

Rules & Procedures of the Student Government Association  
The University of Texas Rio Grande Valley

**CHAPTER 1**  
**STUDENT SENATE**

**Article I. General Provisions**

Section 1.01 All legislative powers and authorities shall be vested in the Legislative Branch of the Student Government Association in accordance to all provisions stated in UTRGV SGA governing documents.

Section 1.02 All Student Senators shall be required to attend all Student Senate meetings, meetings of committees to which they are appointed to, meetings of the SGA Advisory Council, any planned retreats of SGA, or any event as deemed mandatory by the SGA Advisory Council.

Section 1.03 DEFINITIONS. Unless otherwise specified in this document:

- (a) Member: Student senator or campus representative
- (b) Email: official student electronic mail as provided by the university
- (c) Unexcused absence: type of absence awarded to members that fail to attend a mandatory event and that fail to attain a valid excuse to their respective authority as outlined in the UTRGV SGA governing documents

Section 1.04 EX-OFFICIO MEMBERS OF THE STUDENT SENATE. Members of SGA that are not members of the SGA Legislative Branch shall be known as ex-officio members of the Student Senate. Ex-officio members of the Student Senate shall be notified of all meetings and actions of the Student Senate via email.

Section 1.05 RESIGNATIONS. Any member wishing to resign from his or her office shall be sent via email to the chair of the student senate and to the SGA president.

- (a) The chair of the senate shall notify all members within 24-hours.
- (b) Immediate action to find a replacement shall be taken in accordance with the provisions established in UTRGV SGA's governing documents.

**Article II. Student Senate Meetings**

Section 2.01 OFFICIAL MEETINGS OF THE STUDENT SENATE. Student Senate meetings shall be held at least every-other week during the Fall and Spring academic semesters, as published in the official University Academic Calendar.

Section 2.02 STUDENT SENATE MEETING. The chair of the student senate shall be responsible for publishing a list of tentative meeting dates, times, and locations on the official UTRGV SGA website.

Section 2.03 SPECIAL MEETINGS. The chair of the senate shall have the authority to call for special meetings given that prior notice of at least twenty-four (24) hours prior to the meeting is given.

- (a) Any senator, with written approval of at least two-thirds (2/3) of all sitting Student Senators, shall be able to call for a special meeting, and the same prior notice of twenty-four (24) hours shall be given in order for the meeting to be deemed mandatory.
- (b) In the case of special meetings, members have until the time the meeting starts to ask for an excused absence to their respective officer.

- Section 2.04 Any member of the Legislative Branch that is mandated to attend all mandatory Student Senate meetings or events as per provisions in the SGA Governing Documents shall receive one-half (1/2) of an absence per every “call of the roll” missed without a proper excuse. Members that miss the call of the roll for coincidental events, or emergencies, shall be exempt from this clause.
- Section 2.05 STUDENT SENATE MEETING AGENDA. The agenda for all official meetings of the Student Senate shall follow the following format:
- (a) Call to order
  - (b) First call of the roll
  - (c) Adoption of the minutes
  - (d) Petition of the students
  - (e) Special guests
  - (f) SGA President’s report
  - (g) Advisors’ report
  - (h) Standing Committee reports
  - (i) Ad-Hoc Committee reports
  - (j) Unfinished business
  - (k) New business
  - (l) Comments & announcements
  - (m) Second call of the roll
  - (n) Adjournment
- Section 2.06 CALL TO ORDER. The chair of the senate shall call the meeting to order at the time and place previously publicized at least seventy-two (72) hours in advance of the meeting. If the meeting is the first meeting of the sessions, the SGA president shall call the meeting to order, and immediately follow the procedures outlined in Chapter 3 of this document.
- Section 2.07 FIRST CALL OF THE ROLL. The chair of the senate shall instruct the sergeant-at-arms (or designee) to call the roll of current Student Senate members.
- (a) If the meeting is the first meeting of a session, the SGA president, or designee, shall call the roll.
  - (b) The sergeant-at-arms shall collaborate with the secretary of the Student Senate to ensure that the names of the members that were in attendance appears at the beginning of that meeting’s minutes.
- Section 2.08 ADOPTION OF THE MINUTES. The chair of the senate shall call for any possible amendments to the published minutes from the previous Student Senate meeting and call for formal approval of the minutes by a simple majority vote of those members present and voting.
- (a) If amendments are presented, the presenting member must provide an amendment in writing to the chair of the senate, who shall notify the membership of the amendment.
  - (b) The secretary of the Student Senate shall determine the accuracy of the amendment, and shall have the final authority in accepting or denying the incorporation of the amendment.
  - (c) Should the secretary accept the amendment, the official minutes shall be revised to reflect the amendment.
- Section 2.09 PETITION OF THE STUDENTS. Any student may present a concern or project to the Student Senate.

