UMSGINC

Standing Rules Of the General Student Senate

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Rule I - The General Student Senate and This Document

A. **Purpose**
Pursuant to UMSG Const. art. IV, part I, § 1, the General Student Senate (hereafter "Senate") shall be a deliberative assembly with the purpose of serving as the Legislative and Judicial Body of the University of Maine Student Government, Inc., (hereafter "UMSG") and representing the Undergraduate Student Body at the University of Maine.

B. **Robert's Rules of Order**
The Senate shall operate entirely under the rules prescribed in Robert's Rules of Order, Newly Revised, 11th ed. (hereafter "RONR (11th ed.)", except where written in this document.

C. **Powers of a Deliberative Body**
Pursuant to RONR (11th ed.), p. 565-591, this document is hereby endowed with all the powers of the bylaws of a deliberative body.

D. **Sessions**
Sessions of the Senate shall have a duration of one (1) calendar year. The Session beginning on Tuesday, 11 November 2014 shall be numbered 36, and all subsequent Sessions shall be numbered accordingly. Sessions shall commence when the prescribed first meeting of the Session is called to order, and Sessions shall end when the prescribed last meeting of the Session is adjourned.

Rule II - The Office of Senator

Section 1: Definition and Number

A. **Definition**
Members of the Senate shall be called Senators. Senators shall have all the rights and privileges conferred upon a member of a deliberative assembly pursuant to RONR (11th ed.), p. 3, ll. 1-15.

B. **Number**
Pursuant to UMSG Const. art. IV, part I, § 3, paragraph A, there shall be no fewer than twenty-five (25) and no more than thirty-five (35) Senators. Twenty-five (25) senate seats will be determined by a college-based system, with the number of seats proportional to the population of

each college for the given year, and ten (10) senate seats will be determined by an at-large system.

C. **Senate Vacancies**
In the event that a Senate seat should fall vacant, it shall stay vacant until the next election occurs, except when there are fewer than thirty-five (35) Senators, in which case the President of the Senate shall have the power to fill seats to make up the difference at their discretion provided that all Senators continue to meet the requirements listed in Section 3.

D. **Quorum**
Quorum of the Senate, as defined in RONR (11th ed.), p. 345-351, shall be a majority of the number of seated Senators who are expected to attend a meeting at the time, whatever that number may be.

Section 2: The Election of Senators

A. **Fair Elections**
Elections of Senators shall be conducted under the direction of the Fair Election Practices Commission and its Chair. The Fair Election Practices Commission shall operate under its own rules, except where written in this document.

B. **Eligibility of Candidates**
Candidates shall be persons who are eligible to be elected as Senators. In order to become a Candidate, a member of the Undergraduate Student Body at the University of Maine must meet the following requirements:

1. A student shall be considered for a senator position if they are enrolled as a full-time student at the University of Maine and has a cumulative GPA of at least 2.0. If the candidate is in their first year at the University of Maine, the most recent college or university cumulative GPA must be a minimum of a 2.0 on a 4.0 scale. If no college cumulative GPA is available, the student will be able to serve on senate for the first term and will continue for each semester, thereafter, provided that their cumulative GPA is at least 2.0
2. The student must be enrolled in at least six (6) credit hours at the time of election. In order to verify the student's enrollment status, a copy of the student's schedule must be submitted to the Student Government Office.
3. The student must complete a nomination form. Nomination forms may be collected from the Student Government Office. The nomination form shall require:
    a. The student running for a college-based seat, after completing the other information fields, gathers at least twenty-five (25) signatures from members of the College in which they are running.

b. The student running for an at-large seat, after completing other informational fields, gathers at least fifty (50) signatures from members of the Undergraduate Student Body. Of the fifty (50) signatures, every college at the University of Maine must be represented by at least three (3). The colleges that must be represented are: The Maine Business School, the College of Education and Human Development, the College of Engineering and Computing, the College of Liberal Arts and Sciences, and the College of Earth, Life, and Health Sciences.

C. **Number of Candidates**
Elections for Senators of each college shall occur only if there are more candidates than seats delegated to each college, or more than ten (10) candidates for the At-Large seats. If there are fewer candidates than open seats, no election shall occur, and all candidates shall be seated as Senators at the first meeting of the next Session.

D. **Election Timeline**
Elections of Senators shall take place on any single regular academic day in the Fall semester, but not less than one (1) week before the end of the current Session of the Senate. The Fair Elections Practices Commission shall decide when the election takes place each year so long as their decision complies with this directive.

E. **Election Results**
The Candidates for each college who receive the greatest number of votes shall be seated as Senators at the first meeting of the next Session. In the intervening time, such Candidates shall be called Senators-elect.

F. **Senate Oath**
At the first regular meeting of the Senate, all Senators-elect shall stand, raise their right hands, and repeat the following oath, to be administered by the President of the Senate:

"I (state your name) do solemnly swear that I will support and uphold the Constitution of the University of Maine Student Government, Inc., and all other rules and guidelines to which I will be held. Further I swear to well and faithfully discharge the duties of the office upon which I am about to enter, while representing my constituency and the University of Maine."

G. **Next Session**
The next session of the General Student Senate shall begin on the first Tuesday of the Spring semester of the University of Maine.

H. **GPA Requirements**

If a senator-elect has a GPA that fails to meet the 2.0 minimum requirement between the time of election and taking office the following semester, that senator will be ineligible for office and a new senator will fill that spot, at the discretion of the President of the senate.

