**The Code of Special Rules of Order of the Undergraduate Student Senate of the Kent Campus of Kent State University, Adopted on Wednesday, August 28th, 2019.**

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**Article I: Definitions**

**Section 1: Definitions**

Terms used in this Code shall be interpreted according to the definitions set forth in Article I of the Code of Bylaws.

**Article II: Officers**

**Section 2: Presiding Officers**

Paragraph 1. The President shall preside at all meetings of the Senate, except when he or she is absent, or unable or unwilling to preside, or when the President choses to recuse himself or herself from presiding.

Paragraph 2. If the President is not presiding for any reason, the Vice-Chairman of the USG shall preside.

Paragraph 3. If the President is not presiding for any reason, but is present, such as when the President has recused himself from presiding, the President shall have the same right to participate and vote as any other Senator.

Paragraph 4. If neither the President nor the Vice-Chairman of the USG is presiding for any reason, the Parliamentarian of the USG shall preside.

Paragraph 5. If neither the President, the Vice-Chairman of the USG, nor the Parliamentarian of the USG is presiding for any reason, the First Assistant Parliamentarian of the Senate shall preside.

Paragraph 6. If neither the President, the Vice-Chairman, Parliamentarian, nor First Assistant Parliamentarian is presiding for any reason, the senior ranking Assistant Parliamentarian who is present, able, and willing to preside, shall preside.

Paragraph 7. If neither the President, Vice-Chairman, Parliamentarian, nor any Assistant Parliamentarian is presiding for any reason, the Senator whose office is specified earliest in paragraph (G) (2) (a) of the Charter shall preside.

**Article III: Meetings and Procedures of the Senate**

**Section 3: Voting**

Paragraph 1. Voting by voice vote (or *viva voce*) shall never be used by the Senate. Voting by standing rising vote shall never be used by the Senate. Voting by mail or post shall never be used by the Senate. Voting by signed ballots shall never be used by the Senate. All voting in the Senate shall be by unanimous consent, by show of hands, by roll call vote, or by secret ballots.

Paragraph 2. If available, placards shall be used when voting by show of hands.

Paragraph 3. When voting by roll call vote, each Senator shall either vote in favor by saying “in favor”, vote against by saying “against”, abstain by saying “abstain”, or pass by saying “pass”. The words “yes”, “no”, “yea”, “nay”, “aye”, and “present” shall not be used during voting by roll call. On any roll call vote, a Senator may only pass thrice, except for the Chair, who may pass up to four (4) times.

Paragraph 4. When voting by secret ballot, paper ballots must be used, unless an electronic method of voting for this purpose has been approved by the Senate or by both the President and the Executive Cabinet.

**Section 4:** **Electronic Participation**

Paragraph 1. Any Senator who is not physically present at a meeting of the Senate may participate electronically via such technology as Google Hangout, Skype, or Slack, or other such similar technology or methods, provided that instantaneous, two-way audio-visual communication is supported by the method used.

Paragraph 2. Any Senator who is not physically present but participating electronically may make motions, vote on motions, and speak in debate. A Senator who is not physically present but participating electronically shall NOT be considered present for the purposes of counting towards the quorum to do business, which, as always, is and shall be thirteen (13) or more Senators physically present.

Paragraph 3. It is and shall be entirely within the discretion of the Chair, and not subject to appeal, to determine which technology or methods of electronic participation shall be permitted.

Paragraph 4. It is and shall be entirely within the discretion of the Chair, and not subject to appeal, to terminate for the duration of the meeting or temporarily suspend the participation of any Senator who is not physically present but participating electronically on the basis that the electronic connection is not reliable, or the audio-visual quality is not sufficient, or the electronic participation is holding up or slowing down the meeting, or for any other reason.

Paragraph 5. Electronic participation, in lieu of participating in person, shall only be permitted at a meeting of the Senate which takes place after the last academic class day of the spring semester in any calendar year but before the first academic class day of the fall semester.

**Section 5: Order at Meetings of the Senate**

Paragraph 1. The Presidium members shall sit closest to the Chair. Next in proximity to the Chair shall be the Directors, then junior Senators.

Paragraph 2. The Presidium members may always speak softly to each other, even when otherwise not normally permitted to speak.

Paragraph 3. Unless or until an objection is made by a Senator, any person may speak to the Senate at the invitation of the Chair in order to answer questions or provide information. During debate on a debatable motion, an employee of the USG, such as the Chief of Staff or the Administrative Assistant, may speak in debate as if a Senator, but no such employee may make or second motions nor raise points of order, points of information, or parliamentary inquiries. Employees of the USG may also speak in order to give their reports during the reports of officers, if they are directed to give reports by the adopted agenda or by the Chair, but no such report may be for more than two (2) minutes.

Paragraph 4. The Chair need not stand for any reason at any time, even when recommended by Robert’s Rules of Order, but the Chair may choose to do so.

Paragraph 5. If the Chair stands during a debate, any person then speaking or seeking the call shall sit down and the room shall be silent, so the Chair may be heard without interruption.

**Section 6: Debate**

When speaking in debate on a debatable motion, a Senator shall be permitted to speak twice, for up to three (3) minutes each time. The total time permitted for debating any debatable motion shall twenty (20) minutes. These shall only be the default or standard time limits, and the procedure for limiting and extending debate according to Robert’s Rules of Order remain in effect.

**Section 7: The Order of Business**

Paragraph 1. At any meeting of the Senate, if and as soon as an agenda has been adopted, the agenda must be adhered to and shall govern the order of business at that meeting.

Paragraph 2. Unless and until an agenda has been adopted, the following shall be the order of business at every meeting of the Senate:

a) Call to order

b) Roll call for attendance

c) Adoption of the agenda

d) Public contributions

e) Reporting of absences

f) Reading and approval of minutes

g) Reports of officers and committees

h) Special orders

i) Unfinished business

j) General orders

k) New business

l) Good of the order

m) Announcements

n) Program

**Article IV: Rules and Parliamentary Authority**

**Section 8: Rules**

The rules and parliamentary authority of the Senate shall be the rules and parliamentary authority provided for in Article VIII of the Code of Bylaws.

**Article V: Amendment of this Code of Special Rules of Order**

**Section 9**

This Code of Special Rules of Order may be amended by the Senate, provided that the general revision or special revision of this Code is approved by two thirds of the Senators present, or a majority of the entire membership of the Senate (counting absent Senators, but not counting vacancies), or both.