- (a) Such item of concern shall be referred to one of the standing committees by the chair of the senate, to an ad-hoc committee to which the concern directly pertains, or to the executive officer that directly deals with the issue at hand.
  - (b) Order of speaking shall be determined by the chair of the senate.
  - (c) All speakers must abide by all rules of order and regulations as members of the Student Senate during regular business. The chair of the senate, aided by the sergeant-at-arms, shall be responsible of ensuring order is maintained at all times.
- Section 2.10 SPECIAL GUESTS. The chair of the senate may arrange to invite guest speakers to advise, inform, and/or present to the Student Senate at his or her discretion.
- (a) Each guest presentation shall be limited to ten (10) minutes, with five (5) additional for questions or comments, unless a motion to allocate more time is passed.
  - (b) The deadline to place guests on the agenda shall be seventy-two (72) hours before the beginning of the meeting.
- Section 2.11 SGA PRESIDENT'S REPORT. The SGA president, or person designated by the president to present on his or her behalf, shall be allowed to present at every meeting of the Student Senate a report of the activities of the Executive Branch. This section may include the reports of any members of the cabinet, including the vice presidents.
- Section 2.12 ADVISOR'S REPORT. The SGA advisors shall be allowed to present at every Student Senate meeting any information they consider important for the Student Senate to be aware of.
- Section 2.13 STANDING COMMITTEE REPORTS. The chairs of the standing committees (or delegate) shall present a report of activities of their committee that are of concern to the Student Senate. The following shall be the order in which they shall present:
- (a) Academic Affairs Standing Committee
  - (b) Campus Life and Community Affairs Standing Committee
  - (c) Financial Affairs Standing Committee
  - (d) Internal Affairs Standing Committee
- Section 2.14 AD-HOC COMMITTEE REPORTS. In the case that there are ad-hoc committees established by the Senate during the duration of the session, they shall present to the Student Senate at every meeting a report of their activities.
- (a) Ad-hoc committees shall be created when there is a special need for a body of student senators to review an issue to give a recommendation or plan of action to the Student Senate.
  - (b) Ad-hoc committees shall have the same structure and rights as standing committees, with the exception that ad-hoc committees cannot act on behalf of the Student Senate unless a simple majority vote of the Student Senate approves the action of the committee.
  - (c) The chair of the senate shall appoint the chairperson and members of ad-hoc committees no more than seven (7) days after its creation.