Section 3: Requirements of Senators

A. **Requirements**

All Senators shall be compelled to:

1. Attend all meetings of the Senate;
2. Receive training from the UMSG Attorney before being sworn in;
3. Fulfill the minimum committee participation requirements of the Senate by:
    a. Holding one (1) of the following positions:
        i. Member of the President's Cabinet pursuant to UMSG Const. art. V, part III, section 5
        ii. Member of the Executive Budgetary Committee
        iii. Member of the Student Organization Committee
        iv. Elected Senator of the Student Entertainment Committee
        v. Chair of a Standing Committee pursuant to SRS Rule I (1)(a)(i-v)
        vi. Chair of a Special Committee
    b. OR holding any combination of two (2) of the following positions:
        i. Ex-Officio member pursuant to SRS Rule III (5)(c)(1-21)
        ii. Member of a Standing Committee pursuant to SRS Rule VI (1)(a)(i-v)
        iii. Member of the Student Entertainment Committee
        iv. Member of the Student Leadership Committee
        v. Member of a Special Committee
        vi. President Pro-Tempore
        vii. Sergeant-at-Arms
4. Maintain a GPA at the University of Maine of at least 2.0 and submit an unofficial transcript to the Executive Administrative Assistant at the beginning of every semester;
5. Be enrolled in at least six (6) credit-hours at the University of Maine.

B. **Dismissal of Senators**

In the event that a Senator does not meet these requirements, the President of the Senate (see Rule III, Section 1) shall have the power to dismiss that Senator from the Senate.

1. Only if that Senator chooses to do so and notifies the President of the Senate, that Senator shall have the opportunity to appeal their dismissal at the next regular meeting of the Senate, at which time the Senate may overturn the decision of the President of the Senate with a two-thirds majority vote in favor of readmitting the Senator. This must happen during Executive Session.

2. An appeal of this kind shall appear on the agenda under “New Business” as “Dismissal Appeal: [name of Senator]” and shall operate as a Main Motion such that the question before the Senate is whether or not the Senator shall be readmitted.
3. The Senator in question shall have the right to debate under the limits of debate currently in place but shall have neither the right to vote as a member of the assembly nor make motions of any kind.
4. In the event that the appeal passes, the Senator in question shall immediately be allowed to return to the Senate with all the relevant rights and privileges.
5. In the event that the appeal fails, the Senator shall be dismissed. Such an individual shall be eligible to become a Candidate and run in the next election of the Senate.

Rule III - Other Offices of The Senate

Section 1: The President of the Senate

A. **Definition**

The President of the Senate shall be the Vice President of the UMSG and shall serve as the Chair of all meetings of the Senate and have all of the powers and privileges of the Chair of a deliberative assembly pursuant to RONR (11th ed.) p. 448-452, except where written in this document.

B. **Powers**

In addition to those powers conferred upon the office in the previous subsection, the powers of the President of the Senate shall include:

1. the power to call Special Meetings of the Senate,
2. the power to dismiss any Senator should they not meet the requirements of a Senator listed in Rule II, Section 4.

C. **Reports**

The President of the Senate shall present a report to the Senate at each Regular Meeting. These reports shall include but are not strictly limited to information concerning all activities, communications, and other official business transacted since the last Regular Meeting of the Senate by UMSG.

D. **Ex-Officio Member**

The President of the Senate shall be an ex-officio member of all Standing Committees of the Senate and Special Committees of the Senate.

E. **Resolutions**

The President of the Senate shall sign all Resolutions passed by the Senate and present them to the President of UMSG at the next meeting of the President's Cabinet.

F. **Yielding the Chair**
The President of the Senate, while they are in the Chair, may yield the Chair to the President pro tempore at any time.

G. **Committee Assigning**
The President of the Senate shall have the power to assign Senators to the several Standing Committees of the Senate.

H. **Other Duties**
The President of the Senate shall be compelled to perform other duties as directed by the Senate.

Section 2: The President Pro-Tempore

A. **Definition**
The President Pro-Tempore shall act as the Chair of the Senate in the event that the President of the Senate is absent at any meeting of the Senate, that the position should fall vacant, or that the President of Senate yields the Chair pursuant to Rule IV, Section 3.

B. **Election**
The President Pro-Tempore shall be a Senator nominated and elected by plurality vote of the Senate before or during the fourth Regular Meeting of the Senate after the beginning of a Session.

C. **Order of the Chair**
The President Pro-Tempore, while they are in the Chair, may yield the Chair to the next Senator listed in the Order of the Chair at any time. The Order of the Chair shall be as follows:

1. President of the Senate
2. President Pro-Tempore
3. Chair of the Policy and Procedure Committee
4. Chair of the Academic Affairs Committee
5. Chair of the Services Committee

D. **Other Duties**
The President Pro-Tempore shall perform other duties as directed by the Senate.

Section 3: The Senate Clerk

A. **Definition**
The Senate Clerk shall read all resolutions into the record, record all proceedings of the Senate, and perform such other duties as directed by the President of the Senate or by the Senate.

B. **Election**
The Senate Clerk shall be nominated and elected by plurality vote of the Senate before or during the fourth Regular Meeting of the Senate after the beginning of a Session.

C. **Requirements**
The Senate Clerk shall neither be a Senator nor an Executive of UMSG.

D. **Temporary Appointments**
In the event that the Senate Clerk is absent from any meeting of the Senate, the President of the Senate shall appoint one until such time as the Senate Clerk returns. The appointee may not be a Senator or employee of the University of Maine Student Government, Inc., and the Senate may veto the appointment. In this case, the President of the Senate shall appoint a different individual, pending a veto from the Senate.

