# SENATE RULES FOR THE 2ND SESSION OF THE 50TH OKLAHOMA INTERCOLLEGIATE LEGISLATURE (FALL 2018)

**BEING THE STANDING RULES FOR CONDUCTING BUSINESS OF THE SENATE OF THE OKLAHOMA INTERCOLLEGIATE LEGISLATURE**

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## RULE 1: APPLICATION, PURPOSE, INTERPRETATION, AMENDMENT, AND SUSPENSION

**RULE 1-1. APPLICATION.** From the time of their adoption by a majority of the members of the Senate of the Oklahoma Intercollegiate Legislature, the following Rules shall be the Rules for the conduct of business by the body, except wherein these Rules are found to conflict with the Constitution of the Oklahoma Intercollegiate Legislature, in which case they shall not be valid, Senate approval notwithstanding.

**RULE 1-2. PURPOSE.** The purpose of these Rules is to accomplish the following:

A. Provide the members of the Senate uniform, easily understood procedures for the conduct of business of the Senate.

B. Provide a model that approximates as closely as possible the rules of the Oklahoma State Senate.

C. Balance the need to expedite business through acquiescence to the will of the majority with the right of the minority to be heard.

**RULE 1-3. INTERPRETATION.** The Rules shall be interpreted consistent with the purpose herein stated. Interpretation of the Rules shall be made by the Presiding Officer, when the Senate is in daily session; by the Chairman, or in his absence the Vice-Chairman of a committee, when a committee is meeting, and at all other times by the President Pro Tempore of the Senate. Such interpretations shall be final unless an appeal of the ruling is made successfully in the following manner:

A. Following the ruling by the Presiding Officer or the Chairman, whichever is appropriate, but before other business is transacted by the Senate or by the committee, a member of the Senate or the committee may appeal the ruling by offering a substitute ruling.

B. Once a motion to adopt a substitute ruling is made, no other business shall be transacted until the motion is disposed of by the Senate or the committee.

**RULE 1-4. AMENDMENT.** These Rules may be amended upon a two-thirds (2/3) vote of the voting members of the Senate present and voting.

**RULE 1-5. SUSPENSION.** These Rules may be suspended upon a two-thirds (2/3) vote of the members of the Senate present and voting.

## RULE 2: MEMBERS, VOTING MEMBERS, PRIVILEGES, RESTRICTIONS, CHANGE OF STATUS, PROXIES, AND EXPULSION

**RULE 2-1. MEMBERS.** For the purposes of these Rules a member of the Senate shall be any individual, delegate or alternate, representing their institution as one of its three (3) Senate delegates or three (3) Senate alternates, and the President Pro Tempore and the Deputy President Pro Tempore.

**RULE 2-2. VOTING MEMBERS.** For the purposes of these Rules a voting member of the Senate shall be any individual holding delegate status as a Senator from his institution and the President Pro Tempore and the Deputy President Pro Tempore.

**RULE 2-3. FLOOR PRIVILEGES.** Floor privileges are hereby defined as the right of a member to make motions, both main and incidental, and to speak in debate as to the merit of motions, legislation, etc.

**RULE 2-4. CHAMBER PRIVILEGES.** Chamber privileges are hereby defined as the right of a member or guest to enter the Senate Chamber.

**RULE 2-5. SPEAKING PRIVILEGES. Speaking** privileges are hereby defined as the right of a member to address the Senate for any reason deemed appropriate by the Presiding Officer or President Pro Tempore.

**RULE 2-6. GRANTING PRIVILEGES.** Any member may make a motion to grant privileges to any person, and upon a two-thirds (2/3) vote of the Senate such person shall be accorded such privileges for the remainder of the legislative day. The Presiding Officer or President Pro Tempore may grant Chamber and/or Speaking privileges to any person.

**RULE 2-7. CHANGE OF STATUS BY DELEGATION CHAIRMAN.** Any delegation chairman wishing to change the status of a member of the Senate, once that membership has been ascertained by the Secretary of State, either by removing him altogether or by changing his delegate or alternate status, must first submit written intent to such change to the Secretary of State and then to the President Pro Tempore of the Senate. The President Pro Tempore shall immediately give effect to such change except where extreme circumstances give rise to suspicion of intent to affect Senate business, in which case the President Pro Tempore may postpone effectuating such change for no more than one (1) legislative day.