- (d) Ad-hoc committees can be established and disbanded with a simple majority vote of those members present and voting at any Student Senate meeting given that prior notice of at least seventy-two (72) hours is given prior to the start of the meeting in which the creation/disbanding of the committee will be discussed.
- Section 2.15 UNFINISHED BUSINESS. During the section of unfinished business, all legislation referred to the floor of the Student Senate by its committees shall be entertained.
- (a) Legislation passed from committees shall be sent to the secretary of the Student Senate at least eighty-four (84) hours prior to the meeting-in-question to be added as unfinished business to the agenda.
- (b) Legislation shall be re-introduced for its second reading by the authors and chair of the committee which referred it back to the floor of the Student Senate for a vote.
- (c) Amendments to legislation presented on the floor of the Student Senate shall be presented to the chair of the senate. The presenting member must provide the amendment in writing to the chair of the senate, who shall notify the membership of the amendment.
- (d) All votes shall be taken publicly, and the results publicly and immediately announced in accordance to with UTRGV SGA governing documents.
- Section 2.16 NEW BUSINESS. During this period, the authors and sponsors of the legislation shall read the legislation number, title, and introduce the legislation to the Student Senate. The authors and sponsors shall be available to answer questions regarding the legislation.
- (a) The chair of the senate shall then refer the legislation to an appropriate committee of the Student Senate.
- (b) Upon approval from the committee, the committee chair shall send via email an updated copy of the legislation to the officers of the Student Senate no later than eighty-four (84) hours prior to the meeting in questions, as per UTRGV SGA governing documents.
- Section 2.17 SECOND CALL OF THE ROLL. The chair of the senate shall instruct the sergeant-at-arms of the Student Senate to call the roll of the current membership for the second time.
- Section 2.18 ADJOURNMENT. Members shall move to end the meeting by a simple majority vote.

### **Article III. Student Senate Leadership**

Section 3.01 The following shall be known as the officers of the Student Senate:

- (a) The Chair of the Senate
- (b) The Secretary of the Senate
- (c) The Sergeant-at-Arms of the Senate
- (d) The Chairpersons of the Standing Committees

Section 3.02 THE CHAIR OF THE STUDENT SENATE. The chair of the senate shall serve as the highest-ranking officer in the legislative branch. Procedures for election of the chair of the senate can be found in Chapter 3 of this document.

- Section 3.03 THE SECRETARY OF THE STUDENT SENATE. Shall be appointed by the chair of the senate as established in the UTRGV SGA governing documents, and is responsible for taking minutes at every Student Senate meeting and fulfilling other responsibilities as outlined in the UTRGV SGA governing documents.
- Section 3.04 THE SERGEANT-AT-ARMS. Shall be appointed by the chair of the senate as established in the UTRGV SGA governing documents, and is responsible for maintaining a record of all attendance of the Student Senate.
- Section 3.05 THE CHAIRPERSONS OF THE STANDING COMMITTEE. The chairpersons of the Standing Committees shall be responsible for leading the Standing Committees as established in the SGA Governing Documents.

**Article IV. Standing Committees of the Student Senate**

- Section 4.01 The **Academic Affairs Standing Committee** shall the responsibility, authority, and jurisdiction over the following matters:
- (a) Recommend policies to the university provost to enhance the quality of academics at UTRGV.
  - (b) Maintain relations with the academic colleges and represent the interests of the student body in policies that affect academics at each college
  - (c) Review all Student Senate legislation as assigned by the chair of the student senate.
- Section 4.02 The **Campus Life and Community Affairs Standing Committee** shall have responsibility, authority, and jurisdiction over the following matters:
- (a) Promote unity among all UTRGV locations, and ensure students across all UTRGV campuses have a voice.
  - (b) Research student concerns related to the Division of Student Success.
  - (c) Research and report on student concerns to the university community and maintain the community informed about issues pertaining to the student body.
  - (d) Review al Student Senate legislation as assigned by the chair of the student senate.
- Section 4.03 The **Financial Affairs Standing Committee** shall have responsibility, authority, and jurisdiction over the following matters:
- (a) Preliminary approval of expenditure appropriation as recommended by the secretary of finance for student travel and student events.
  - (b) Represent the interests of the Student Senate and of the student body with the university’s department of finance and administration.
  - (c) Review all Student Senate legislation as assigned by the chair of the student senate.
  - (d) Meet regularly with members of the university administration to discuss the financial status of UTRGV.
- Section 4.04 The **Internal Affairs Standing Committee** shall have responsibility, authority, and jurisdiction over the following matters:
- (a) Establishing and maintaining Student Senate relations with the Executive and Judicial branches and its officers.
  - (b) Review all appointments by the SGA president.
  - (c) Give preliminary approval to the SGA operating budget as presented by the SGA president.

