



# Guila Ahern President of the Senate

Andy Waeyaert, Chief of Staff

## **SENATE RULES AND PROCEDURES**

### **Administrative Rules**

- I. All individuals who wish to be present on the floor of the Senate must wear appropriate attire. Refer to constitution. Women's skirts should be near knee length or longer. All judgment calls shall be made by the President of the Senate. Anyone who does not fit the requirements will NOT be permitted on the Senate Floor. The President retains the right to remove any individual that does not meet the requirements.
- II. All individuals who wish to address the Senate in committee or on the Senate Floor must use a high level of discretion and respect concerning actions and debate by the said individual. Any action or debate that may be deemed inappropriate must be ruled out of order by the convening authority. In case of circumstances where the offense had taken place in committee the Chair must report the incident to either the President of the Senate or their Chief of Staff (whom will report said incident to the President of the Senate in a timely manner). Any action or debate that is deemed grossly inappropriate by the President of the Senate will be dealt with at the discretion of the President of the Senate which may include removal from the simulation.
- III. The President of the Senate retains the right to dismiss any member of leadership on the basis of appropriateness, which is defined in the rule above.
- IV. The President of the Senate retains the right to change, redefine, or dismiss from the leadership any member or position of the leadership including Majority Leader, Assistant Majority Leader, Floor Whips, Committee Chairs, and Vice-Chairs.

### **Committee Rules**

- V. All Committees will consist of a Chair and Vice-Chair. Whereas, the Chair will have the responsibility to yield time for debate, make judgment decisions on motions, and report the vote after it has been tallied. The Vice-Chair is responsible to make sure that all written administration tasks are completed fully and done to the best of their ability and to chair the committee when the chair is unable. The Vice-Chair does have speaking rights and may do so after the Chair has yielded time. The Chair may yield time to itself while doing so the Chair forfeits the Chair of the committee and Vice-Chair will lead the Committee until the conclusion of the bill. The Chair at that time takes over the responsibilities of the Vice-Chair. The Chair may speak on administrative issues at any point

# Guila Ahern President of the Senate

---

Andy Waeyaert, Chief of Staff

without the need to yield the position or time. Both positions retain the right to vote at the proper time.

- VI. There must be 2/3 of the committee present to convene the committee.
- VII. The President of the Senate will give each committee the permission to start the day's action. This will be the only time the Committee Chair will not have complete discretion on when to convene the committee.
- VIII. There will be three 5-minute recesses that the Committee Chair will enact at a time deemed worthy. The committee members may move for a total of five 2-minute recesses where there must be a 2/3 vote of its members or by consent of both parties.
- IX. Lunch will be 1 and 1/2 hours
- X. The Docket must be read out loud at the opening of the session
- XI. All bills synopsis must be read out loud at the time of debate.
- XII. A 2-minute recess will be taken after every reading of a bill's synopsis.
- XIII. Debate will be limited to thirty minutes.
- XIV. Within the first ten minutes of debate, any motion to call the question will be considered dilatory or improper.
- XV. Debate will be conducted in a back and forth form where each side will have one person debate per yield from the chair.
- XVI. A proper vote is one of three options being as follows; Yea, Nay, and Abstention.

## **Senate Floor Rules**

- XVII. The President of the Senate will preside over all action on the floor. At anytime the President may relinquish the gavel to anyone of their choosing.
- XVIII. All matters of parliamentary procedure will be decided by the President of the Senate and then may be appealed by an appellant motion to the parliamentarian of the Senate.
- XIX. Any opinion of the chair can be appealed by a 2/3 vote of the body.

# Guila Ahern

## President of the Senate

---

Andy Waeyaert, Chief of Staff

- XX. Speaking time will be as follows: 1 minute per side, for opening statements, in which time can only be yielded once, 5 minutes per side, 5 minutes per side, and 2 minutes per side, for closing statements.
- XXI. The President of the Senate, Senate Staff members, and floor leadership including; Majority and Minority floor leaders, Assistant Majority and Minority floor leaders, Majority and Minority floor whips and the Sergeant of Arms will be allowed to move about the Senate floor during session. Those members not mentioned above moving about the Senate floor will be ruled out of order by the President of the Senate.
- XXII. Any lobbyists who wish to address the floor must receive approval from the Chief of Staff an hour before the presentation of their bill.
- XXIII. Any non-Senate members wishing to address the floor must receive approval from the Chief of Staff for admittance onto the Senate floor. Once approval is granted it is up the discretion of the appropriate floor leader to yield floor time.
- XXIV. All non-Senate members wishing to observe the Senate are to remain in the overhead gallery. Any non-Senate member lingering in the Senate entrance will be escorted out of chambers by the Sergeant of Arms and directed to remain in the overhead gallery.
- XXV. Any non-Senate member needing to relay messages or inquires may do so quickly and discretely only with the appropriate floor leaders at the entrance of the chamber.