**RULE 2-8. PROXIES.** A Senate delegate may temporarily transfer his voting rights to a Senate alternate from his institution, provided that a valid proxy status run for no more than one (1) legislative day at a time. Proxies shall be performed the day they are to be in effect, unless prior

approval is granted by the President Pro Tempore or other officer acting on the President Pro Tempore's behalf. No delegate may give his proxy in the following situations:

A. During Senate Officer Elections
B. During confirmation of gubernatorial appointees.
C. During expulsion proceedings.

**RULE 2-9. EXPULSION.** Pursuant to the OIL Constitution, and following an investigation and report by the Senate Standards and Ethics Committee during session or following an investigation and report by the President Pro Tempore out of session may, upon a two-thirds (2/3) vote of the voting members of the Senate, expel any member. Following time provided for by expulsion, a petition may be made by the expelled Senator for reinstatement. Such petitions may be referred to the Standards and Ethics Committee by the President Pro Tempore. The Standards and Ethics Committee shall make a recommendation upon such a petition to the Senate and upon a three-fifths (3/5) majority vote of the voting members of the Senate, such Senator may be reinstated into the Senate.

**RULE 2-10. REVOKING PRIVILEGES.** Privileges previously granted to a guest of the Senate may be revoked at any time by the President Pro Tempore, or in their absence the Presiding Officer, or upon a two-thirds (2/3) vote of the of the voting members of the Senate.

## RULE 3: OFFICERS, ELECTIONS, TERMS, FILING AND CAMPAIGNING, PENALTIES, SUCCESSION, DUTIES, AND SPECIAL ELECTIONS

**RULE 3-1. OFFICERS.** Officers of the Senate shall be:

The President, who shall be the Lieutenant Governor of the Oklahoma Intercollegiate Legislature;

The President Pro Tempore, who shall be the Presiding Officer of the Senate;

The Deputy President Pro Tempore, the Floor Leader, the Secretary of the Senate, and further offices as determined by the President Pro Tempore.

**RULE 3-2. ELECTIONS.** The President Pro Tempore and the Deputy President Pro Tempore shall be elected by a majority of the members of the Senate during the spring session. In the event of a tie or run-off between candidates, each candidate shall be allotted one (1) minute to speak on his or her behalf. The candidates may allot their time to another member of the Senate. The Floor Leader and the Secretary of the Senate shall be appointed by the President Pro Tempore.

**RULE 3-3. TERMS.** The terms of the President Pro Tempore and the Deputy President Pro Tempore shall be for one year, to begin on the adjournment of the regular spring conference in which they were elected and ending with the adjournment of the following regular spring conference, as outlined in the Oklahoma Intercollegiate Legislature Constitution, Article 4, Section 3-2.

**RULE 3-4. FILING AND CAMPAIGNING**. All delegates intending to file for candidacy for President Pro Tempore or Deputy President Pro Tempore must announce their candidacy during a filing window to be opened by the President Pro Tempore at 9:00 a.m. on the last day of the Fall Legislative Session and to be closed no later than seventy-two (72) hours before the announced beginning of delegate check-in on the first day of the following spring session. The candidates shall announce their intention to file for candidacy to the currently serving President Pro Tempore and Deputy President Pro Tempore. Any further campaign procedures not outlined in the Senate Standing Rules should be referred to the procedures of gubernatorial campaigns contained in the Oklahoma Intercollegiate Legislature's statutes and constitution.

**RULE 3-5. PENALTIES REGARDING FILING DATES.** Any candidate for the office of President Pro Tempore or Deputy President Pro Tempore found to have campaigned for that office without following the procedures of Rule 3-3 shall forfeit their right to run for elected office for the election in question. The definition of "campaigning" shall be consistent with the definition as provided in the Oklahoma Intercollegiate Legislature statutes. Any member of the Senate wishing to challenge the candidacy of a candidate for Senate office must do so no later than twenty-four (24) hours after the close of the filing deadline outlined in Rule 3-3. In order to challenge the eligibility of a candidate's campaign for Senate office, the delegate challenging the candidacy must first notify the President Pro Tempore and the candidate in question of their intent to sue. The delegate must submit all evidence of the alleged violation to the President Pro Tempore by the same deadline listed above. The candidate in question must submit any desired defense to the President Pro Tempore by the same deadline, unless the candidate was notified less than twenty-four (24) hours in advance of the deadline for the defense, in which case the candidate shall be granted an additional twenty-four (24) hours to prepare a defense. Upon the receipt of the evidence against a candidate and said candidate's defense, the President Pro Tempore shall organize a special committee to consist of one member from each registered delegation for that session to consider the candidacy in question. The committee shall make its recommendation to the Senate by no later than the close of the second legislative day of the spring session. The committee's decision shall stand unless two-thirds (2/3) of senators present and voting choose to overturn it. If the current President Pro Tempore is a candidate for any office, Senate or otherwise, or is the candidate in question, then all duties outlines in this section shall be fulfilled by the highest member of the line of succession outlined in Rule 3-5 that is not a candidate for any office, Senate or otherwise.