Section 4: The Sergeant-at-Arms

A. **Definition**
The Sergeant at Arms shall maintain order at all meetings of the Senate and remove persons not authorized to be present for specific proceedings. These duties shall be completed at the direction of the President of the Senate or the Senate.

B. **US and State Flags**
The Sergeant at Arms shall ensure that the American flag and Maine State flag are properly placed and respectfully treated according to Title 4 of the United States Code and Title 1, Chapter 9 of the Maine Revised Statutes, respectively.

C. **Preparing Meetings**
The Sergeant at Arms shall be responsible for the presence of all official Senator binders. The Sergeant at Arms shall also be responsible for providing refreshments to the Senate. In addition, the Sergeant at Arms shall ensure that all spaces used for Meetings of the Senate are clean. This includes sanitizing all high contact surface areas after all meetings of the Senate.

D. **Other Duties**
The Sergeant at Arms shall perform other duties as directed by the President of the Senate or the Senate.

Section 5: Ex-Officio Members of the Senate

A. **Definition**
There shall be several Ex-Officio Members of the Senate (hereafter “Ex-Officio Members”). Except for Senators who also serve in the offices of Ex-Officio Members and for the President of

the Senate in the event of a tie, Ex-Officio Members shall not have the power to vote on any questions before the Senate.

B. **Powers**
Ex-Officio Members shall have the power to make nominations and to debate under the limits of debate currently in place at the discretion of the Chair, provided that there is no objection from the Senate.

C. **Ex-Officio Members**
The various Ex-Officio Members shall be:

1. The President of UMSG
2. The Vice President of UMSG
3. The Vice President of Financial Affairs of UMSG
4. The Vice President of Student Organizations of UMSG
5. The Vice President of Student Entertainment of UMSG
6. The Vice President of Student Leadership of UMSG
7. The Representatives of the various Representative Boards
8. The Representatives of the various Community Associations
9. The Faculty Senate Student Representative
10. The University of Maine Board of Trustees Student Representative
11. The Chair of the Fair Election Practices Commission
12. The Student Legal Services Liaison
13. The Representative to the Graduate Student Senate
14. Representative to the Machias Student Senate
15. The Orono Town Council Liaison
16. The Old Town City Council Liaison
17. The Representative of Military and Veteran Student Affairs
18. The Director of Communications
19. The Director of Technology
20. The University of Maine Security Representative
21. The Center for Undergraduate Research Liaison

D. **Reports**
All Ex-Officio Members shall submit a report to the Senate at each regular meeting except when such agenda items are removed.

E. **Dismissal of Ex-Officio Members**
Ex-Officio Members will be dismissed after three unexcused absences during the academic year. What's unexcused shall be determined by the Vice President.

1. Only if that Ex-Officio Member chooses to do so and notifies the President of the Senate, that Ex-Officio Member shall have the opportunity to appeal their unexcused absence at the next regular meeting of the Senate, at which time the Senate may overturn the decision of the President of the Senate with a two-thirds majority vote in favor of changing the absence to excused.

Rule IV - Meetings of The Senate

Section 1: Regular Meetings of The Senate

A. **Date and Time of Meetings**

A Regular Meeting of the Senate shall be a weekly meeting called to order at 6:00 PM on every Tuesday evening in the Bangor Room of the Memorial Union except when ordered by the President of the Senate.

B. **Minimum Number of Meetings**

There shall be at least one Regular Meeting of the Senate during each calendar month from September to April.

C. **Senate Agenda**

Every Regular Meeting shall have the same broad agenda items unless modified by amendment at the meeting for that particular agenda. The items on that agenda shall proceed as follows:

1. Call to Order
2. Land Acknowledgement
3. Roll Call
4. Approval of Previous Meeting's Minutes and this Agenda
5. General Good and Welfare
6. New Senators and Officer Appointments
7. Guest Speakers
8. Club Maintenance
9. Club Presentations
10. VPFA Traditional Report
11. Consent Agenda
12. Funding Requests
13. UMSG Executive Reports
    a. President, UMSG, Inc.
    b. Vice President, UMSG, Inc.
    c. Vice President of Financial Affairs
    d. Vice President of Student Organizations
    e. Vice President of Student Entertainment
    f. Vice President of Student Leadership

   g. Advisor to Student Government
14. Periodic Reports
   a. Faculty Senate Student Representative
   b. University of Maine Board of Trustees Student Representative
   c. Chair of the Fair Election Practices Commission
   d. Student Legal Services Liaison
   e. Representative to the Graduate Student Senate
   f. Representative to the Machias Student Senate
   g. Orono Town Council Liaison
   h. Old Town City Council Liaison
   i. Representative of Military and Veteran Student Affairs
   j. Director of Communications
   k. Director of Technology
   l. University of Maine Security Representative
   m. The Center for Undergraduate Research Liaison
15. Reports of Standing Committees
   a. Policy and Procedure
   b. Services
   c. Academic Affairs
   d. Holistic Health and Wellness Committee
   e. Food and Dining Affairs Committee
16. Reports of Special Committees
17. Representative Board Reports
   a. Commuter and Non-Traditional Students
   b. Honors College Advisory Board
   c. Interfraternity Council
   d. Panhellenic Council
   e. Student Athletic Advisory Committee
   f. Senior Class Council
18. Community Association Reports
   a. Student Heritage Alliance Council
   b. Wilde Stein Queer Straight Alliance
   c. International Student Association
19. Five Minute Recess
20. Unfinished Business
21. New Business
22. Main Motion
23. Executive Session
24. Special Orders and Announcements
25. Final Roll Call

26. Adjournment

D. **New or Removed Representative Boards and Community Associations**
Representative Boards and Community Associations shall automatically be added or removed from the agenda by the Executive Administrative Assistant following their official recognition or disbandment.

