

Procedural Motion 6000-P-082404

- A procedural motion to define the Code of Conduct for Senators of The
University of Toledo Student Senate

Author: Speaker Benjamin J. Hatch

Let it be moved that the following code of conduct be accepted as the standard of conduct and responsibility for Senators of The University of Toledo Student Senate:

1. Senators shall attend all Student Senate general meetings and their assigned Standing Committee meetings unless as otherwise stipulated in this section.
 - 1.1 Senators shall be disciplined pursuant to Article IV of the Constitution after the second consecutive absence or an accumulation of four absences per year.
 - 1.2 The Executive Committee may excuse a maximum of two (2) absences due to academic, illness, family, or religious issues on a case-by-case basis for each Senator.
 - 1.3 When a Senator has accumulated the maximum number of absences as stipulated by 1.1 and 1.2, the Recording Secretary shall request the Senator's resignation from Student Senate via email and a letter, which shall be put in the Senator's Student Government mailbox immediately following the last allowable absence.
 - 1.4 If no response to the letter is given within one week of its mailing, the Senator shall be disciplined pursuant to Article IV of the Constitution, including, but not limited to, censure, reprimand, and removal.
 - 1.5 It is the responsibility of Senators to maintain their attendance record and direct any questions and/or problems regarding their attendance to the Recording Secretary.
2. Each Senator, excluding members of the Executive Committee, shall be assigned by the Speaker, subject to a majority vote of the Senate, to one Student Senate Standing Committee, with the exception of the Finance Committee.

- 2.1 The Senate may assign another candidate by a majority vote of the Senate in the event that the Chair's assignment is rejected.
 - 2.2 The Chair shall strive to make assignments to these committees based on requests received from Senators and after consultation with consideration of past committee service.
 - 2.3 Attendance at assigned committee meetings is required, and attendance will be taken by each respective committee chair. Attendance rules for committee meetings will be at the discretion of the individual chair unless as otherwise stipulated by Section 1.
 - 2.4 Membership on the Finance Committee will be made by election from the Senate Body. Senators elected to the Finance Committee have the option to also be a member of another Senate Standing Committee. However, if this option is taken, attendance is required at both meetings.
 - 2.5 If a Committee Chair fails to submit a committee report to the Recording Secretary before the next Senate meeting, the committee chair will be given an absence until the attendance report is turned in.
3. Each Senator must serve at least two (2) office hours per senatorial week. An office hour shall be defined as one hour of activity related to the business, procedures, or activities of the Student Senate in the Student Government office (unless otherwise stated by the Speaker) or a Senator's Standing Committee meeting.
 - 3.1 Senators are responsible for signing the time sheet in the Student Government office.
 - 3.2 Both hours must be accounted for on the time sheet.
 - 3.3 The weekly Executive Committee meeting shall serve as one of the office hours for all Executive Committee members.
4. When acting as representatives of the Student Senate, all Senators are required to conduct themselves in a

professional and respectful manner and with decorum. Impropriety and unprofessional behavior shall be grounds for disciplinary action, including, but not limited to, censure, reprimand, and removal.

5. Roll calls will be held after each meeting is called to order.

5.1 The Recording Secretary shall note, in the minutes, the names and time of arrival of any Senators after the first roll call is taken.

5.2 Final roll call will be taken immediately following announcements. The Recording Secretary shall note, in the minutes, the names and time of departure of any Senators who leave the room before final roll call is taken.

5.3 Any Senators whose names are recorded in the minutes pursuant to 5.1 and 5.2 may be noted as being absent from a Senate general meeting by a majority vote of the Senate Executive Committee.

6. A seminar on Robert's Rules of Order Newly Revised will be offered at least once each academic term by the Speaker Pro Tempore. Although all Senators are encouraged to attend, attendance is only mandatory for newly elected or appointed Senators, or those senators who have not previously attended such a seminar.