Some Helpful Hints to Doing Business the SGA Way!

Helpful phrases:

- “I move to (course of action: allocate, table, untable, form, dissolve, P.Q., etc.)”
- “I move to have a (however long) minute discussion over (topic of interest)”
- “I move to Open Nomination for (whatever vacant position needing filled)”
- “I move to Adjourn”
- Following a statement you… “Second!”

Special Orders

Special Orders are given to anybody or any event that does not constitute business. Such Special Orders might include presentations, activities, unstructured brainstorming sessions, t-shirt decisions, etc. Special Orders take the form of a discussion.

During Special Orders (especially in the case of allocations), senators may ask questions from outside persons.

Holding a discussion:

- A discussion may be held within the Senate whenever a motion of business is unnecessary.
- To open a discussion, a senator must move to hold a discussion over the topic for however many minutes they feel necessary. It must be seconded, and the original proposal of the discussion will then be voted on.
- If approved, the senator who opened discussion controls how time is allocated to discussion (i.e. they will be in charge of who speaks and when) but must abide by moderator rules.
- The President reserves the right to interrupt the discussion for any reasons deemed necessary.
- The discussion will end whenever the allotted time is up or the discussion comes to an end. At that point, the floor will be given back to the President and regular business will continue.

Old Business

Untabling:

- If there is a tabled motion that a senator feels is the time to continue discussion towards a vote, that senator may move to untable that specific motion of business. Upon seconding, the senator will be allowed to give a brief explanation before it is voted to untable.
- If approved, all original information about the motion from the point it was tabled will come into effect as soon as discussion resumes.
New Business:

Anything to be said or discussed must be recognized!

Business first, talk second. DO NOT begin talking and then, in the middle of your point move towards a course of action. IT WILL NOT BE RECOGNIZED!!

Bringing up Business:

- To bring up business, it must be motioned and then seconded. After the motion is recognized by the President, discussion will start with the senator who presented the motion.

- Discussion is then regulated by the means of first come-first served and so on order.

- No point will be made more than twice! It is redundant. Any senator continuing to bring up a redundant point will lose their privilege to speak for the rest of the discussion.

- No business discussion will be directed to anyone outside of the Senate. Doing so will result in the loss of speaking privilege for the rest of the discussion.

- The discussion moderator reserves the right to assist in discussion flow if it is deemed necessary. This DOES NOT, however, allow for the statements in favor or against by the President UNLESS control of the discussion is given over to the Vice President.

- If discussion has ceased, the President will end discussion by a “Call for the Question” (a vote on the motion).

Motions:

- **Motion to Amend**: A motion to change the wording on the motion to the floor takes precedence only to the motion it proposed to amend. The senator wishing to amend may not interrupt, but must be recognized in due order. The motion will need a second and is debatable (if the motion to be amended is debatable), and must be approved with a majority vote. Amendments themselves may be amended, but not any further. An amendment must be closely related to the motion being amended. If it is not, the chair should rule it out of order.

- **Friendly Amend**: If a member, during the course of debate, offers what he calls a “friendly amendment” or an “editorial amendment,” it should for more of a point of clarification to correct an error or other minor detail of the motion. The chair should ask the mover of the original motion to accept or decline.

- **Previous Question**: At anytime, outside of order, a senator may call for a vote on the motion at hand, or “Previous Question.” If seconded by another senator, at that point, discussion will be stopped and a vote will be taken on whether or not to motion is made. If not, discussion continues in the order it left off.

- **Tabling**: If a motion is not moving towards any sort of confident resolve and a senator feels that a vote on the motion would be premature, that senator may call for the motion to be tabled. A call to “Table” will be automatically recognized upon seconding. If approved, the discussion will end until untabled. However, if not approved, discussion will continue where it cut off.
Voting on…anything:

- Voting will be held in traditional Aye-Nay fashion.
- If a vote is too close, then the President may call for a showing of hands for an official count.
- If any senator is uncomfortable with a showing of hands, that senator may call for secret ballot at any time before voting begins. It must be seconded and voted on by the Senate before taking effect. If positive, voting will be done by secret ballot.
- Upon a tie vote, it will be up to the President to break the tie.

Opening Nominations:

- In order to appoint persons to positions, the motion to Open Nominations must be made and seconded. If needed, the proposer of the opening may explain why. Other than that, there will be no discussion and the motion to Open Nomination will be voted on.
- If the motion to Open Nominations passes, the President will call for nominations.
- A person nominated must be seconded to be recognized as a candidate. However, if that person being nominated is present at meeting, they will be asked to accept or decline the nomination and no seconding is needed.
- Whenever no more nominations are given or an adequate number of nominees have been taken, the President will close nominations. At this point, those nominees who might be in the room will be asked to leave and abstain their voting privileges until the nominees have been vote on.
- Discussion will then be held in order of nomination. That senator who nominated the candidate will be asked to speak on their behalf. Then, discussion may begin in normal business fashion.
- When discussion has ceased, the President will Call for the Question. At this point, candidates will be listed off of nomination and voted on. Senators may vote for as may candidates as there are open positions. Those candidates receiving the plurality will then be the Senate’s appointments to the open position(s).

Closing Meeting…Motion to Adjourn

- When a meeting is complete or a senator feels that the meeting is at a point needing to close, a senator must move to “Adjourn” (NOT “Close”). This can be made at any point, even in the middle of another motion. Upon seconding, a vote will be taken.
- If approved, the President reserves the right to make any quick announcements to the senate, and any senator is allowed the same. Note: No discussion or business! The Senate will then be released.
- If the Motion to Adjourn was made in the middle of any motion on the floor, then that original motion will be finalized in Old Business the following meeting.