- (d) Approve all recommended monetary appropriations of the Student Senate pertaining to the Senatorial Budget.
- (e) Enforce the SGA dress code.
- (f) Mentor, train, and assist new members of the Legislative Branch.
- (g) Organize retreats, workshops, award incentives, recognition ceremonies, trainings, recreational activities, and programs for all members of SGA.
- (h) Review articles of impeachment as established in the SGA governing documents.
- (i) Give preliminary approval to all legislation pertaining to the SGA governing documents.

Section 4.01

Failure by an officer of a Student Senate Committee to meet his/her role and functions of their positions shall be basis for removal. The chair of the student senate reserves the right as per the SGA Governing Documents. However, the following statutes shall also apply when needed:

- (a) The Student Supreme Court, upon review of the performance of the officers of the Committees of the Student Senate, shall reserve the right to recommend the removal of any officer of a Committee of the Student Senate to the Student Senate.
- (b) The recommendation shall be in the agenda of the upcoming Student Senate meeting given that the recommendation is issued at least eighty-four (84) hours prior to the meeting in question.
- (c) The chair of the student senate shall be responsible to include recommendation for removal in the agenda of the corresponding meeting.
- (d) The officer in question, upon recommendation for removal by the Student Supreme Court, shall be effectively removed from his or her officer position (not from his or her senator position) with a simple majority vote of the Student Senators present and voting.

**Article V. Legislation**

Section 5.01

**AUTHORING LEGISLATION.** Any UTRGV student shall reserve the right to author legislation.

Section 5.02

**FILING LEGISLATION.** All legislation shall be filed with the chair of the senate by the sponsor.

- (a) Upon introduction of legislation, the chair of the student senate shall number the legislation.
- (b) A student senator that is listed under the legislation's authors shall not serve as the sponsor for the same legislation.
- (c) The chair of the senate shall forward legislation introduced to the chairperson of a Student Senate committee that, in accordance to the guidelines and responsibilities established in the SGA governing documents, could be better suited to review the legislation to recommend approval to the student senate as a whole.
- (d) A committee that reviews legislation shall make a decision regarding preliminary approval on all received legislation no later than fourteen (14) days after referral of the legislation to the committee by the chair of the senate.

- (e) The chair of a committee that reviews legislation shall return the assigned legislation to the chair of the senate with the decision of the committee along an executive summary of the legislation no later than seventy-two (72) hours after a decision by the committee is done.

**Article VI. Debate, Voting, and Other Procedures for Student Senate Business**

Section 6.01

DEBATE shall be open in all debatable motions. The structure of general debate shall be as follows:

- (a) It shall begin when the chair of the meeting calls for debate or discussion. If no members decides to speak, the chair of the meeting will call for debate or discussion two (2) additional times at five (5) second intervals.
- (b) There may be a debate-opening statement in favor of the motion by the senator that made the motion with a limit of four (4) minutes. That senator shall reserve the right to transfer the right to speak to another senator only before he or she makes any statement in support of the motion. Once a member starts a statement, the time is non-transferrable.
- (c) In case there is no opening statement in favor of the motion, and if there is someone against the motion, an opening-statement against the motion shall be allowed by the chair of the senate. The opening statement shall not exceed four-minutes under any circumstance.
- (d) After the opening statements, the debate shall limit to a "for"- "against" format. If, after someone has spoken "for"/"against" the motion, there is not another person that wishes to speak against that stance, debate shall end.
- (e) Someone that has spoken for more than two (2) times during a debate shall not be allowed to participate in the debate for that pertaining motion for the remaining of the debate. Opening statements fall within this criteria.
- (f) Debate for a single motion shall not exceed 30 minutes unless a motion is entertained to extend the limits of debate. No more than two debate-extending motions shall be entertained for each item of business during a singular meeting.

