Forum-** the Speaker will yield the floor to any Senators who wish to voice their concerns or announcements to the Senate.
- l. **Roll Call-** the Speaker says, "The Secretary will now commence with the roll."
- m. **Adjournment-** The Speaker will call for a motion after all business is finished by saying, "Seeing that all Business has been exhausted, are there any motions on the floor?"

C. Senators' Rights- These motions can be called out at any time, even to interrupt a speaker, and Senators' rights need no vote. Exceptions are noted with corresponding motion.

1. **"Point of Inquiry"**- to receive an explanation of the issue being discussed.
2. **"Point of Personal Privilege"**- to request that a speaker speak louder, or to request and correct a disturbance in the Senate.
3. **"Point of Order"**- to correct the use of parliamentary procedure by a member of the Senate or to address a belief that incorrect procedure is being used in the conduct of debate. The Speaker of the Senate in consultation with the Speaker Pro Tempore of the Senate will rule on the Point.
4. **"Point of Information"** - to provide relevant information, clarify, or elaborate on the issue being discussed. This point may only be used by Executive Officers; all points by Senators will be made after being called on by the Executive Vice President
5. **"Roll-Call Vote"**- To request that a vote be conducted by roll-call where every Senator will vote yes, no, or abstain on the issue. Exception: can only be called out before actual voting begins, once voting begins, this motion can no longer be called.

D. Appropriate Motions- For a motion to be considered, the Speaker must recognize it. Every motion, except for Senators Rights and Previous Question, must be seconded. Any motion that provokes objections must be voted on and must pass by a simple majority (50% plus 1) in order to pass.

1. **Motions that Affect Speakers**

- a. **“Move to Suspend the Rules”** - This allows persons that are not a member of the Senate to speak on whatever issue is before the Senate.
- b. **“Move to Set a Speaking time to...”** - This limits the amount of time that a person or persons can speak on an authored or sponsored bill, resolution, amendment, or motion.
- c. **“Move to extend the Speaking time to...”** - This extends speaking time when the previous speaking time was exhausted.
- d. **“Move to Set the Discussion time to...”** - This limits the amount of time that Senators may discuss the bill, resolution, amendment, or motion currently being considered.
- e. **“Move to Extend the Discussion time to...”** - This extends the discussion time for Senators speaking on the bill, resolution, amendment, or motion currently being considered.
- f. **“Move to Limit the Number of Questions asked to...”** - This limits the number of questions that can be asked of the person who has the floor.
- g. **“Move to add the number of Questions asked to the Speaker to...”** - This adds more questions allowed to be asked of the Speaker holding the floor.

2. **Motions that Affect Legislation**

- a. **“Move the proposed Amendment”**- This allows for an Amendment to be read. After the reading, the Speaker will ask if the Amendment is friendly (the sponsor accepts the Amendment to be added on to the Legislation) or unfriendly (the sponsor does not accept the amendment to be added to the Legislation). If it is friendly then it automatically enters into the piece of Legislation. If it is unfriendly, it is voted on when voting is carried out on the Legislation.
- b. **“Move to refer the matter to the _____ Committee for a recommendation”**- This motion moves the issue to a committee for a recommendation which would be brought back to the Senate at the next meeting.

3. **Voting**

- a. **“Move the Previous Question”**-This is a vote to vote. It does require a second, along with a simple hand majority vote. If passed, the body will vote on the main motion.
- b. **“Move the Question”**-This is a direct vote on the main motion. It requires a second. If objected to, the body will return to debate on the main motion. Since Question is assumed, a Senator does not need to be recognized but the chair must recognize the motion.

- c. **“Move a Roll-Call vote”**- This makes each Senator vocalize their vote and be recorded.
- d. **“Move to Table the issue of...”**- This puts the issue off until the next Senate session.
- e. **“Permission to Withdraw the motion”**- A Senator may request that the motion before the Senate may be withdrawn or removed. Unless there is an objection to this motion, the question before the Senate is withdrawn.
- f. **“Division of the Question”**- A Senator may request that the motion currently be considered to be split into several motions. This would occur if the Senator believes that the motion is too lengthy or if it covers too many different areas. This motion requires a second and a majority vote.

4. **Motions that Affect the Agenda**

- a. **“Move to Skip”**- This motion, if passed, jumps to the next item on the Agenda, can only be used for Minutes, Reports, or Announcements.
- b. **“Move to Recess for...”**- This calls for a vote to give the Senate a brief break from proceedings.
- c. **“Move to Adjourn the Meeting”**- This calls for a vote on ending the Senate meeting.
- d. **“Move to read the Minutes from the previous meeting”** – This requests the Executive Secretary to read the weekly Senate meeting minutes from the previous meeting.

5. **Motions that Affect passed Motions**

- a. **“Appeal from the Decision of the Speaker”**- A Senator make an appeal after the Speaker rules. This motion requires a second and is debatable. This motion would be used if a Senator feels the decision of the Speaker is incorrect and forces the Senate to decide on the disagreement by a vote.
- b. **“Division of the Senate”**- A Senator may call for a Division of the Senate in the case where the Senator believes the Speaker ruled incorrectly on the voting. A Division called on a voice vote would then be conducted by raising hands. A Division called on a hand vote would then be conducted by a roll call vote.