**RULE 3-6. SUCCESSION.** The Deputy President Pro Tempore shall, upon death, resignation, removal, or expulsion of the President Pro Tempore, assume the duties of the President Pro Tempore for the remainder of that term. If, during the vacancy in the Office of the President Pro Tempore the Deputy President Pro Tempore shall be impeached, displaced, resign, die, be absent from the city in which a conference is being held, or become incapable of performing the duties of the office, the Chairman of the Senate Rules Committee shall act as President Pro Tempore until the vacancy is filled or the disability ceases. Any person serving as acting President Pro Tempore shall immediately resume the duties of their previous office upon the absence being cured, the disability ceasing, or the vacancy being filled. In the case of a permanent, as determined by the Rules Committee, vacancy of either the President Pro Tempore or the Deputy President Pro Tempore, otherwise not outlined in the Senate Standing Rules, the vacant position shall be filled during regular session by a special election held according to Rule 3-8.

**RULE 3-7. DUTIES.** The duties of the officers of the Senate shall be as follows:

A. The PRESIDENT PRO TEMPORE. The President Pro Tempore shall be the Chief Executive Officer of the Senate and shall prescribe all policies and procedures not otherwise provided for in these Rules. They shall serve as Presiding Officer during its daily sessions and may designate another member of the Senate to serve as Presiding Officer at such times as they shall deem appropriate. Wherever the title "Presiding Officer" appears in the rules it shall mean the President Pro Tempore or a member of the Senate designated by the President Pro Tempore as Presiding Officer. They shall have the power to create Select and Special Committees, designate the jurisdiction thereof, and dissolve them when their objectives have been accomplished.

B. The DEPUTY PRESIDENT PRO TEMPORE. The Deputy President Pro Tempore shall preside over the Senate in the absence of the President Pro Tempore. They shall perform other duties as requested by the President Pro Tempore. They shall also oversee the proper training of each member of the Senate in the language and proper usage of Robert's Rules of Order.

C. The FLOOR LEADER. The Floor Leader shall keep and be responsible for all legislation under consideration by the Senate.

D. The SECRETARY OF THE SENATE. The Secretary of the Senate shall be responsible for the maintenance of general Senate records and journals.

**RULE 3-8. SPECIAL ELECTIONS.** In the event that the President Pro Tempore and/or the Deputy President Pro Tempore can no longer hold office, a special election shall be in line. The special election shall have the following procedures:

A. Shall be elected by a majority of the members of the Senate.

B. In the event of a tie or run-off between candidates, each candidate shall be allotted one (1) minute to speak on their behalf.
   1. The candidates may allot their time to another member of the Senate.

C. Any additional procedures on special elections should be referred to the Senate Rules Committee.

## RULE 4: RECORDS AND OPEN RECORDS REQUIREMENT

**RULE 4-1. RECORDS.**

A. The Secretary shall be responsible for the maintenance of the Senate Journal and other records required for the orderly administration of the Senate. Prior to leaving office the Secretary shall relinquish such to the current President Pro Tempore who shall be responsible for transporting them to the new President Pro Tempore following his taking

the oath of office, provided however, that the Rules Committee may, by two-thirds (2/3) vote, declare certain portions of the Journal, documents, or records as impertinent in which case they shall be destroyed. Under no circumstances shall anything regarding Senate final action, confirmation proceedings, and expulsion proceedings be declared impertinent by the Rules Committee within three (3) legislative sessions following such consideration by the Senate.

B. The Journal of the Senate shall include all of the following:
   1. The life history of each Senate bill or resolution including committee actions, amendments, and final Senate action.
   2. Proceedings involving gubernatorial appointments.
   3. Records of roll call votes.
   4. Copies of all reports of the Judicial Committee, the Standards and Ethics Committee, and the Appropriations Committee.
   5. Attendance of all Senate members.
   6. Actions of the Rules Committee including recommendations to the Senate.
   7. Where policies and procedures have been established pursuant to the Rules by Senate Officers, a copy of the same.

C. The Secretary shall maintain records of the following:
   1. A copy of the OIL Constitution certified as correct by the Secretary of State.
   2. A copy of these Rules.
   3. A copy of amendments to these Rules.
   4. A copy of the parliamentary authority incorporated in these Rules.
   5. Any other pertinent documents as determined by the President Pro Tempore.

**RULE 4-2. OPEN RECORDS REQUIREMENT.** All official records of the proceedings of the Senate and its committees shall be open for public inspection at reasonable times, with the exception of "closed" Judiciary, Standards and Ethics, and Rules committee hearings. At no time shall testimony, interviews, or final votes be held during a "closed" session of any committee except in the case of the Rules and Judiciary committee hearings.

