

Legislative Procedure

I. Committee Chair Consultation

- A. Resolution may be submitted by individual Senator or Committee (represented by the Chair)
- B. Chair reviews research and language of proposed resolution with sponsoring Senator
- C. Committee Chair meets with Executive Board for review

II. Executive Board Review

- A. Executive Board offers advice to Committee Chair on resolution
- B. Committee Chair consults with sponsoring Senator regarding Executive Board's review
- C. Sponsoring Senator submits resolution to Chief of Staff via e-mail.

III. Chief of Staff Review

- A. Chief of Staff reviews grammar and spelling as well as format consistency with all legislation
- B. Returns updated resolution to sponsoring Senator via e-mail
- C. Chief of Staff submits to the Secretary of Administration, via e-mail, to be placed on the Meeting Agenda
 - i. Must be submitted by noon on the Friday before the next meeting
- D. Secretary of Administration e-mails resolution to Senate 24 hours prior to meeting

IV. 1st Reading

- A. Committee Chair shall announce the resolution, along with comments on the resolution, in their report.
- B. Under "New Business," Chair or sponsoring Senator reads the resolution before the Senate
- C. Suggestive (non-motined) amendments may be offered prior to 2nd reading
 - i. Sponsoring Senator is responsible for ALL amendments proposed
- D. The amended resolution will be submitted to the Chief of Staff via e-mail
- E. Chief of Staff must submit the amended resolution to the Secretary of Administration by noon the Friday prior to the 2nd reading
- F. Secretary of Administration e-mails amended resolution to Senate 24 hours prior to the meeting

V. 2nd Reading

- A. Committee Chair shall announce resolution in their report
- B. Under "Old Business," Chair or sponsoring Senator reads amended copy before the Senate
- C. ONLY motined amendments may be offered at this time
 - i. Sponsoring Senator is responsible for ALL amendments proposed
- D. Upon a "Call to Question," the resolution is read as amended and a "Motion to Accept Resolution as Read" may be made
- E. Sponsoring Senator must submit final amended copy to Chief of Staff immediately following the vote

VI. Resolution Final Formatting

- A. Chief of Staff enters amendments into final copy and notes as "PASSED", "FAILED", or "TABLED"
- B. Chief of Staff places on President's desk for consideration
 - i. No legislation shall be submitted to the President unless ALL other signatures on the resolution are made
 - ii. Failure by a Senator to sign their resolution may result in a pocket veto

VII. President's Consideration

- A. Signs or Vetoes
 - i. If not signed after 10 days of Senate passage, resolution is pocket vetoed
- B. If veto occurs, Chief of Staff shall note as "VETOED" until overturned by Senate