Section 2: Special Meetings of The Senate

A. **Definition**
Special Meetings of the Senate shall be meetings of the Senate called for a specific purpose or for several specific purposes of critical importance.

B. **Announcement**
A Special Meeting of the Senate shall be announced by the President of the Senate not fewer than twenty-four (24) hours before it is called to order.

C. **Special Meeting Notice**
The President of the Senate must make a reasonably exhaustive effort to notify all relevant parties that a Special Meeting of the Senate is going to take place. These parties shall include but are not limited to all Senators, Executives of UMSG, and Ex-Officio Members of the Senate.

D. **Agenda**
After a Special Meeting of the Senate is called to order, the Senate Clerk shall call the roll, necessary communications to the Senate regarding the meeting shall be carried out, and then only the question or questions for which the meeting was called shall be considered by the Senate. No other business shall be in order.

E. **Required Attendance**
All Senators, All Executives of UMSG, the Senate Clerk, and all Ex-Officio Members of the Senate shall be required to attend all Special Meetings of the Senate. Such a meeting shall be open to the public unless and until it is moved into Executive Session.

F. **Adjournment**
Once the business for which the Special Meeting of the Senate is concluded, the meeting shall immediately be adjourned, and the Senate Clerk shall call the roll.

Section 3: Yielding the Chair

A. **President Pro-Tempore**
The President of the Senate may choose to yield the Chair only to the President-Pro tempore for any reason at any time during any meeting of the Senate.

B. **Chairing the Senate**
If the President of the Senate yields the chair, then the President Pro-Tempore shall act as the Chair of the Senate until either the meeting ends, they choose to yield the Chair again, or the President of the Senate chooses to retake the Chair.

C. **Pro-Tempore Yielding**
The President Pro-Tempore may, likewise, choose to yield the Chair for any reason at any time during any meeting of the Senate. They may only yield the Chair to the next Senator listed in the Order of the Chair who is present at the meeting.

D. **Order of the Chair**
Subsequent yielding's of the Chair shall follow the Order of the Chair.

E. **Retaking the Chair**
Provided that at least the Main Motion which was being considered when the President of the Senate yielded the Chair has been considered by the Senate to its conclusion, the President of the Senate may retake the Chair from whoever is in it at the time.

F. **No Chairship**
In the event that neither the President of the Senate nor any members of the Senate listed in the Order of the Chair are present at any meeting of the Senate, the Senate shall not have the power to conduct business and only motions to Recess and Adjourn shall be in order.

Section 4: UMSG Annual Budget Meeting

A. **Annual Budget Meeting**
Once per calendar year, with the advice of the Vice President of Financial Affairs of UMSG, the President of the Senate shall call a Special Meeting of the Senate with the specific purpose of approving the annual budget of UMSG. This meeting shall be called the Annual Budget Meeting.

B. **Attendance**
The Annual Budget Meeting shall be attended by all Senators, Executives of UMSG, and Ex-Officio Members of the Senate. Such meetings shall be open to members of the public.

C. **Agenda**
The agenda of the Annual Budget Meeting shall proceed as follows:

1. Roll Call
2. Presentation of the Budget by the Vice President of Financial Affairs
3. Presentations and Statements from Student Organizations
4. Presentations and Statements from Representative Boards

5. Presentations and Statements from Community Associations
6. Presentations and Statements from Standing, Special, and Executive Committee Chairs
7. Presentations and Statements from Executives (excluding the President and Vice President)
8. Consideration of the Budget by the Senate
9. Roll Call

D. **Presentations and Statements**
Presentations and Statements from Student Organizations shall be limited to no more than two (2) minutes per organization. Presentations and Statements from Representative Boards and Community Associations shall be limited to no more than five (5) minutes.

E. **Consideration of the Budget**
The agenda item labeled "Consideration of the Budget by the Senate" shall contain first a period of questioning of the Vice President of Financial Affairs before a period of debate and amendment.

F. **Senate Approval**
The Senate shall either approve the budget, amended or not, or postpone the consideration of the Budget Resolution to a specified later time. No other result from the Annual Budget Meeting shall be in order.

G. **No Other Business**
No business other than the budget resolution shall be considered by the Senate at the Annual Budget Meeting.

Section 5: Executive Session

A. **Executive Session**
The Senate and its several Committees may enter into Executive Session. The President of the Senate, but neither the President-Pro tempore nor any Senator in the Order of the Chair acting as the Chair, may enter any meeting of the Senate into Executive Session with the consent of the Senate. The Senate may override this decision with a two-thirds majority vote.

B. **Committee Executive Session**
Likewise, the Chair of any Committee of the Senate may also enter any meeting of their Committee into Executive Session without the consent of the Committee.

C. **Committee Executive Session Attendance**
Meetings of Committees which are entered into Executive Session shall only be attended by the Chair and members of that Committee. Neither Executives nor employees of UMSG, nor members of the public shall be permitted to attend such a meeting.

