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 two-thirds (2/3) vote of the present and voting members of the General Assembly.

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 first regular meeting of the 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 suggested agenda shall be developed by the Executive Board at its 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. May engage in debate on a motion only with the approval of the membership.
   4. May not, under any circumstances, vote.

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

E. As per Robert’s Rules of Order Newly Revised (RONR), the chair may have a guest removed from the room if the rules of decorum are not being followed.

Section Four: Rules of Conduct.

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

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 and/or offer advice on the matter, but they may not engage in debate or offer a constituency comment of their own. Comments submitted in writing or via email should be read by the Recording Secretary.

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

D. Standards of Honesty.

   1. Every member is expected to present only information that is accurate and straightforward. This standard applies to anything said during any meeting in which the Student Government Association business is conducted.

   2. The act of providing dishonest information is not a protected right and is subject to censure.
3. If a member relays inaccurate or false information that was supplied by an administrator or faculty member, he or she should not be subject to censure.

4. Every member is encouraged to keep records of their discussions and correspondence related to Student Government Association business.

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,” and shall be considered notice of that motion.
   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 on the official 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.

Section Six. Caucus.

A. A member may request a caucus to informally discuss a topic. Such a request may only be made at the conclusion of Officer Reports.

B. A motion for caucus requires a majority vote of the members present and voting for passage. The maker of the motion must identify the topic of the caucus in the motion. The maker of a motion for an unmoderated caucus must identify a rationale for the appropriateness of an unmoderated caucus after the motion has been seconded.

C. The Chair, or a member of the SGA elected by the membership as a Chair pro-tem, shall serve as the moderator, unless it is designated as an unmoderated caucus.
D. A caucus shall last no longer than ten (10) minutes. It may not be extended by any means. A caucus may be ended with a motion to return to the Order of Business. Such a motion requires a majority vote.

E. No main motion may be made or acted upon during a caucus.

**ARTICLE II. 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)

C. Legislation shall be classified as either an “Act” or a “Resolution.”
   1. An Act shall be legislation that calls for action from the SGA and its members.
   2. A Resolution shall be a declarative statement, preceded by a preamble, announcing a position of the SGA and explaining the reasons for this position.

**Section Two. Considering Legislation.**

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

**ARTICLE III. AMENDMENTS**

Amendments to the Standing Rules of Order require a two-thirds (2/3) roll call vote of the present and voting members of the general assembly.