MUHLENBERG COLLEGE STUDENT GOVERNMENT ASSOCIATION
STANDING RULES OF ORDER

ARTICLE I. CONDUCT OF MEETINGS

Section One. Time and Place of Meetings.

A. Regular meetings of the SGA shall commence at 6:00 p.m. in the Friedman Family Conference Room of the Haas College Center unless otherwise ordered by a vote of two-thirds (2/3).

B. The SGA's first regular meeting of each semester shall occur on the second Thursday after the beginning of the semester.

C. The Executive Board of the SGA shall create a schedule for the remainder of the regular meetings of the semester to be voted on by present and voting members of the General Assembly at the last regular meeting of the previous semester.

Section Two. Order of Business.

A. The business of the SGA regular meetings shall be arranged in the following order:

   I. Roll Call
   II. U.S. Pledge of Allegiance
   III. Approval of Agenda
   IV. Approval of Minutes
   V. Constituency Comments
   VI. Reports of Committees
       a. Standing (in order by Bylaws)
       b. Special (in order by creation)
       c. Institutional (on request of the Executive Board)
   VII. Officer Reports
       a. President
       b. Vice President
       c. Executive Secretary
       d. Treasurer
       e. Recording Secretary
   VIII. Unfinished Business
       a. Second Reading agenda
   IX. New Business
       a. First Reading agenda
X. Adjournment

B. A proposed agenda shall be developed by the Executive Board at its bi-weekly meeting and presented to the SGA for approval.

Section Three. Decorum at Student Government Association Meetings.

A. A list of the rules governing decorum shall be made available to guests at SGA meetings upon request.

B. Members and guests shall:
   1. Refrain from the use of profanity.
   2. Refrain from engaging in side conversations.
   3. Silence all portable electronic devices including cell phones, tablets, pagers, and music players.

C. Guests shall:
   1. Wait to be recognized by the chairperson before rising to speak.
   2. Address all comments to the chair, not individual members.
   3. Engage in debate on a motion only with the approval of the membership.
   4. Not, under any circumstances, vote.

D. Members shall wear casual business attire (slacks or skirt, blouse or collared shirt with sleeves) to meetings.

Section Four: Rules of Conduct.

A. Expenditures. All main motions related to the expenditure of funds shall be conducted by a roll call vote.

B. Constituency Comments. Regular meetings of the SGA shall provide an opportunity for comments from constituents. SGA representatives may seek clarification of a constituent’s comments, but they may not engage in debate or offer a constituency comment of their own. Comments submitted in writing or via email shall be read by the Recording Secretary.

C. Guest Speakers. Guest speakers shall be limited to ten (10) minutes unless otherwise ordered by the membership.

Section Five. Minutes.

A. The Recording Secretary shall distribute draft minutes to SGA members and the Student Government Association Advisor within forty-eight (48) hours of a meeting’s adjournment.

B. Roll call for the purpose of attendance and voting shall be recorded in a document separate from the minutes of a meeting.

C. Reports from committees shall be presented in writing to the Recording Secretary after they have been read to the SGA.

D. Format.
1. References to individuals within the minutes shall refer to them by title and last name.

2. Main motions proposed under Reports (i.e. a recommendation from committee) shall initially be listed within the section of the minutes titled, “New Business.”

3. Abbreviations and acronyms shall be spelled out the first time they are listed in the minutes with the abbreviation or acronym appearing parenthetically after the item. Subsequently, only the abbreviation or acronym need appear.

4. Minutes shall include section headings equivalent to those outlined in the SGA Order of Business.

E. Corrections to draft minutes must be reflected in the minutes, even if recorded electronically.

F. Approved minutes shall be placed on the SGA website by the Digital Publicity Officer within forty-eight (48) hours of approval.

ARTICLE II. APPOINTMENTS

Representatives to faculty and institutional committees shall be appointed at the start of the fall semester to serve a term of one year or until a successor is appointed.

ARTICLE III. LEGISLATION

Section One. Codifying.

A. Legislation shall be numbered consecutively in the order it is introduced on the floor.

B. Each piece of legislation shall begin with a designation of “F” (fall) or “S” (spring), followed by the last two digits of the current year. The number of the piece of legislation will follow the year, preceded by a hyphen. (ex: S12-021)

Section Two. Considering Legislation.

Debate on each legislative motion shall be limited to one hour unless otherwise determined by the SGA.

ARTICLE III. AMENDMENTS

A. Amendments to the Standing Rules of Order provided without previous notice shall be adopted by a vote of two-thirds (2/3).

B. Amendments to the Standing Rules of Order provided with previous notice shall be adopted by a majority (more than half) vote.