## RULE 5: TIME AND PLACE OF DAILY SESSIONS, SEATING, ATTENDANCE, CALLING FOR THE YEAS AND NAYS, QUORUM, CALL TO THE SENATE, MOTION TO CLOTURE, DECORUM, PERSONAL PRIVILEGE, AND LOCKING CHAMBERS

**RULE 5-1: TIME AND PLACE OF DAILY SESSIONS.** Unless otherwise announced the Senate will convene for its regular daily sessions in the Senate Chamber on the fourth floor of the State Capitol building. The time of each daily session shall be announced on the preceding legislative day; provided however, that in the even no such announcement is made, the Senate shall convene at the time specified on the schedule printed in the delegate packets.

**RULE 5-2. SEATING.** The selection of seating of the members of the Senate shall be made on the first day of the first session of the legislature and shall be made by the choice of the individual members in the following order: President Pro Tempore, Deputy President Pro

Tempore, Floor Leaders, Secretary, and there after shall proceed to the Senate delegates in order of seniority in the Senate, service in the House of Representatives shall be considered equal seniority. In the event of equal seniority, preference shall be considered by lot. The President Pro Tempore shall be authorized to make exceptions to the foregoing procedures as they deem necessary.

**RULE 5-3. ATTENDANCE.** A member of the Senate not present during the roll call of Senators shall only be marked as present if the Senator informs the Secretary of the Senate that they are present in person in the Senate Chamber. A member of the Senate who is absent from a daily session with approval shall be shown as "excused." No member shall be permitted to vote on any question unless said member is physically present on the floor of the Senate at the time the vote is taken.

**RULE 5-4. QUORUM.** A majority of the voting members of the Senate shall constitute a quorum. No business of the Senate shall be conducted without a quorum of its voting members being in attendance. Any member of the Senate may, at any time, request the Presiding Officer to question the presence of a quorum. Upon such a request, the Presiding Officer shall determine whether or not a quorum is present, and no further business shall be conducted until it is determined that a quorum is present.

**RULE 5-5. CALLING FOR THE YEAS AND NAYS.** When a question pending before the Senate is in line for a vote, then any Senator who has legally obtained the floor may request the yeas and nays on the said question, and the Presiding Officer must immediately determine if there is a sufficient second. A sufficient second consists of eight (8) Senators. A roll-call vote begins when the first senator responds to his or her name, and once begun a roll-call vote may not be interrupted. The length of time for roll-call votes shall not be less than seven minutes; a motion to suspend or alter the time requirement must be made prior to the beginning of the roll-call.

**RULE 5-6. CALL TO THE SENATE.** The Senate may, by majority vote of the members present and voting, operate under Call to the Senate in which case the Presiding Officer shall be empowered to compel the attendance of all members of the Senate to the Senate Chamber and shall be empowered to confine the members to the Senate Chamber. In such case, any member who fails to attend without being excused unanimously by the other voting members of the Senate shall be recorded as voting a nay on the final vote of all main motions submitted to the Senate.

**RULE 5-7. MOTION TO CLOTURE.** The Senate may, by a sixty (60) percent majority of the members present and voting, end debate, with the last person speaking in opposition and proponency being able to speak on the measure, and immediately end a filibuster. This motion shall be considered a privileged motion, it shall require a second, and shall be debatable, and may interrupt a speaker. A filibuster shall be defined as an action such as a prolonged speech that obstructs progress of the Senate while not technically contravening any rule(s) or procedure(s).

**RULE 5-8. DECORUM.**

A. The Standards and Ethics Committee may prescribe a Senate Code of Conduct outlining matters of decorum not covered by these Rules. Such code shall require a majority vote of the voting members of the Senate for passage.

B. Dress shall be in accordance with the Senate Code of Conduct.

**RULE 5-9. PERSONAL PRIVILEGE.** Personal Privilege will be granted to a member of the Senate only to permit such member to respond to a public attack on rights, integrity, or reputation of a member of the Senate or upon the Senate collectively or any committee of the Senate. Remarks made by a member of the Senate who is granted personal privilege shall be confined to such a response.

**RULE 5-10. LOCKING CHAMBERS.** Under no circumstances, save for certifiable emergency, shall the doors to the Senate chambers be physically locked. At such times that the Senate deems it necessary to seal chambers, a Sergeant-at-Arms shall remain posted at each entry door until chambers have been unsealed in order to verify any person wishing to enter chambers, and whether or not they have the authority to do so.