D. **Executive Committee Attendance**
Meetings of the Senate which are entered into Executive Session shall only be attended by Senators, the Senate Clerk, University of Maine Student Government Executives, and University of Maine Student Government employees. Members of the public shall not be permitted to attend such meetings unless explicitly named by the Chair.

E. **Chair Removal in Executive Session**
The Senate may vote to expel the President of the Senate from such meetings, in which case the Chair of such meetings shall be the President pro tempore, or, in their absence, the next highest-ranking Senator in the Order of the Chair.

F. **Removal in Executive Session**
Both the Senate and its several Committees shall have the power, when entering into Executive Session, to remove certain persons from the meeting even if they are a part of a group which is normally permitted to attend such meetings provided that this person or these persons are named in the motion to enter into Executive Session. Such an action of individual removal must come as a motion from the assembly, whether it be the Senate or its several Committees, and may not come as an order from either the President of the Senate or the Chair of one of the several Committees of the Senate as described in Paragraph 1 of this Subsection.

G. **Executive Session Minutes**
The Senate Clerk shall record the minutes of Meetings of the Senate which have been entered into Executive Session. These minutes shall be kept in a locked file in the Student Government Office. Access to the minutes of Meetings of the Senate which have been entered into Executive Session shall only be granted during such meetings or at the discretion of the Senate

Section 6: Senate Decorum

A. **Decorum**
All persons in attendance of any Meeting of the Senate shall comport themselves in a manner becoming of reasonable, fair, just, and rational assembly. Any person who does not comply with this directive shall be removed by the Sergeant at Arms by order of the President of the Senate or the Senate itself.

B. **Recognized Speaker**
Persons who are permitted to speak shall not be required to stand, but such an action shall not be prohibited at any Meeting of the Senate.

C. **Raising Hands**
Persons who wish to speak shall not be required to stand to seek the floor. Instead, it shall be the case that persons who wish to speak shall raise their hand until they are granted the floor by the Chair.

Rule V - Business of The Senate

Section 1: Resolutions

A. **Main Motions**
Resolutions shall be equivalent to Main Motions with the exception that all Resolutions must, before being considered by the Senate, be considered by one relevant Committee. No Resolution shall be considered by the Senate which has not first been considered and passed by a Committee and given a recommendation by that Committee.

B. **Committee Consideration**
Every Resolution shall be considered by exactly one (1) Committee.

C. **Format of Resolutions**
Resolutions shall take the form of a document written to express the desired action to be taken by the Senate. The format of the document shall follow the template printed at the end of this document and the following list of requirements:

1. The font shall be Times New Roman with size 12 pt.
2. The document shall be single-spaced.
3. There shall be a centered, bold heading printed as written in the template.
4. There shall be a centered, bolded, and italicized title below the heading as written in the template.
    a. Titles shall be required for all resolutions passed through the Senate, with the exception of resolutions passed through the Executive Budgetary Committee regarding funding requests for totals under $1,000.00; otherwise, the ‘An Act To:’ clause shall function as a title.
    b. Titles may only include the term, year, and relevant information on the content of the resolution. Relevant information includes, but is not limited to, function, document changes, budget expenses, organizations referenced, and anything sanctioned by the committee. Resolution titles may not include profanity, hate speech, misinformation, or anything unbecoming of the General Student Senate.
5. The date and number shall be printed in bold. The date shall be the date passed through committee and take the form MM-DD-YYYY.
6. The number shall take the form ##S-Committee Acronym-##-MM-DD-YYYY. ##S-Committee Acronym-##-MM-DD-YYYY, where the first two digits are the Session

number; the committee acronym shall be 3 capitalized letters (in reference to the UMSG Committee Bylaws), with Cabinet = CAB and Executive Meetings = EXE, representing the committee name, and the date presented to the Senate.

7. The numbers listed after the Committee Acronym shall list the digits corresponding to the number of Resolutions which have been presented thus far in the Session, plus the number of Resolutions already listed in "New Business" for the next Meeting of the Senate, plus one (1); and the last numbers shall be the day, month, and year as shown.
8. There shall be a section, titled "Whereas", wherein to list relevant facts related to the Resolution, formatted as shown in the template. The content of this section may be expository and factual, but not speculative. This section is not required.
9. There shall be a statement or several statements, titled "RESOLVED", of what is to be enacted by the Senate, formatted as shown in the template.
10. There shall be space allotted to print the name(s) of Author(s) and, below that, Sponsor(s) of the Resolution, should it apply (the sponsor line may be removed if not applicable.)
11. There shall be space allotted to print the outcome of the vote of the Senate. This section shall either read "PASSED", "PASSED WITH AMENDMENTS", or "FAILED".
12. There shall be space allotted to print the recommendation of the Committee to which the Resolution was assigned, as well as the name of that Committee.
13. There shall be space allotted for the signatures of the President and Vice Presidents of UMSG, should the Resolution be passed by the Senate and the President's Cabinet.

D. **Resolutions to Amend**

Resolutions which intend to modify any official document of UMSG, including this document, shall contain the relevant language currently written in the document in question as well as the proposed changes. The original text shall be written into a resolved with a citation. All text that is to be removed shall be struck out and all new text should be in bold. All text from the document that was originally bold shall also be underlined and any additions shall be encased in brackets [] as shown in the template

E. **Committee Discretion**

Resolutions shall come to the various Committees in ways which are deemed suitable by each Committee on an individual basis.

F. **Cabinet Approval**

If the President's Cabinet does not veto a passed Resolution at its next meeting, then the President of UMSG shall sign the Resolution.

