

Senate Bylaws

V1.02

**Section 1: Structure**

1.01: Senators shall conduct themselves and perform their duties in accordance with their job description as stated in the most recent version of the SGA Member Handbook.

1.02: Speaker of the Senate, Speaker Pro Tempore, and Parliamentarian shall be elected and serve duties in the manner outlined by the most recent version of the SGA Member Handbook.

1.03: In the case of a vacancy in the Speaker position, the Speaker Pro Tempore will fill the position of the Speaker of the Senate. The upcoming Senate meeting conducted shall include in the agenda an election to be conducted among voting members for the purpose of choosing a new Speaker Pro Tempore. If both positions are vacant, the Parliamentarian shall act as the Speaker of the Senate until the members of the Senate may elect officers to fill both positions.

1.04: Expectations of attendance for members of the Senate shall be followed as they are described in the most recent version of the SGA Member Handbook.

1.05: The Senate may identify an individual or individuals who can contribute insight or information to the deliberative process of the Senate to be recognized to speak during meetings of the Senate. This person shall be known as the Advisor to the Senate.

1.06: Advisors shall be considered non-voting members of the Senate.

1.07: Any person may be nominated to be a Senate Advisor by any two (2) Senators.

1.08: Advisors are appointed with a majority vote of the Senate following nomination.

1.09: The Senate may, but is not required to, recognize Metro State Administration appointed advisors.

1.10: An appointed advisor shall serve until resignation, removal, or the end of the academic year in which they were appointed.

1.11: An advisor may be removed by a majority vote of the Senate.

**Section 2: Procedure for Senate Meetings**

2.01: Senate shall meet every Friday at 3:00 PM.

2.02: Senate shall not meet during breaks unless otherwise specified. If otherwise specified, a special meeting must be scheduled, and Senators must be notified of the date at which they will meet no less than three (3) days in advance.

2.02.01: No business shall be discussed during special meetings other than the business stated clearly on the agenda.

2.03: Voting

2.03.01: All Senators shall only be allowed one (1) vote.

2.03.02: The Speaker of the Senate may not vote unless their vote would change the outcome.

2.03.03: Senators shall not vote in absentia or by proxy.

2.03.04: In the case that a matter being voted upon is a sensitive issue, ballot voting may be requested. The speaker will be in charge of implementing ballot voting.

2.04: Invalid Votes

2.04.01: Should Thirty Percent (30%) of current Senators be absent or abstain from a vote requiring two-thirds (2/3) majority, it shall be considered as invalid.

2.04.02: Should Fifty Percent (50%) of current Senators be absent or abstain from a vote requiring a simple majority, it shall be considered invalid.

2.05: Senate shall be conducted in accordance with Roberts Rules of Order except where otherwise specified. If conflicting, these Bylaws shall supersede any ruling outlined in Roberts Rules of Order.

2.06: Quorum shall be described as half of the voting members of Senate plus one.

2.06.01 if Senate does not have quorum for a meeting, Senate shall not meet.

2.06.02 if quorum is lost for more than ten (10) minutes the meeting shall be adjourned.

2.07: No one other than Senate members and the President may speak unless recognized by the Speaker of the Senate.

2.08: Anyone who is recognized by the speaker may enter debate. Debate may last no longer than thirty (30) minutes for any given item up for discussion or possible action. Under the circumstances that a question is divided, thirty (30) minutes may be taken for debate on each item.

2.09: In the case that attendees of a meeting become unruly and point of order is ineffective, a recess may be taken without a vote at the discretion of the advisor.

**Section 3: Committees**

3.01: Standing committees

3.01.1: The Senate may establish standing committees for specific purposes. These standing committees will be described here in the bylaws.

3.01.2 Each standing committee shall be composed of no less than three Senators, who shall be appointed by the Speaker of the Senate.

3.01.3 The Speaker shall appoint one member of the committee to serve as chair.

3.01.4 The Speaker shall, in consultation with the chair, select a weekly meeting time for each standing committee between 9am and 3pm MST on Fridays.

3.01.5 Standing committees ought to allow Metro Students to participate in meetings as guests in a non-disruptive manner.

3.01.6 The Senate hereby establishes the Finance Committee, with the following directives:

a. Meet with the SGA President, as needed, to review proposed budget and spending.

b. Review the proposed SGA Operating Budget, any revisions, and issue recommendations to the Senate.

c. Issue recommendations to the SGA President on financial matters.

d. Issue recommendations to the Senate on financial matters which require Senate approval.

3.01.7 The Senate hereby establishes the Student Fee Review Panel, with the following directives:

a. Review existing student fees during the summer semester and compile a list of recommended changes.

b. Draft and submit proposals to the Metro State Vice President of Student Services for any changes to student fees during the fall semester. Each proposal requires Senate approval before being submitted to the Vice President.

c. Review all proposed student fee changes drafted by other departments and submit recommendations to the President and Board of Trustees. This action does not require Senate approval.

3.01.8 The Senate hereby establishes the Student Voice Committee, with the following directives:

a. Actively seek out student opinions and concerns.

b. Search for and invite students who are willing to give their feedback on various issues to committee.

c. Draft legislation to address the needs/wants of students.

d. Brainstorm creative ways to collect and support student ideas to improve their experience at MSU Denver.

3.01.9 The Senate hereby establishes the Personnel Committee, with the following directives:

a. Meet with the SGA president, as needed, to review personnel decisions.

b. Issue recommendations to the Senate on personnel matters.

c. Conduct interviews with all finalists for appointment to SGA positions, if the president makes such finalists available.

d. Conduct interviews with all presidential appointments requiring Senate approval prior to confirmation and issue a recommendation to the Senate.