## RULE 6: LEGISLATION, INTRODUCTION, FORM, CONSIDERATION, AND COPIES

**RULE 6-1. LEGISLATION.** Legislation to be considered by the Senate shall be limited to Senate Bills, Senate Joint Resolutions, Senate Concurrent Resolutions, Senate Resolutions, and the corresponding House legislation.

**RULE 6-2. INTRODUCTION.** No legislation shall be introduced in the Senate until it shall have been submitted to the Secretary of State and have received a number and bill jacket, unless granted special permission by the President Pro Tempore before being reported to the Secretary of State. House Bills, House Joint Resolutions, and House Concurrent Resolutions may be introduced upon receipt of a message from the House of Representatives advising passage and engrossment of the measure.

**RULE 6-3. FORM.** No legislation shall be introduced in the Senate unless that legislation shall include a title and enacting or resolving clause.

**RULE 6-4. CONSIDERATION.** All legislation considered by the Senate shall be subject to First Reading, Second Reading, and Third Reading, as well as consideration, by an appropriate committee.

A. The Rules Committee shall be considered the appropriate committee for any legislation that shall alter, amend, or otherwise affect the internal workings of the organization, including amendments to these Standing Rules of the Senate, unless another committee be authorized by the Floor Leader or the President Pro Tempore.

**RULE 6-5. COPIES.** No legislation shall be considered by the Senate unless each member has been provided a copy of the same. The President Pro Tempore or the Presiding Officer shall be authorized to exercise their discretion to make exception to the aforementioned rules when they deem it necessary.

## RULE 7: PROPOSALS

**RULE 7-1. PROPOSALS.** Any member of the Senate may at any time submit in writing to the President Pro Tempore a proposal for study or consideration by the Senate.

## RULE 8. COMMITTEES, MEMBERSHIP, DUTIES, AUTHORITY OF COMMITTEES, AND PROCEDURES

**RULE 8-1. COMMITTEES.** There shall be three (3) types of Senate committees, to writ Standing Committees, Select Committees, and Special Committees. There shall be no more than ten (10) Standing Committees, four (4) of which shall be designated as Rules, Judiciary, Standards and Ethics, and Appropriations; the remainder shall be designated Legislative Committees. Their jurisdiction shall be determined by the President Pro Tempore.

**RULE 8-2. MEMBERSHIP.**

A. The President Pro Tempore and Deputy President Pro Tempore shall be ex officio voting members of all Senate Committees, except wherein their status is under consideration at that time by that committee.

B. The President Pro Tempore shall appoint the members of all committees, except as herein provided.

C. The Rules Committee shall be composed of no less than five (5) members and no more than seven (7) members, one of who shall be designated as chairman.

D. The Judiciary Committee shall be composed of five (5) members, one of whom shall be designated as chairman. Two members, both of whom must have attended at least one regular session, shall be elected by the members of the Senate.

E. The Standards and Ethics Committee shall be composed of three (3) members, one of which shall be designed as chairman and two (2) members elected by the voting members of the Senate, one of whom must have attended at least one regular session.

F. The Appropriations Committee shall be composed of the President Pro Tempore and/or his designees.

**RULE 8-3. DUTIES.**

A. LEGISLATIVE COMMITTEES. Legislative Committees shall have the duty of considering legislation prior to its consideration in the Senate. Each committee shall

consider each piece of legislation assigned to it and render a recommendation. The six (6) Legislative Committees shall be named as follows:

1. The Committee on Agriculture and Commerce
2. The Committee on General Government and Education
3. The Committee on Health, Human Services, and Public Safety
4. The Committee on Energy and Transportation
5. The Committee on Wildlife and Tourism

B. RULES COMMITTEE. The Rules Committee shall determine such internal policies of the Senate as may be submitted to it by the President Pro Tempore, and shall be responsible for the determination of the awards for Best Delegate, Best Freshman Delegate, Best Legislation, and all other Senate awards deemed appropriate by the committee. A delegate is eligible for the Best Freshman Delegate Award if they have attended zero regular sessions or did not register as a legislative delegate in previous regular sessions. No member of the Senate Rules Committee shall be eligible for any Senate Award. Any delegation whose official attendance on the last day of session as certified by the Secretary of the Senate has declined to less than fifty (50) percent of its original membership shall not be eligible to receive the best Senate Delegation Award. The members of the Rules Committee shall also make themselves known and available to other Senators for the purpose of answering questions regarding the movement, norms, traditions, and procedure of the Senate.