1. If the Resolution does not deal with any funds in any amount, then the Resolution shall take full effect immediately, unless otherwise stated in the Resolution.

G. **Sponsors and Authors of Resolutions**

Sponsors and authors of a Resolution may be any member of the Undergraduate Student Body however there must be at least (1) Senator or Ex-officio Member as either a sponsor or an author for the Resolution to be presented to the Senate. Sponsor(s) and/or Author(s) may, when first recognized by the Chair, speak on the Resolution to explain such points that shall include but are not limited to the merits of, the reasoning behind, and the possible implications of the Resolution. They may speak as long as they so choose or until a Senator objects to the length of the speech. The Senate may then vote to end the speaker's speech. Debate on the Resolution shall proceed when the speech(es) have ended.

Section 2: Nominations and Elections to Various Positions Within The Senate

A. **Vacant Positions**

When a position of any kind within the Senate falls vacant and the Senate must fill that position by a process of nomination and election, that process shall proceed as follows:

1. A period of nomination shall be added to the agenda of the next Regular Meeting of the Senate under "New Business". During this period, any Senator or Ex-Officio Member in attendance may be recognized and nominate any eligible person for election to the position in question. The nomination must be seconded by a Senator. If the nomination is seconded, then the nominated person, if in attendance, may immediately respond without being recognized whether or not they accept their nomination. If the nominated person is not in attendance, they shall automatically accept their nomination. The names of accepted nominees shall be recorded. No election shall occur at this meeting.
2. At the next Regular Meeting of the Senate after the first period of nomination for a given position, there shall be a second period of nomination which shall function in the same way as the first. Immediately following the conclusion of this second period of nomination, an election by secret ballot shall take place under the scrutiny of the Fair Election Practices Commission Chair. If the Fair Election Practices Commission Chair deems the election to be unfair or unscrupulous, then the process of nomination and election for the given position shall begin again from the first step at the next Regular Meeting of the Senate.
3. The ballots shall be counted, and the nominee with the greatest number of votes shall immediately win the title, office, powers, and privileges associated with the position in question. In the case of a tie between two or more nominees, there shall be another secret ballot executed in the same way except that all nominees not a part of the tie shall be excluded. This shall be repeated until there is a winner.

B. **Elected Positions**

There shall be several positions to which persons shall be nominated and elected by the Senate whenever a position falls vacant. At the end of every Session, these positions shall be vacated, and the incumbent shall serve as the interim at the beginning of the next session, if applicable.

These positions, their constituencies, and the number of persons to be nominated and elected to them shall be as follows. The Senate shall nominate and elect:

1. Four (4) Senators to serve on the Executive Budgetary Committee,
2. One (1) Senator to serve as the Elected Senator of the Student Entertainment Committee,
3. One (1) Senator to serve as the Representative to the University of Maine Faculty Senate,
4. One (1) Senator to serve as the Representative to the University of Maine Graduate Student Government,
5. One (1) Senator to serve as a Representative to the University of Maine Machias Student Senate,
6. One (1) member of the Undergraduate Student Body who is not already a member of UMSG to serve as the Chair of the Fair Election Practices Commission,
7. One (1) Senator to serve as the Legal Services Liaison,
8. Four (4) Senators to serve on the Student Organizations Committee,
9. One (1) Senator to serve as the Chair of each Standing Committee.

Section 3: Executive Evaluations

A. **Executive Evaluations**

Executive Evaluations shall be conducted during the second to the last regular meeting of the Senate before the end of each academic semester. Executive Evaluations shall take place in Executive Session, and all evaluation forms as distributed to Senators and Representatives by the Student Government Office shall be submitted to the Chair of the Standing Committee on Policy and Procedure. These evaluation forms shall be consolidated and presented to each respective Executive by the Chair of that Committee.

B. **Evaluated Offices**

The offices subject to Executive Evaluations shall include:

- The President of Student Government, Inc.
- The Vice President of Student Government, Inc.
- The Vice President of Student Leadership for UMSG.
- The Vice President of Student Entertainment for UMSG.
- The Vice President of Student Organizations for UMSG.
- The Vice President of Financial Affairs for UMSG.
- The University of Maine Board of Trustees Student Representative.
- The Chair of the Fair Elections Practices Commission.
- The Director of Communications.
- The Director of Technology.

Each of these positions will be subject to evaluation by the Senate, with each evaluation being unique to the individual(s) responsibilities and obligations.

Section 4: Impeachment of Executives of UMSG

A. **Impeachment Resolution**

Impeachment of an Executive of UMSG shall proceed as a resolution to the Senate. This resolution shall be known as a Resolution of Impeachment.

B. **Resolution Format**

A Resolution of Impeachment shall follow the structure set forth in Rule V, Section 1, Subsection (b). The act shall read "The General Student Senate of the University of Maine Student Government, Inc., hereby impeaches [name of Executive], [position held by Executive]. They are hereby removed from their office and shall no longer be eligible to be a member of the University of Maine Student Government, Inc., in any capacity." The statements of fact shall include factual accounts of the reasons for impeachment.

C. **Non-Amendable**

A Resolution of Impeachment shall not be amendable.

D. **Two-Thirds Majority**

A Resolution of Impeachment may only pass with a two-thirds majority roll call vote of the entire Senate membership.

E. **Subject of Impeachment**

If the Senate passes a Resolution of Impeachment, then the target of the impeachment shall immediately be subject to the content and implications of the Resolution of Impeachment as written.