3.01.10 The Senate hereby establishes the Senate Bylaws Committee, with the following directives:

a. Review these bylaws with the purpose of bringing them to full senate for approval.

b. Ensure congruence between this document and other governing documents, as well as state laws.

3.2 Temporary (Ad Hoc) Committees

3.02.1 The Senate may, from time to time, establish temporary committees to fulfill a specific purpose.

3.02.2 Ad hoc committees may be established by Senate action or, without objections, by an announcement issued from the Speaker of the Senate at a public meeting.

3.02.3 The Speaker shall appoint no less than three (3) Senators, to an established ad-hoc committee.

3.02.4 The Speaker shall then appoint one member of the committee to serve as chair.

3.02.5 An ad hoc committee shall be provided, as part of the action which created it, with the specific goals to be accomplished and a time frame for each objective.

**Section 4: Legislation**

4.01: Format of Legislation

4.01.1 All official Senate actions shall be in the form of written legislation and shall:

a. Be numbered according to its type (SB for bills and SR for resolutions), year (last two digits of the current year), and, separated by a dash (-), successive number (01, 02, 03, etc.). The number is a reference from one onward, one succession for bills and another for resolutions) for the current year.

b. Contain the substantive language of the legislation, formatted with each line numbered successively beginning at one (1).

4.01.2 Legislation to amend the Senate Bylaws shall be in the form of a bill containing the following:

a. An enacting clause, in italics, to read, “Be it enacted by the Student Government Assembly of Metropolitan State University of Denver”.

b. The effective date, which shall be the date of passage by the Senate unless otherwise required by the Student Government Constitution or Handbook.

c. All amendments to Senate Bylaws will require a two-thirds (2/3) majority vote.

d. Amendments to the senate Bylaws may not conflict with documents that supersede it, including but not limited to: The Member Handbook, The SGA Constitution, and State Laws.

e. In the case that the Senate Bylaws do conflict with a document superseding them, that document takes precedent and the conflicting section of these Bylaws shall be invalid until they can be amended.

4.01.3 Legislation to allocate funds, make official recommendations, express support or opposition, make endorsements, join an external organization, and other official action taken by the Senate shall be in the form of a resolution containing the following:

a. One or more perambulatory clauses each beginning with, “WHEREAS”

b. One or more operative clauses beginning with “BE IT THEREFORE RESOLVED” for the first operative clause, followed by a second operative clause beginning with the words “BE IT FURTHER RESOLVED” if the resolution contains three or more operative clauses, and concluding with an operative clause beginning with the words “BE IT FINALLY RESOLVED” for any resolution containing two or more operative clauses.

A resolution containing only one operative clause shall begin that clause with the words “BE IT THEREFORE RESOLVED”.

c. If a resolution is to take effect at any time other than upon passage by the

Senate and signature by the President, then the effective date and time must be clearly indicated within the resolution. Any resolution which does not indicate a date or time at which it takes effect shall be considered immediately effective upon passage by the Senate and signature by the President unless the Constitution, By-laws, or the Member Handbook require otherwise.

d. Every line of perambulatory clause(s) and operative clause(s) within a resolution, including any blank lines, shall be labeled with a unique line number.

4.2 Sponsorship

4.02.1 All legislation shall be sponsored by at least one (1) Senator.

4.02.2 Sponsors shall have the responsibility of drafting the legislation, in consultation with the Speaker of the Senate, if necessary, and carrying the legislation, including submitting the legislation to the Senate for consideration, being the primary spokesperson for the legislation, and seeking input from interested parties regarding the legislation.

4.02.3 Any student may propose legislation to the Senate, but shall secure one (1) Senator to act as the legislation’s sponsor. In such a case, the student shall have the right to speak on the legislation’s behalf during the first reading.

4.3 Submission of Legislation

4.03.1 Legislation shall be submitted electronically to the Speaker of the Senate for consideration by the Senate. The Speaker shall place submitted legislation on the agenda of the next meeting of the Senate, and see that the submitted legislation is delivered by student government staff to all voting and non-voting members of the Senate.

4.03.2 The Speaker of the Senate may deny a submission if the legislation does not meet the approved format or if the legislation would violate the Student Government Constitution or Policies.

4.03.3 A sponsoring Senator may move, during approval of the agenda of any regular meeting, to have their legislation listed for first reading.

4.4 Introduction of Legislation

4.04.1 Submitted legislation shall be introduced in a meeting of the Senate. When legislation is introduced to the Senate the Speaker of the Senate shall read aloud the number and title of a bill or resolution. The legislation’s sponsor may briefly summarize the legislation.

4.04.2 The Senate shall then enter into discussion and debate of the legislation.

4.04.3 Unless the legislation is postponed or otherwise delayed, the Senate shall proceed to a vote upon conclusion of debate.

4.04.4 At conclusion of debate, the Senate Speaker may refer legislation to an appropriate Senate committee or committees for review, or establish a committee to review the legislation, if Senate wishes to postpone that legislation to be voted on at a later time.

4.04.5 Following introduction, changes to the legislation other than minor spelling or grammatical mistakes may only be made by a referred committee or the Senate as a whole.

4.04.6 Committees, if assigned shall review and/or amend referred legislation promptly.

4.04.7 Once committee review is completed, the legislation shall be brought before the Senate for a vote

4.04.8 Legislation passed by the Senate shall be printed as an enactment and signed by the Senate Speaker. Upon signature by the Senate Speaker, the enactment shall be delivered to the President for approval or veto, as outlined in the SGA Constitution.

4.04.9 The Senate may override a presidential veto and enact the legislation with a two-thirds (2/3) majority vote.