C. JUCIDIARY COMMITTEE. The Judiciary Committee, at the discretion of the President Pro Tempore, shall be responsible for the consideration of all gubernatorial appointments requiring Senatorial confirmation. The Judiciary Committee shall, when it deems necessary, be empowered to interview appointees and to take whatever steps necessary in the consideration of such appointments. When the Judiciary Committee has exhausted its inquiries, and when the majority of its voting members are satisfied with its conclusions, then it shall make a report to the Senate as to its recommendations concerning each appointee. The Judiciary Committee shall be authorized to compel the Secretary of State to provide copies of all official acts of the Governor to the committee and attest to the same.

D. STANDARDS AND ETHICS COMMITTEE. The Standards and Ethics Committee shall, pursuant to Rule 5-8 and at the discretion of the President Pro Tempore, be authorized to prescribe a Senate Code of Conduct subject to Senate approval. It shall be, pursuant to Rule 2-9, responsible for conducting an investigation and hearing into the merits of any charges aimed at expelling any member of the Senate based upon its findings. It shall provide an interpretation of the Code of Conduct upon the request of any Senator. Pursuant to Rule 2-9, the Senate Standards and Ethics Committee shall hear all expulsion petitions. These rules must also follow Appendix A to the Standing Rules of the Senate.

E. APPROPRIATIONS COMMITTEE. The Appropriations Committee shall prepare a summary of expected Senate expenses for the upcoming session and submit the same to the proper House Committee. It shall review all legislation concerning the allocation of

O.I.L. monies and render a recommendation to the Senate on the same. It shall be authorized to compel any officer of the Oklahoma Intercollegiate Legislature to present such financial reports as it shall deem necessary.

F. SPECIAL COMMITTEE ON IMPEACHMENT. The Special Committee on Impeachment exists as prescribed in the Oklahoma Intercollegiate Legislature Statutes Section 107, "The Senate shall have the power to prescribe and adopt rules and procedures it deems necessary to expediently hear and try the impeachment charges brought forth by the Board of Managers. The Senate may also adopt rules regarding the amount of the trial which may be missed, by a Senator, before the Senator may be excluded on the final vote."

1. Upon the adoption of the Articles of Impeachment by the House of Representatives and the formation of the House Board of Managers, the President Pro Tempore shall have the authority to appoint a Special Committee of Impeachment consisting of no less than seven (7) members to hear the Articles of Impeachment adopted by the House of Representatives. No more than one-fourth (1/4) of the membership of this special committee shall be freshman members of the Senate. All institutions that the senators of the committee represent must be represented equally on the committee. The President Pro Tempore will designate the committee chairman.

2. Upon hearing the Articles of Impeachment from the Board of Managers for a time specified by the chairman of the special committee, the special committee shall then deliberate until a recommendation is offered by the committee. Recommendations of the special committee will include a Do Pass or Do Fail upon the Articles of Impeachment. Recommendations of thespecial committee shall be made to the full Senate by the chairman of the committee. Should the Senate adopt a recommendation of Do Pass upon the Articles of Impeachment by a two-thirds (2/3) majority, the Articles will have passed the Senate. Should the Senate adopt a recommendation of Do Failupon the Articles of Impeachment, the full Senate will sit as jury to decide the Articles of Impeachment. Impeachment hearings will be presided over by the Chief Justice of the Oklahoma Intercollegiate Legislature Supreme Court. Upon hearing the Articles, the Senate will immediately proceed with a Roll Call vote. Articles of Impeachment require a two-thirds (2/3) majority of those senators present and voting to adopt.

G. SPECIAL COMMITTEE ON INTER-SESSION APPOINTMENTS. The Special Committee on Inter-Session Appointments exists as prescribed in the Oklahoma Intercollegiate Legislature Constitution, Article V, Section 6, and its membership and duties shall conform to the requirements outlined in that section. The two (2) elected committee members shall be elected at each regular session. If a situation arises
where the committee must meet and the Senate Floor Leader has not yet been appointed, then the Floor Leader of the previous session shall serve on the committee.

**RULE 8-4. AUTHORITY OF COMMITTEES.** Any Senate Committee shall be authorized to issue, process, and compel the attendance of witnesses and to administer oaths to any person appearing before any said committee. Any Senate Committee which considers legislation shall be empowered to consolidate bills or resolutions, to amend bills or resolutions, and to develop a committee bill or resolution irrespective of any other legislation.

**RULE 8-5. PROCEDURES.**

A. Legislative Committees shall meet at such times and places as are specified in the delegate(s) schedule, or as directed by the President Pro Tempore.

B. All other committees shall meet at such times and places as the Chairman, with the approval of the President Pro Tempore, shall designate.

C. A quorum of the committee is required to be present before the committee can transact business. Any member of the committee may request a quorum call at any time the committee is meeting. A number equal to a majority of the regular members of the committee shall constitute a quorum.

