PURPOSE

The WSUSA Senate Rules exists as a supplement to the WSUSA Constitution and Bylaws in an effort to establish sound operating procedure within the Senate. These Rules are subordinate to Weber State University Policy as well as the WSUSA Constitution and Bylaws. Adoption of Senate Rules by a two-thirds vote of the Senate is authorized by WSUSA Bylaws, Title II, Section C, 10.

EXPECTATIONS

1. Business, business casual attire or cultural attire, including WSUSA Nametag (if applicable), will be worn at all in-person Senate meetings and all public gatherings while representing the WSUSA Student Senate.

2. Senators will schedule at least two one-on-ones with the Senate President throughout each semester. Senators are welcome to schedule more meetings during the Senate President’s open office hours as indicated by Google Calendar, but a minimum of a beginning of the semester and mid-semester check-ins are required. These should be scheduled through Google Calendar by sending an invitation to the Senate President during their office hours.

3. Senators will be reminded of the required tasks and events via the Band app. This is where all quick/short communication will occur, as well as where the informal chat will be. Band posts will be made formally by the Senate President concerning all prudent matter. It is expected that Senators reply to the Band post and/or “react” to the post in some way to acknowledge the information has been received within 12 hours of the post.

4. Email will be utilized for more extensive information communication. Senators are expected to respond to all email communication within 24 hours to acknowledge the information has been received.

5. Senators are expected to use their @weber.edu email address for all communication related to WSUSA. Their email should have a formal signature indicating their Student Senate position for all correspondence to maintain professionalism.

6. Senators are expected to utilize their @weber.edu Google Calendar for at very least their schedule that would make them unavailable (such as class, work, meetings, etc.) to the best of their ability, and share it with the Senate President to allow for seamless meeting scheduling if needed.

7. Senators are required to stay updated on the Senate Calendar, which is where all Senate events, meetings, town halls, as well as required WSUSA events will be posted. Senators are advised to add any calendars relating to their constituency, as well.

8. For Virtual Senate Meetings, Senators are expected to uphold the same standards as they would in-person by keeping their videos on, maintaining a professional appearance, locating themselves in a quiet place with minimal distractions, staying muted unless speaking, stating their name before speaking, participating often and making sure that their Zoom Name is their actual name.

9. As members of WSUSA Leadership, Senators are recommended to be active participants in any and all activities outside of Senate as they are able. This includes volunteering at events hosted by other branches,
attending WSU events, attending athletic, etc. This is made easier by utilizing Google Calendars across campus such as SIL, CCEL, Student Affairs, and Athletics to name a few.
SENATE RULES

Important Definitions:

- **Formal Senate Meeting**: a required Senate meeting will be held every other Monday, starting at 2:30 PM, for the purpose of presenting or voting on Senate work and legislation. Formal Senate Meetings will follow parliamentary procedures according to the most recent edition of Robert's Rules of Order and must contain a public issues forum as part of its proceedings. There will be a Virtual option at minimum via Zoom for Fall Semester at least.

- **Senate Work Session**: a required Senate work session will be held every Monday following the Formal Senate Meeting from the Adjournment of Formal session until 4:30 PM, if needed, for the purpose of determining the contents of formal Senate meetings and to proactively fulfill the roles of the WSUSA Senate as described in the WSUSA Constitution & Bylaws. Scheduled Informal Senate Work Sessions will be held on the off-weeks, every other week from Formal Session. These will be Virtual via Zoom only for Fall Semester at least.

- **Meeting(s)**: When seen in the rules below, the word meeting refers to both Formal Senate Meetings and Senate Work Sessions.

Senate Rules:

1. All bills, resolutions, or funding requests must be delivered to the Senate President and Secretary no later than 5:00 PM on the Friday prior to the Senate meeting at which they are to be represented.

2. Non-Senate personnel or organizations wishing to be placed on a meeting agenda shall make arrangements with the Senate President no later than 5:00 PM on the Friday prior to the meeting they wish to present at.