F. **No Reconsideration**

A Resolution of Impeachment may not be reconsidered.

Section 5: Finances of The Senate

A. **Financial Policies**

The Senate, in coordination with the Office of the Vice President of Financial Affairs, shall adopt and subsequently adhere to its own Financial Policies for any matters of finance pertaining to the Senate or to the organizations recognized by UMSG.

Rule VI - Committees of The Senate

Section 1: Standing Committees

A. **Standing Committees**

There shall be several Standing Committees of the Senate (hereafter "Standing Committees") which shall have the power to submit resolutions to the Senate which are relevant to their jurisdictions as printed in this document.

1. The several Standing Committees and their jurisdictions shall be as follows.
    a. The Standing Committee on Policy and Procedure shall have jurisdiction over all matters of the policies and procedures of UMSG as well as over all relevant documents and matters regarding the University of Maine, the University of Maine System, and its policies regarding education of the Undergraduate Student Body or its Administration.
    b. The Standing Committee on Student Services shall have jurisdiction over all issues involving services provided to students by the University of Maine, including but not limited to parking, dining services, mailing, housing, and textbooks.
    c. The Standing Committee on Academic Affairs shall have jurisdiction over the academics and education of the University of Maine Undergraduate Student Body. This committee shall be responsible for communicating on behalf of the Undergraduate Student Body to academic resources and services in the UMaine System.
2. The Chairs of the several Standing Committees shall be nominated and elected by the Senate.
3. The memberships of the several Standing Committees of the Senate shall be determined by the President of the Senate and announced at the first Regular Meeting of the Senate. These memberships may change at the discretion of the President of the Senate throughout the Session.
4. It shall not be required that all Standing Committees have the same number of members.
5. If the President of the Senate adds new Senators pursuant to Rule II, Section 1, Sub-section (c), then those Senators shall be assigned to Committees no later than two (2) weeks after they are sworn in.

Section 2: Executive Committees

A. **Executive Committees**

There shall be several Executive Committees of the Senate (hereafter "Executive Committees") which shall have jurisdiction over the several Divisions of UMSG. These several Executive Committees and their jurisdictions shall be as follows.

1. The Executive Budgetary Committee shall have jurisdiction over all matters involving the Division of Financial Affairs. The Executive Budgetary Committee shall be composed, in part, of four (4) persons. These persons shall be Senators and shall be elected by the Senate in accordance with Section 5, Subsection B. In addition, the President, Vice President, and Vice President of Student Organizations of UMSG shall be members.
2. The matters of jurisdiction of the Executive Budgetary Committee shall include but are not limited to:
    a. The UMSG Annual Budget;
    b. The additional distribution of unallocated funds;
    c. The employment policies of UMSG;
    d. The job descriptions of all persons employed by UMSG;
    e. All contracts related to employment, personnel, and service of UMSG, which require the approval of the Senate, excluding contracts under the jurisdiction of the Division of Student Entertainment.
3. The Student Entertainment Committee shall have jurisdiction over all matters involving the Division of Student Entertainment. The Student Entertainment Committee shall be composed of the Elected Senator of the Student Entertainment Committee. This member shall be required to participate in committee time, coordination of events, event set-up, and other tasks delegated by the VPSE. This member shall be elected in accordance with Section 5, Subsection B. The additional membership of this Committee, except for the membership of the Elected Senator of the Student Entertainment Committee, shall only be restricted at the discretion of the Vice President of Student Entertainment. This committee shall be chaired by the Vice President of Student Entertainment.
4. The Student Organizations Committee shall have jurisdiction over all matters involving the Division of Student Organizations. The Student Organizations Committee shall be composed, in part, of four (4) Senators. These Senators shall be elected in accordance with Section 5, Subsection B. This Committee shall be chaired by the Vice President of Student Organizations.
5. The Student Leadership Committee shall have jurisdiction over all matters involving the Division of Student Leadership. This committee shall also have jurisdiction over all issues surrounding the logistical matters of Senate meetings, to include location, and the management of binders. In addition, this Committee shall be responsible for the education of new Senators and the organization of the Senate Retreat each semester. This committee shall be chaired by the Vice President of Student Leadership. The membership of this committee shall not be restricted except at the discretion of the Vice President of Student Leadership.

Section 3: Special Committees

A. **Special Committees**

Special Committees of the Senate shall be Committees formed by Resolution for a specific purpose or set of related purposes. These shall include but are not limited to research on, investigation of, or coordination of a specific matter of Senate business which requires additional scrutiny.

B. **Committee Membership**
Membership of Special Committees shall be determined by the President of the Senate unless the Resolution which creates the Special Committee already specifies its membership.

C. **Committee Timeline**
Special Committees of the Senate shall be disbanded either at the discretion of the Senate, when a Session comes to an end, or when all goals or conditions for disbandment set for in the Resolution which created the Special Committee are met, if there are any.

Section 4: Committee Recommendations

A. **Resolutions**
If a Committee votes in a simple majority for a Resolution, then the Chair of that Committee shall submit the Resolution along with a listing of the numbers of votes in favor, in opposition, and the number of abstentions thereon to the Student Government Office for addition to the agenda of the next Regular Meeting of the Senate. This listing of the votes shall be the Committee Recommendation.

B. **Resolution Failure**
If a Committee does not vote in favor of a Resolution, then it shall not be considered further by the Committee and shall not be considered by the Senate or any other Committee thereof.