D. Attendance of the Witnesses:
   1. In the case of Legislative Committees, authors or other person from whom the committee seeks information shall be given reasonable notice that their presence is requested.
   2. Standing Committees shall be required to give notice to all O.I.L. officers and others whose presence they require.

E. The chairman, or in his absence the vice-chairman, of the committee, or his designee shall preside at meetings of the committee.

F. When considering legislation or conducting other business, the following procedures shall be observed:
   1. No person shall address the committee unless they are first recognized for that purpose.
   2. The author of the legislation or proposal shall be recognized for an explanation.
   3. The author may answer questions by members of the committee or other persons recognized by the chairman.
   4. The author or members of the committee may submit amendments to the legislation.
   5. Amendments and other motions may be adopted by a voice vote.
   6. The author of the amendment shall explain his amendment and answer questions by members of the committee, the author, or others; unless the amendment is considered a friendly amendment.
   7. The chairman may recognize any person for debate or comment on the proposed legislation or amendment thereto; provided however, the chairman may recognize a motion to limit the amount of time for any such debate or comment.
   8. The vote on a recommendation by the committee shall require a majority vote of a quorum of the members of the committee for passage.

9. A committee may recommend only four (4) reports to the Senate on legislation, those being “Do Pass”, “Do Not Pass”, “Do Fail”, or “No Recommendation.”

## RULE 9: COMMITTEE OF THE WHOLE AND REPORTS

**RULE 9-1. COMMITTEE OF THE WHOLE.** Without prior notice, the Senate may, by motion, upon being approved by a majority of the members of the Senate present and voting declare itself a Committee of the Whole. At such time the President Pro Tempore or his designee shall become chairman of the said committee. The chairman of the Committee of the Whole shall not have been chair at the time the motion was passed. Rules applicable to other Senate committees shall be applied to the Committee of the Whole, except those relating to notice.

**RULE 9-2. REPORTS.** Once the Committee of the Whole has reported a bill or resolution to the Senate then that bill or resolution shall be considered on Third Reading and be voted upon without debate.

## RULE 10: ORDER OF BUSINESS FOR DAILY SESSIONS

**RULE 10-1. ORDER OF BUSINESS.** The Order of Business for each daily session of the Senate shall be: Call to Order, Executive Nominations, Second Reading, Consent Calendar, General Order, Third Reading, House Amendments to Senate Bills and Resolutions, Conference Committee Reports, Fourth Reading, Committee Reports, First Reading, Communications, Other Business.

## RULE 11: PRESIDING OFFICER(S) AUTHORITY, FIRST READING, SECOND READING, THIRD READING, FOURTH READING, ORDER OF THE CONSIDERATION OF LEGISLATION, CONSENT CALENDAR, FAST TRACK AGENDA, GENERAL ORDER, HOUSE AMENDMENTS, CONFERENCE COMMITTEE REPORTS, COMMITTEE REPORTS, ADVANCEMENT, DEBATE, CORRECTION OF LANGUAGE, OVERRIDES OF VETOES, AND EXTENSION OF QUESTIONS TO THE AUTHOR.

**RULE 11-1. PRESIDING OFFICER(S) AUTHORITY.** The Presiding Officer shall maintain order in the Senate. No Senator or other person shall be permitted to address the Senate without first having been recognized by the Presiding Officer. No Senator or other person shall be permitted to approach the Presiding Officer in the chair without the Presiding Officer(s) invitation or approval.

**RULE 11-2. FIRST READING.** Senate bills or resolutions introduced in the Senate, shall require First Reading which shall consist of a reading of the title and an assignment to an appropriate committee by the President Pro Tempore. Any member disappointed by the choice of the President Pro Tempore may appeal such a decision in the normal manner. House bills or resolutions shall not require First Reading, but shall be immediately qualified for Second Reading or the Consent Calendar.

**RULE 11-3. SECOND READING.** Once the appropriate committee has considered a measure and rendered a recommendation on the same, it shall notify the Senate Floor Leader of such recommendation in order that they may place the measure on the Order of the Day for Second Reading. Second Reading shall consist of a reading of the title of the measure and reading of the committee recommendation as well as any amendments that the committee may have made to the measure.

**RULE 11-4. THIRD READING.** Upon Third Reading of a bill or resolution, the Senate shall not consider amendments, but shall debate passage of the bill or resolution, which shall be limited to ten (10) minutes per side. Upon exhaustion of debate, the Senate shall then be in line for a vote on passage which will be determined by a majority of those voting.

