

THE BYLAWS OF THE STUDENT SENATE OF KNOX COLLEGE

I. Election of Senators

- A. At the beginning of each academic year, it will be the responsibility of the Executive Board to organize districts based proportionally on residence figures
- B. Once the districts have been apportioned, it will be decided at the discretion of the Executive Board as to how many representatives will be elected from each district
- C. It will then be the job of the Communications Officer to make available applications for prospective candidates.
- D. Once the deadline for applications has passed, the Vice President will setup an online election and the Communications Officer will publicize it to the entire campus.
- E. By this process, Senators will be elected and shall hold office for a term with the maximum length of one year and not to extend past the next immediate spring term following their election.
- F. The election process should be completed and the new Student Senate should be seated by October 1.
- G. Once elections are completed; no extra Senator positions or 'at-large' Senators may be created without a $\frac{3}{4}$ majority of Senate votes.

II. Senate Meetings

- A. Each meeting will begin at a pre-set time and at a predetermined location.
- B. Meetings shall be scheduled to last two hours and take place once a week.
- C. Senators should make it a priority to attend fully all meetings as each of them has been elected by their peers within the Knox community.
- D. The President shall preside over all Senate functions.
- E. In the event that the President is unable to preside over a meeting or wishes to engage in debate, he/she must yield the chair to the Vice President or next ranking officer.
- F. Officers rank as follows: President, Vice President, Treasurer, Communications Officer, Safety and Services Committee Chair, Dining Services Committee Chair, Technology Committee Chair, Residential Quality of Life Committee Chair and finally First-Year Representative.
- G. In the rare event that none of the above mentioned officers are able to preside, Senate shall immediately adjourn until the next scheduled Senate meeting.
- H. Senate may go into a closed session when a $\frac{3}{4}$ majority wishes to do so.

III. Procedures of Senate Meetings.

- A. Meetings will begin with a roll call.
- B. Absences will be either excused or unexcused.
- C. In order to take an action, Senate must maintain quorum. Quorum will consist of $\frac{1}{2} + 1$ of the total number of Senators being present.
- D. Once the chamber has achieved quorum, the meeting will continue in the format the presiding officer sees fit.
- E. A consent agenda shall be made public prior to the general Senate meeting at which it will be voted on.
- F. Finance Committee recommendations and approval of the prior week's Senate minutes shall be contained in the consent agenda.
- G. Any Senator may ask to have any item or items removed from the consent agenda for a separate discussion and vote.
- H. With the exception of anything explicitly listed below, Robert's Rules of Order will govern Senate meetings.
 - I. The number of 'ayes' needed to pass a resolution is $\frac{1}{2} + 1$ of the Senators present.
 - J. The number of 'ayes' needed to pass a Constitutional Amendment shall be $\frac{2}{3}$ of all present Senators.
 - K. The number of 'ayes' needed to remove an item from the consent agenda shall be ten
 - L. The number of 'ayes' needed to close the speakers list shall be $\frac{2}{3}$ of the present Senators.
 - M. The number of 'ayes' needed to immediately end discussion shall be $\frac{3}{4}$ of the present Senators.
 - N. A speaker's list shall be maintained by the Chair for all debates held on resolutions and procedural motions. A meeting attendee may signal to be added to the speaker's list with a raised hand.

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- O. The Chair shall call on attendees to speak in the order in which they were added to the speaker's list.
 - P. Any Senator may propose a resolution on behalf of him or herself or his or her constituents during the addition/revision portion of the agenda.
 - Q. Upon proposal of a resolution during a general Senate meeting, it will be automatically referred by the Chair to the relevant standing committee. If there is no relevant committee or time does not permit this, it may be moved directly to the floor by the Chair. Any Senator may also make a motion that it be moved directly to the floor, requiring a second and a two thirds vote of the Chamber.
- IV. Attendance Policy and Policies for Dismissal/Resignation of Senators.**
- A. Only the absences cleared by the Vice President will be excused, all other absences will be unexcused.
 - B. In order to obtain an excused absence, a Senator must clear with the Vice President the reason for his/her absence at least one day prior to the weekly Senate meeting.
 - C. A Senator is allowed one unexcused absence per academic term.
 - D. A second unexcused absence in a given term will result in the immediate dismissal of that Senator.
 - E. Any Senator may resign from office at any time which they deem necessary by writing a letter to the President of the Senate.
 - F. In the event of a Senator's dismissal or resignation, the seat shall remain vacant until a special election is held before the first Senate meeting of the next academic term.
 - G. A Senator may vacate his/her Senate seat for any reason and any length of time that the Exec Board determines to be appropriate.
 - H. In the event a Senator vacates his/her seat, the Exec Board shall either recommend a replacement or leave the seat empty.
 - I. In the event of a vacated seat, the newly installed Senator must be confirmed by a 2/3 majority of the full Senate.
 - J. If and when a Senator returns to the post he/she vacated, the Senator who was filling in will be removed.
 - K. If a Senator is assigned to a faculty committee, it is his/her responsibility to attend those committee meetings on a regular basis. The Student Senate Exec Board reserves the right to excuse any faculty committee member from service if he/she misses an egregious amount of faculty committee meetings.
- V. Voting**
- A. There are five distinct types of votes: voice votes, unanimous consent, hand votes, straw poll votes and roll call votes.
 - B. All votes by default will be done by a voice vote.
 - C. Any senator may request a resolution be passed without discussion by making a motion to agree by unanimous consent. The motion does not require a second and may be defeated by the objection of any single senator. If no objection is heard, the resolution is passed by unanimous consent.
 - D. The presiding officer will tally any hand vote and announce it to the chamber. The tally will also be included in the Senate minutes.
 - E. A roll call vote may be requested by any Senator.
 - F. All roll call votes will be indicated in the minutes so they are made public knowledge as they are intended. The vote tally will also be announced to the chamber.
 - G. A straw poll vote may be requested by any member of the Exec Board.
- VI. Committee Structure and Process**
- A. At the first meeting of Student Senate, the presiding officer shall instruct Senators to declare their preferences of Senate committees and faculty committees.
 - B. The Exec Board shall then assign Senators to committees.
 - C. Committees are encouraged to meet weekly and are required to meet no less than four times per academic term.
 - D. Attendance at all regularly scheduled committee meetings is mandatory.
 - E. An unexcused committee absence shall count as 1/2 of a Senate unexcused absence. Committee Chairs must be contacted to receive an excused absence

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- F. As with all Senate meetings, all committee meetings will be open to any member of the Knox community.
- G. The Chair shall conduct committee meetings and shall only vote in case of a tie.
- H. A committee may go into closed session with a 3/4 vote of the members present

VII. Exec Board Structure and Process

- A. The President shall chair meetings of the Executive Board. In his or her absence the order of succession shall be the same as for a regular Senate meeting.
- B. The Executive Board shall hold a regular weekly meeting set at the beginning of each term.
- C. Votes by the Executive Board shall be conducted by a voice vote.
- D. The President shall vote only in the case of a tie.

VIII. The Election of Exec Board

- A. Applications for the next year's Exec Board will be made available during the fourth or fifth week of spring term.
- B. The outgoing Vice President of the Senate will oversee the election process once the application deadline has passed, unless the outgoing Vice President is seeking election to the Exec Board, in which case the election committee will oversee the election