Section 5: Other Miscellany

A. **Public Meetings**
All meetings of Standing Committees shall be made open to the public, but Committees may vote to remove one, many, or all non-members, including Executives and Ex-Officio members, from the meeting at the members' discretion.

B. **Committee Jurisdiction**
Committees of all kinds may not consider Resolutions which are not covered in their jurisdiction as written in this document.

C. **Reporting Attendance**
Chairs of all Committees shall report to the President of the Senate in the event that any Senator misses a meeting of a Committee.

UNIVERSITY OF MAINE STUDENT GOVERNMENT, INC.
GENERAL STUDENT SENATE RESOLUTION
"*BRIEF TITLE FOR ORGANIZATIONAL PURPOSES*"

Date: MM-DD-YYYY **Resolution #: ##S-HHH-##-MM-DD-YYYY**

AN ACT TO: [Briefly state the action to be performed; for example: "Modify the Standing Rules of the General Student Senate, Rule II, Section 9, Subsection (a)"]

WHEREAS, [This is an optional section wherein facts may be stated. Ensure that all statements made here are indeed factual and as unbiased as possible. Remember also that these clauses are not required and should only be included if necessary.]

WHEREAS, [That having been said, statements of fact may be separated and listed in this way, and as many clauses as are indeed necessary may be included. Place, for example, the current language of a document here, but write other facts related to the resolution in other clauses.]

RESOLVED, [State what is actually going to be done with this resolution. For example: "The Standing Rules of the General Student Senate, Rule II, Section 9, Subsection (a) shall now read: ..."]

RESOLVED, [Several clauses of this type may also be included in a resolution provided that they all relate to the same issue pursuant to. Separate them in the same way that statements of fact are separated.]

RESOLVED, [Citation]
[Any original text from an official governing document. **Any text that is to be added. Any original text that is already bolded, [if bolded text is added] ~~and if it is deleted.~~**]

AUTHOR(S): **Title(s) and Name(s) of Author(s)**
SPONSOR(S): **Title(s) and Name(s) of Sponsor(s)**
COMMITTEE ASSIGNED: **Name of Committee**
RECOMMENDATION: **[Y-N-A]**

SENATE VOTE: **[PASSED/PASSED WITH AMENDMENTS/FAILED]**

SIGNATURE:

_____
President, University of Maine General Student Senate

SIGNATURE:

_____
President, University of Maine Student Government, Inc.

Revised per resolution 47S-POL-142-10-06-2026 | 47S-POL-130-09-22-2026 | 47S-POL-116-04-28-2026 & 47S-POL-119-04-28-2026 | 47S-POL-12-02-10-2026 & 47S-POL-10-02-10-2026 & 47S-POL-08-02-10-2026 & 47S-POL-07-02-10-2026 | 46S-POL-164-12-09-2025 & 46S-POL-168-12-09-2025 | **Revised** per resolutions 46S-POL-126-10-28-2025 & 46S-POL-10-28-2025 | **Revised** per resolution 46S-POL-109-10-07-2025 | **Revised** per resolution 46S-POL-98-09-30-2025 & 46S-POL-104-09-30-2025 | **Revised 04-29-2025** per resolution 46S-POL-78-04-29-2025 & 46S-POL-79-04-29-2025 | **Revised 03-04-2025** per resolution 46S-POL-21-03-04-2025 | **Revised 12-10-2024** per resolution 45S-POL-152-12-10-2024 | **Revised 12-10-2024** per resolution 45S-POL-150-12-10-2024 | **Revised 10-08-2024** per resolution 45S-POL-118-10-08-2024 | **Revised 03-05-2024** per resolution 45S-POL-35-03-05-2024 | **Revised 04-14-2023** per resolution 44S-POL-22-02-14-2023 | **Revised 04-12-2022** per resolutions 43S-POL-64-04-12-2022, 43S-POL-63-04-12-2022, 43S-POL-62-04-12-2022 | **Revised 09-07-2021** per resolutions 42S-EXE-111-09-07-2021 & 42S-EXE-112-09-07-2021 | **Revised 03-17-2021** per resolutions 42S-POL-60-03-16-2021, 42S-POL-61-03-16-2021, 42S-POL-62-03-16-2021 | **Revised 11-17-2020** per resolutions 42S-POL-31-02-09-2021 & 42S-POL-32-02-09-2021 | **Revised 11-04-2020** per resolutions 41S-POL-59-10-27-2020 & 41S-POL-60-10-27-2020 | **Revised 09-29-2020** per resolution 41S-POL-45-09-29-2020 | **Revised 02-18-2020** per resolution 41S-POL-18-02-18-2020 | **Revised 02-04-2020** per resolution 41S-POL-07-02-04-2020 | **Revised 02-04-2020** per resolution 41S-POL-06-02-04-2020 | **Revised 10-09-19** per resolution 40S-POL-97-10-08-2019 | **Revised 10-09-19** per resolution 40S-POL-96-10-01-2019 | **Revised 04-09-19** per resolution 40S-POL-60-04-09-2019 | **Revised 02-26-19** per resolution 40S-POL-33-02-26-2019 | **Revised 11-06-18** per resolution 39S-POL-134-11-06-2018 | **Revised 10-25-18** per resolution 39S-POL-29-02-27-2018 & approved by referendum 03-29-2018

HOW TO CITE THIS DOCUMENT

LONG FORM:

Standing Rules of the General Student Senate, Rule IV, Section 2, Subsection (a), Line (iii), Subline (7)

SHORT FORM:

SRS Rule IV (2)(a)(iii)(7)