E. **Yielding the Floor**- A Senator may yield the floor in three (3) manners:

- 1. **Yield to the Chair**- When the Senator is finished speaking and wishes to remove themselves entirely from the floor, they state, “I yield the floor to the chair”.
- 2. **Yield to Questions**- When the Senator is finished speaking and accepts questions on his or her statement, they state, “I yield to questions”.

3. **Yield to another Senator-** When the Senator is finished speaking and wishes to yield to another person in order to support what they said or answer a question directed at that other person, they state, “I yield my time to Senator (name)”.

F. Appropriate Times to Make a Motion-

1. Whenever the Speaker of the Senate says, “Are there any points or motions on the floor?”, is the signal that Senators may make a motion of any kind. The Speaker of the Senate must say this before beginning any of the Agenda items listed in Section B of the Senate Dialogue, except before call to order and roll call.
2. A Senator may invoke his Senators Rights at any time, with the exception of “Roll-Call Vote”.
3. Whenever a speaker stops speaking and yields the floor back to the Chair, is a time when motions can be heard.

G. Notes on Voting-

1. A Senator can either vote yes, no, or abstain. A vote in order to pass a piece of legislation must pass with a simple majority of the Senators present saying “Yes”. Even if there aren't any “No” votes, but over a half of the Senators present “Abstain” the piece of legislation still fails. An abstention is not necessarily a vote stating no opinion, but rather a vote where a senator has a conflict of interest or a feeling that the piece of legislation has not been thoroughly discussed.
2. For all procedural votes (i.e. a vote to move into voting), meaning any vote that is not a vote to pass a piece of legislation, all Senators present must vote and they must vote either “Yes” or “No”. The rationale for this comes from the fact that a Senator cannot lack an opinion on a procedural matter. All procedural votes pass with a simple majority.
3. All votes on bills, resolutions, amendments to governing documents, and special allocations must be conducted by roll call vote. A public record of these votes must be made available to the Student Body and the university community. Results must be available to all university media outlets.
 - a. Bylaw amendments must pass with a two-thirds majority vote of the Senate as per Article X, Section C of the Constitution.
 - b. Constitutional amendments must pass with a two-thirds majority vote of the Senate and is subject to a student body vote as per Article XIII of the Constitution.
4. There is no secret balloting because Senators are public officials and students have a right to see their Senator vote by raising of the hand or recorded by a roll-call vote.

Article III. Organization and Academic Council Structures

A. Organization Council- Members of the Organization Council are elected in accordance with the Constitution and must be confirmed by the Senate. Organizations represented in clusters are determined by the Office of Organization Development.

1. The following shall compose the Organization Council
 - a. Academic and Honors
 - b. Athletics and Club Sports
 - c. Competition and Government
 - d. Cultural
 - e. Fine Arts and Media
 - f. Interfraternity Council
 - g. Panhellenic Association
 - h. National Pan-Hellenic Council
 - i. Professional
 - j. Programming
 - k. Religious & Spirituality Life
 - l. Service
 - m. Campus Programs (4)
2. Each Organization Council member must regularly attend meetings of at least one of the organizations in their cluster
3. After official elections, students will apply to be considered for a position on the organization council
 - a. The incoming and outgoing Executive Presidents will go through names and interview select candidates for positions that garnered more than one (1) suggestion. The outgoing Executive President will assist as needed.
 - b. All nominations must be approved with a 3/4 vote of approval from the Executive Board before being presented to the Senate.
 - c. All students interested in being a part of the Organization Council, regardless of previous experience on the council, will be required to go through the application process for consideration at the start of each term
 - d. Any vacancies on the council after this process will then be appointed by the incoming Executive President

B. Academic Relations Council- The following shall compose the Academic Council:

1. Elon College: The College of Arts and Sciences (4)
 - a. These four senators should be aimed to be representative of all parts of the college (Physical Science or Mathematics, Social Science, Humanities, and Performing Arts)
2. Martha and Spencer Love School of Business (2)

3. School of Communications (2)
4. School of Education (2)

Appendix I. Senate Structure and Positions

A. Executive Council:

1. Executive President
2. Executive Vice President
3. Executive Secretary
4. Executive Treasurer

B. At-Large Council:

1. Senior Class
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Senators (2)
2. Junior Class
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Senators (2)
3. Sophomore Class
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Senators (2)
4. First-Year Class
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Senators (3)

C. Academic Relations Council (ARC):

1. College of Arts and Sciences (4)

2. Love School of Business (2)
3. School of Communications (2)
4. School of Education (2)

D. Organization Council:

1. Academic and Honors
2. Athletics and Club Sports
3. Competition and Government
4. Cultural
5. Fine Arts and Media
6. Interfraternity Council
7. Panhellenic Association
8. National Pan-Hellenic Council
9. Professional
10. Programming
11. Religious & Spirituality Life
12. Service
13. Campus Programs (4)