3. Electronic device use will only be allowed if it is related to the proceedings of the Senate meetings.

4. Food will not be allowed at the Senate table during Formal Senate meetings. Beverages are allowed. Exceptions to this policy will only be made for those with a relevant medical condition.

5. A Senator may appoint a proxy to represent their constituency, if they are not able to attend a Formal Senate Meeting. It would be appreciated to have a proxy attend Informal Work session as well. The proxy will not have any voting powers on legislation or motions.

6. If a Senator must be absent from a meeting, whether it is a Formal Senate Session, Informal Work Session or Wednesday all WSUSA training, they must inform the Senate President or Secretary as soon as they know of the conflict, at least within 24 hours except in cases of emergency. If absent from a Formal Senate Session, the Senator must appoint a proxy and include their name and cc them in an email to the Senate President to enable the proxy to be invited to the meeting. Proxies are not required if a Senator will be absent from an Informal Work Session or Wednesday All WSUSA Training. For Informal Work Sessions and Formal Senate Meetings, if a Senator is absent, they must diligently review the agenda before the meeting if possible, to allow for absentee voting. Absentee votes may be cast if delivered in writing, by text or by email, to the Senate President prior to the meeting start time. The absent Senator must then carefully review the minutes, and if applicable, debrief with their proxy.

7. Attend all WSUSA Trainings bi-weekly on Wednesdays 12:30 PM – 1:30 PM. If unable to attend, the Senator must contact the Senate President or Secretary at least 24 hours ahead of time, except in cases of emergency, and must agree to watch the recording of the training before the end of the week.
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8. Monthly Town halls must offer a virtual option for at least Fall 2020.

9. Bills or Resolutions to be voted upon at Formal Senate meetings must be introduced at least one week prior to a Formal Senate meeting.

10. Senate funding requests may be voted upon during Senate Work Sessions or Formal Senate meetings. Senate funding requests exceeding the amount of $1,000 must receive a two-thirds plus one majority to pass and must be presented to the Senate one week prior to the meeting where voting will take place. All other Senate funding requests are passed with a two-thirds majority vote and may be voted upon immediately following their presentation and the deliberation of pros and cons.

11. Any Senator proposing a funding request must provide information pertaining to the funding purpose, total and itemized costs, date needed, and external funding amounts. External funding should be made a priority when seeking Senate funds. The “Date Needed” on any funding request shall be no less than two days after the request is voted upon.

12. The current WSUSA Constitution, Bylaws, Senate Rules, Formal Senate Meeting minutes, and Town hall calendar will be made available to the public by means of the WSUSA Senate Website.

13. Formal Senate meeting minutes will be approved by unanimous consent as defined by Robert’s Rules of Order. Minutes will be approved by committee for the last meetings of the Fall and Spring semesters.

14. Senate work session meeting minutes will be approved by unanimous consent at the start of each Senate work session.

15. A Senate Issues Forum will be open during all Senate work sessions from 2:30 to 3:00 PM. Issues Forums may occur after 3:00 PM during Senate work sessions with a majority vote from the Senate.

16. Meetings will be adjourned by unanimous consent or simple majority vote.

17. Meeting recesses shall be approved by a simple majority vote.

18. ‘Point of personal privilege’ will be granted by the Chair only if quorum can be maintained during a meeting.

19. In accordance with the WSUSA Bylaws, the voting record of each Senator will be included in the meeting minutes. All votes, even if conducted by ballot, are to be public excluding those for election or impeachment.

**ACTIONS**

Date: 09/28/2020

Yea: 19   Nay: 0   Abstentions: 0
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Result: Pass

Hannah Alise Olsen
WSUSA Senate President (Legislative Vice President)
09/28/2020

Julio Otay
Senate Vice Chair
09/28/2020

Hannah Olsen

Julio Otay