Section 6.02

VOTING. Votes shall be taken in one or more of the following ways:

- (a) Voice Vote (affirmative answer "aye", negative answer "nay")
- (b) Unanimous vote (asking if there are no objections)
- (c) A roll call vote of the student senators shall be ordered unless a majority of the members object, and the results shall be entered by the secretary onto the minutes of that Student Senate meeting.
- (d) Raise of hands.
- (e) A vote by ballot shall not be in order except in the cases of elections or appeals on removal of members.
- (f) Any voting member may request that his or her vote be entered on the minutes of the Student Senate meeting at which the vote takes place.

Section 6.03

ONLINE VOTING. Any member with the authority to make a motion may approach the chair of the senate with a petition to call for one via email.

- (a) After a motion has been made and seconded, a forty-eight (48) hour time limit shall exist for members to cast their votes by the electronic medium established by the chair of the senate.
- (b) All online motions require a two-thirds (2/3) approval of all student senators to pass.
- (c) Student Senators that fail to vote within the time limit shall be charged with one-fourth (1/4) of a full absence.
- (d) A senator who fails to vote shall be allowed to send his/her excuse to the sergeant-at-arms before the next formal Student Senate meeting with the exception of emergencies.

Section 6.04

OBSERVERS. Observers shall be those students who are not members of the Legislative Branch or ex-officio members of the Student Senate.

- (a) In all meetings of the Student Senate or its Standing Committees, observers shall have the privilege of addressing such meetings when so allowed by the chair of that meeting. A time limit may be imposed.
- (b) Any person attending a meeting of the Student Senate or its Standing Committees, or that have been granted the privileged of addressing such a meeting, shall conform to, abide by, and be subject to all the rules, laws, and regulations, as adopted by the body for governing the conduct of its members and business.

Section 6.05

RECONSIDERATION. A motion to reconsider must be made by a member who voted with the losing side.

- (a) Motions to reconsider shall be in order only at any time during the meeting at which the vote to be reconsidered.

#### **Article VII. Amendments**

Section 7.01

All legislation pertaining to amendments to this document shall go to the Internal Affairs Standing Committee for review, as per the guidelines established for all other legislation in the SGA governing documents, before reaching the floor of the Student Senate.

Section 7.02

After the committee provides preliminary approval, the proposed amendment(s) shall then go to the floor of the Student Senate, and they shall pass with a simple majority approval of the Student Senators present and voting. Failure to reach preliminary approval or a simple majority approval of those student senators present and voting shall end the process of the amendment in question.

- (a) After approval by the Student Senate, the proposed amendment(s) shall then be passed on to the SGA President for approval or veto as per the channels established in the SGA Governing Documents.
- (b) If the president vetoes the amendment(s), the Student Senate shall reserve the authority to override the presidential veto with a two-thirds (2/3) vote of the student senators present and voting.

Section 7.03

No amendments to the amendment(s) shall occur to the version that receives preliminary approval from the Internal Affairs Standing Committee.

**CHAPTER 2**  
**EXECUTIVE BRANCH**

**Article VIII. Legislation**

- Section 8.01 All passed Student Senate legislation shall be presented to the SGA president within seven (7) calendar days after approval of the Student Senate.
- Section 8.02 The president, or designees, shall work with the sponsors of the bill and appropriate university departments to enact certified legislation.
- Section 8.03 The SGA president and campus vice presidents shall notify the chair of the student senate be if they will not be able to attend any meeting of the Student Senate within three (3) days, with the exception of emergency situations.

**Article IX. Procedures for Nominations and Appointments**

- Section 9.01 Openings in SGA that are filled by presidential appointment shall be publicized through the campus media, at least seven (7) business days, if needed, prior to the filing deadlines as set by the president.
- Section 9.02 The following information shall be made available:
- (a) Positions available
  - (b) How and where to apply
  - (c) Deadline to apply
  - (d) General information about the position(s)
  - (e) Any other information as deemed necessary by the SGA president
- Section 9.03 The Office of the Dean of Students shall assist the president in providing this information to the students.
- Section 9.04 Any student wishing to file for consideration to an appointive position shall file an application on the official SGA V-Link page.
- Section 9.05 The president shall review the applicants and make a nomination for appointment to the position and/or re-open the application process, as deemed appropriate by him or her.
- Section 9.06 The nominations for appointment shall be submitted to the chair of the student senate, who shall forward them to the Internal Affairs Committee of the Student Senate for preliminary approval prior to being presented to the Student Senate.

