



**Appalachian State University
Student Government Association**

**The Committee on Rules
Bylaws**

Preamble:

The Committee on Rules (hereafter referred to as “the Rules Committee) of the Student Government Association of Appalachian State University is established in accordance with the SGA Constitution and Bylaws. The Rules Committee Chairman supervises the committee with support from the Pro-Tempore, the Secretary, and the Sergeant at Arms. The committee is part of the legislative branch of the Student Government Association and reports directly to the Vice-President. As a legislative committee it is composed of Senators who serve as voting members of the committee.

The committee is charged with the responsibility of reviewing legislative initiatives introduced in the senate, selected appointments made by the President and Vice-President, including cabinet appointments, and recommended constitutional and bylaw initiatives. This responsibility includes assisting Senators with the development of legislation and reviewing legislation for the purpose of verifying research conducted anticipated outcome of the legislative, adherence to the SGA legislative guidelines, and student impact of the legislation. The appointments screened by Rules are for the purposes of determining that the candidate meets the necessary qualifications and is prepared to go before Senate for review. With regard to constitution and bylaw initiatives, the Rules Committee is responsible for ensuring that the SGA Constitution and Bylaws are not in conflict with one another and are written in a manner consistent with existing rules, while also having been properly researched.

Authority

The Rules Committee is a standing committee of the Student Senate under the supervision of the Vice President, and chaired by the Director of Legislative Operations as prescribed in Article V, Section 4, and Subsection “E” of the Constitution of the Student Government Association. All duties exercised and recommendations made by the Rules Committee are subject to approval by the Student Senate, as stated in the previous reference of the Constitution.

Article I: Standing Objectives

1.1 The purpose of the Rules Committee is to review all actions that come before the floor of the Senate to assure a full investigation of all concerns before the Senate acts, and to review existing Bylaws and procedures of the Senate to guarantee efficiency, accountability, and due process within the Student Government Association;

- 1.2 Within the framework, the Committee shall establish procedures and guidelines for the review of all student legislation and make recommendations to the Senate to each bill's purpose, feasibility, and technical merit;
 - 1.3 Establish procedures and guidelines for the review of all nominations made by the President and/or Vice President and make recommendations to the Student Senate about each nomination to ensure appropriate qualifications as prescribed by the position to be filled;
 - 1.4 Review and make a recommendation to the full Senate on any legislation under consideration;
 - 1.5 Research legislation and business that is under consideration by the Senate in an effort to better inform the Senate;
 - 1.6 Assisting Senators and SGA committees in developing legislative initiatives;
 - 1.7 Review appointments made by the President and Vice-President and developing legislative initiatives; and,
 - 1.8 Develop legislative initiatives designed to address student concerns and needs related to proper operations of the Student Government Association.
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Article II: Membership

- 2.1 The committee will meet weekly, provided the existence of new or pending business before Senate, which will be used as a basis of its agenda. The committee is under the direct supervision of the Chairman.
 - 2.2 The Rules Committee shall be organized with its Chair appointed by the Vice President of the Student Government Association with the advice and consent of the Senate. Membership shall consist of no less than eight (8) and no more than (15) senators.
 - 2.3 The Vice President and/or Rules Chair will announce the Committee membership to the Senate no later than the second regularly scheduled meeting of the Senate in the fall semester.
 - 2.4 Each Committee member shall have (1) vote. The Chair shall only be allowed to vote in the case of a tie.
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Article III: Officers

The Rules Committee officers shall comprise of the Chairman, who will serve as the Director of Legislative Operations, the Vice Chairman, the Sergeant at Arms, and Secretary.

3.1 The specific duties of the Director of Legislative Operations, who will chair the committee, include:

- (a) Continue throughout their term to educate and guide the Rules Committee members on the goals and purposes of the committee by providing them with any information deemed necessary;
- (b) Meet with or delegate committee members to meet with any sponsor(s) of legislation before it is introduced to Rules and subsequently Senate to ensure accurate research and the fulfillment of the legislative information sheet;
- (c) Keep the Cabinet up to date on any expectations he or she has for them or any legislation involving their committee; and,
- (d) Ensure the committee members research and verify any and all questions they have while reviewing a piece of legislation individually before its appearance in front in of the committee; and,
- (e) Ensure that there is well written, well researched, feasible, necessary legislation before it is sent to the floor of Senate; and,
- (f) Report any information to the Senate, Cabinet, or Vice-President upon request; and,
- (g) Schedule all persons involved in being screened or representing/sponsoring/authoring legislation to appear before Rules for a formal review session; and,
- (h) Provide those services deemed necessary for the Vice-President; and,
- (i) Assign committee members as liaisons to other committees; and,
- (j) Conduct or facilitate legislative workshops each semester.

3.11 Other duties of the Chairman include:

- (a) Set the agenda for, organize, and serve as the presiding officer at the Rules Committee meetings.
- (b) Report actions taken and recommendations made by the Rules Committee to the Senate. In the event that he or she is unable to carry out this function, The Vice Chairman of the Rules Committee shall be delegated this task.
- (c) Receive and number all legislation to be scheduled for the Senate's consideration and make special assignments when necessary to provide complete research for all pieces of legislation.
- (d) Appoint special subcommittees to study the specific problems or concerns that falls within the scope of responsibilities of the Committee.

- (e) Appoint parliamentary assistance in the absence of the parliamentarian of the Senate at the request of the President of the Senate.
- (f) To assist the President of the Senate in setting the agenda for all meetings of the Senate.
- (g) Shall have the power to create or omit any additional positions within the Rules Committee with a simple majority vote of the members present.