**CHAPTER 3**  
**PROCEDURES TO ELECT THE CHAIR OF THE STUDENT SENATE**

- Section 9.07 All current Student Senators are eligible to be candidates for the position of chair of the senate.
- Section 9.08 Any student senator shall be able to nominate any student senator. Self-nominations shall be allowed.
- (a) Members that wish to nominate someone other than yourself for chair of the senate, shall e-mail the SGA president and copy in that email the person he or she is nominating.
  - (b) The person shall then reply to that email to the SGA president confirming their interest in being a candidate for the position, along with their 300 word personal statement, which is explained later in this Chapter.

Section 9.09

- (c) If the person being nominated does not accept the nomination, that person must reply to the SGA president saying he or she is not interested in being a candidate.

In order for a name to appear on the ballot, the candidate must e-mail the SGA president with interest in running for chair of the senate, and provide a statement no longer than 300 words in that same email.

- (a) Submitting a personal statements is not mandatory for candidacy, but it is highly recommended.
  - (b) Statements will be read to the senate by the SGA president at the date of the meeting as the starting procedure.
  - (c) Only statements submitted to the SGA president via e-mail at least 24 hours before the start of the meeting shall be presented and read to the senate.
  - (d) Self-nominations will be accepted during the last 24 hours before the meeting, and the SGA president will call for any last second self-nominations before beginning the election process.
  - (e) Senators that submit their names less than 24 hours prior to the beginning of the meeting shall retain all the rights of all other candidates with exception of having their name appearing on the ballot and having their bio read to the Student Senate.
  - (f) Student Senators that submit their candidacies 24 hours before the end of the meeting, but that are not able to attend the meeting in person, shall appear on the ballot and have the following rights and responsibilities:
    - i. Bios of candidates that are not present at the meeting, but that meet the deadline requirements, just like for all candidates, shall be read to the Student Senate by the SGA president.
    - ii. Their speeches must be sent to the SGA president via e-mail before 12 hours before the beginning of the meeting.
      - 1. The speech will in turn be read to the Student Senate, with the time limit of five (5) minutes.
      - 2. If a speech is not received by the SGA president by the deadline stated above, the candidate shall lose the right to a speech, but retain all others.
      - 3. Votes of non-present candidates shall not count.
      - 4. Candidates that are present via webcast shall retain all rights of all other candidates
      - 5. Candidates that are present via webcast must follow all rules and procedures stated and outlined in this document and of the Student Senate meeting and Robert's Rules of Order.
- 2. The SGA president shall read the Constitutional duties of the chair of the senate before doing the last call for nominations.
    - a. The duties of the chair of the senate shall be in display during the candidate speeches and during the debate.
    - b. Once the SGA president moves to begin the candidate speeches, no more nominations shall be allowed.
  - 3. All eligible candidates, as deemed by the SGA Governing Documents, and these guidelines will then be allowed no more than five (5) minutes to give a speech to the Student Senate.