3.2. The officers of the Rules Committee shall be comprised of the Chairman, who will serve as Director of Legislative Operations, the Vice Chairman, Sergeant at Arms, and Secretary. The Vice Chairman, Sergeant at Arms, and Secretary shall be nominated and voted on by members of the Rules Committee.

3.3 The specific duties of the Vice Chairman include:

- (a) Assume the duties of the Chair in the event of his or her absence or ineligibility to carry out his or her duties; and,
- (b) Assist the Rules Committee in preparing for and organizing committee meetings; and,
- (c) Assist the Chair in meeting with any introducer(s) of legislation before it is placed on New Business for the docket; and,
- (d) Assist with keeping Committee members informed and guiding them with the goals and purpose of the Rules Committee; and,
- (e) Assist with verifying senator's research and being a resource for about new legislation; and,
- (f) Carry out other assignments given by the Chair relating to the Rules Committee.

3.4 The Specific Duties of the Sergeant at Arms include:

- (a) Assist with preparing and scheduling all meetings for individuals before the start of the meetings; and,
- (b) Assume the Vice Chair's role when he or she is temporarily absent or deemed incapable of fulfilling his or her duties; and,
- (c) Removing, if requested by the Chair, any guest(s) or member(s) deemed disruptive to the normal business proceedings of the committee; and,
- (d) To secure and transport the National Colors to and from the chambers, if requested by the Chair; and,
- (e) Maintain order and decorum in meetings at the request of the Chairman.

3.5 The Student Government Association Secretary, who is a member of the Executive, will retain *ex officio* status on Rules Committee and serve as the Secretary for the committee. He or she will have no other standing in the committee, including that of voting.

3.5.1 The specific duties of the Secretary include:

- (a) Record attendance for the Rules Committee meetings; and,
 - (b) Record the minutes of the proceedings of the Rules Committee; and,
 - (c) Assist with preparing and scheduling all meetings for individuals before the start of the meetings.
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Article IV: Committee Meetings

4.1 The committee shall meet weekly while the Senate is in session at a time and place determined by the Chair, so long as there is pending or new business before senate.

4.2 All members shall be required to be on time to all Rules Committee meetings. Two (2) tardies per semester will constitute one (1) absence.

4.3 All members are required to attend all Rules Committee meetings. More than one (1) unexcused absence per semester will constitute removal from the committee.

4.4 All meetings shall be made public, unless the Chair of the committee calls for an executive session.

4.5 The Chair shall have the authority to call special meetings of the committee when deemed necessary.

4.6 Upon the presentation of a petition of two-thirds ($\frac{2}{3}$) or more of the voting membership to the Chair, members of the committee can call special meetings.

4.7 Quorum shall consist of fifty (50) percent with the truncated decimal of the voting membership plus the Chair. Should quorum not be established, no official business may be conducted by the committee.

4.8 Any committee member may appeal the decision of the Chair. The Chair's decision may be overridden with a two-thirds ($\frac{2}{3}$) vote of the voting members present.

4.9 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Rules Committee in all cases to which they are applicable and in which they are not deemed inconsistent with these Bylaws and any special rules of order of the Committee, or the Student Government Association as a whole, may adopt.

4.10 Should the committee not meet within the week of the last session of the Senate, the legislation and/or appointments shall be placed on the Senatorial docket as Unfinished Business. If the Senate wishes to take the Unfinished Business from the table, the Rules must be suspended.

4.11 Upon any introduction of legislation moved before the committee from Senate, the introducer(s) must be present at the Rules Committee meeting in order to further extrapolate and present the bill to the committee. Upon any introduction of appointments moved before the committee from Senate, the appointee(s) must also be present at the Rules Committee meeting in order to provide further details on their readiness to be confirmed by Senate. It is strongly suggested that the appointee(s) provide a copy of his or her cover letter, resume, and schedule to the committee.

4.12 Specific Duties of committee members during meetings include, but are not limited to:

- (a) Be prompt to meetings; and,
- (b) Be prepared by reviewing proposed legislation/appointments and have questions ready to be asked prior to the scheduled meeting; and,
- (c) Keep any closed discussion within the body confidential; and,
- (d) Respect the opinions of the other Committee members and, when need be, disagree in a civilized manner; and,
- (e) Participate in discussion and questioning; and,
- (f) Remain objective in voting; and,
- (g) Keep discussions focused around the issues of research and context of the legislation;
- (h) Pay attention to relevant details; and,
- (i) Always keep in mind the Committee Bylaws.

Article V: Legislation and Nominations Procedures

5.1 Proper consideration and procedure for screening legislation will be governed by the "Legislation Screening Guidelines" manual and will serve as an addendum to these bylaws, carrying the same full weight of legality that these bylaws hold.

5.1 Proper consideration and procedure for screening Executive and Legislative Appointees (as defined in Article IV, Section I and Article V, Section 3 of the SGA Constitution will be

governed by the “Nominations and Appointees Screening Guidelines” manual and will serve as an addendum to these bylaws, carrying the same full weight of legality that these bylaws hold.

Article VI: Amendment Procedures

6.1. The Bylaws of the Rules Committee may be amended by a three-fourths ($\frac{3}{4}$) vote of the Committee and two-thirds ($\frac{2}{3}$) vote of the Student Senate.

6.2. These Bylaws are effective upon passage, and all previous Bylaws are hereby declared null and void.