- a. The content of the speech is left up to the discretion of the candidate.
  - b. The SGA president and/or vice presidents shall not assist any senator in the creation and/or development of his or her speech, or provide any feedback in any way, shape, or form.
  - c. The speech shall not criticize or have as a subject any other senator (s) that is/are running for chair of the senate (this does not include debate). The SGA president will rescind any remaining time of any candidate that violates this clause. A candidate in violation of this clause shall not be removed from candidacy.
  - d. All speeches and opinions expressed during the delivery of candidates' remarks and proposals shall maintain and protect the integrity of SGA as a whole and of the students we all represent. The SGA president shall have the authority and discretion to rescind the remaining time of any candidate that fails to meet these standards.
  - e. No candidate shall be allowed to be present at a room where any candidate speeches are being delivered other than his or her own.
  - f. No debate shall take place while a candidate is inside the room of the meeting.
  - g. The SGA president shall ensure that no candidate is inside the room at any time according to the guidelines established in this document.
    - i. If a candidate does not exit the room of the meeting upon signal by the SGA president, that candidate shall be disqualified immediately, and shall stay inside the room and retains his or her right to participate in the debate.
    - ii. Candidates shall reserve the right to drop out of the race at any time during any deliberation of the procedures outlined in this entire document.
  - h. The speech timer shall be displayed during the duration of the speech, and shall not stop for any reason other than a major emergency once the candidate begins to speak.
4. For every candidate there shall be 30 minutes added to the maximum time for debate with a maximum of one-hour of total debate.
- a. The SGA president shall be in charge of keeping the overall time for debate.
  - b. The student senators participating in debate can end debate at any time with a motion phrased "I move to end debate and proceed to voting".
    - i. The motion shall be properly seconded by stating "I second", or "second"
    - ii. All those in favor shall say "aye" when called upon.
    - iii. Those against shall say "nay" when called upon.
    - iv. Those abstaining shall raise their hand when the SGA president calls for abstentions.
    - v. The motion shall pass with a vote of one (1) plus one-half (1/2) of the student senators present and voting, with the exception of the candidates.
  - c. If a motion to end debate passes, the candidates shall be asked to come back into the room to exercise their right to vote.
  - d. Any and all remarks and speeches made during debate shall be addressed to the SGA president.
5. The ballot will include only the names of those Student Senators that submitted their personal statements and interest to the SGA president via e-mail at least twenty-four (24) hours prior to the scheduled start of the meeting.
- a. All Student Senators present, candidates and non-candidates, shall be able to vote.
  - b. All votes shall be secret.
  - c. A write-in space will be provided in order to allow for Student Senators to vote for any candidate that announces his or her candidacy less than 24 hours before the scheduled start of the meeting.

- d. Candidates that are present via webcast shall communicate their vote via text-message or e-mail to the SGA president.
    - i. The SGA president will in turn, with the supervision of the interim secretary, cast the votes in paper corresponding to the selection of those Student Senators that submitted their votes via text message.
    - ii. The SGA president and secretary shall not disclose, under any circumstance, the votes of those members that submitted their votes to any individual.
  - e. The SGA president shall be in charge of distributing all the ballots to those members eligible to vote.
  - f. The SGA president shall gather all votes and count out loud each vote.
  - g. The interim secretary shall keep a tally of the votes.
  - h. The interim secretary shall announce the results to the Student Senate as soon as he or she has the total count.
  - i. The order in the ballot shall be determined by alphabetical order of the last name of the candidates. The final option in the ballot will be the write-in space.
6. In order to be elected, a candidate must receive at least one more vote than one-half (1/2) of all the votes submitted by the Student Senators present and voting.
- a. If there are more than three (3) or more initial candidates, and none receive the needed amount, the top two candidates with the most votes shall proceed to a final round of votes.
  - b. If two (2) or more candidates receive the same amount of votes for second place, the Senate shall decide, by the same previous method, who of those candidates shall advance to the final round of voting.
    - i. If three (3) candidates receive the same amount of votes in the initial round, the senate shall cast votes in the following manner to determine which two candidates advance to the run-off:
      1. Candidate A vs Candidate B \*senate votes between the two\*
      2. Candidate A vs Candidate C \*senate votes between the two\*
      3. Candidate B vs Candidate C \*senate votes between the two\*
    - ii. The two (2) candidates with the most aggregate votes in total after this deliberation shall advance-on to the runoff election.
  - c. The winner of a runoff will be the candidate with one (1) more vote than one-half (1/2) of all votes submitted for that particular runoff election.
7. The content of these rules shall be read by the SGA president before the beginning of the process, and before making the last call for nominations.