**RULE 11-5. FOURTH READING.** Upon Fourth Reading of a bill or resolution, debate shall be in order on final passage of the bill or resolution, after which the vote shall occur on final passage. After final passage of a bill or resolution, it shall be signed by the Presiding Officer in open session.

**RULE 11-6. ORDER OF CONSIDERATION OF LEGISLATION.** The Floor Leader, at the discretion of the President Pro Tempore, shall determine the order in which legislation is considered by the Senate.

**RULE 11-7. CONSENT CALENDAR.**

A. The Floor Leader, with the approval of the Rules Committee, may place any bill or resolution on the Senate Calendar for Consent.

B. The short titles of the bills and resolutions on this calendar, any committee or House action, and the author's name will be read by the Senate Secretary to the members of the Senate. After such is read, the presiding officer will ask the members of the Senate three (3) times if there be an objection. If there be an objection, the bill or resolution may be placed on the Orders of the Day, pursuant to the Floor Leader and President Pro Tempore, to be considered as though it had never been considered, unless the bill or resolution has received a "Do Pass" or "Do Pass As Amended" recommendation, in which case Previous Question shall be in order while considering the Calendar for Consent.

C. The Consent Calendar shall be read to the members of the Senate during the first ten (10) minutes of each legislative day, or at such times as the President Pro Tempore and Floor Leader may decide. Should there be no bills or resolutions the Floor Leader or President Pro Tempore feel should be placed on the Calendar for Consent, then the calendar need not be used.

**RULE 11-8. FAST TRACK AGENDA.** The Floor Leader of their designee may establish a procedure for accepting legislation, set various deadlines not explicitly mentioned in this rule, and establish a secondary procedure for allowing Senators to lodge objections to a bill or resolution considered on the Fast Track Agenda.

A. Senators may submit only legislation that they are an author or and that has been reported out of committee with a recommendation of "No Recommendation" or "Do Pass" to the Floor Leader to be considered on the Fast Track Agenda.

1. The Floor Leader, in consultation with the President Pro Tempore, may approve or reject submitted legislation to be considered on the Fast Track Agenda. The Floor Leader or their designee shall announce by bill or resolution number to the Senate, legislation to be considered on the Fast Track Agenda.

B. Upon announcement of legislation to be considered on the Fast Track Agenda, consideration of said legislation shall not take place within five (5) hours from the time of announcement.

C. Any amendment to legislation already on the Fast Track Agenda must be available to Senators at least one (1) hour before consideration of the legislation that the amendment is being applied to.

D. After the time provision in Section C and/or D is met, the Floor Leader or his/her designee may, by unanimous consent, proceed to legislation filed on the Fast Track process. Only one bill or resolution may be considered at a time. The reading of short titles of the bill or resolution on the Fast Track Agenda may be waived by unanimous consent.

E. An objection to any legislation on the Fast Track Agenda may be challenged in the following procedure:

1. A senator must collect the signatures of seventeen (17) senators that support a motion to "Press Consideration" of a contested bill.
2. Once a Senator is recognized, they may call up the petition to be read and verified by the Secretary that it contains the proper number of signatures, and then the Senator shall be recognized to make a motion to Press Consideration of a contested bill.
    i. The motion is debatable, with two (2) minutes equally divided between the senator who objected or their designee and the Senator who made the motion to Press Consideration or their designee.
    ii. The motion to Press Consideration yields only to privileged motions.
    iii. The motion may not be reconsidered.
    iv. The motion requires a 2/3 vote of the entire membership to receive passage. Abstentions shall be recorded as votes cast in the negative.
    v. A roll call vote on this motion is mandatory.
3. If the motion to "Press Consideration" passes, then the Floor Leader shall schedule a time later in the legislative day to consider the bill as a regular order and shall be considered in a manner prescribed by Rule 11-4.

**RULE 11-9. GENERAL ORDER.** On General Order the following procedures are recommended:

A. Explanation of the bill or resolution by the author: three (3) minutes.
B. Questions to the author: five (5) minutes.

C. Consideration of amendments: eight (8) minutes.
D. Debate.
E. Advancement.

**RULE 11-10. HOUSE AMENDMENTS.** Upon receipt of House amendments to Senate bills or resolutions, the Senate author shall make a motion either to accept the amendments, in which case a successful vote on the motion shall advance the bill to Fourth Reading and final passage, or to reject the amendments and request a conference with the House of Representatives.

**RULE 11-11. CONFERENCE COMMITTEE REPORTS.** Conference Committee Reports shall be considered by the Senate only when a majority of the Senate conferees and a majority of the House conferees sign such a report and only when the report is limited to matters in disagreement between the two Houses or matters germane to the bill or resolution. If the Senate adopts a Conference Committee Report, then the bill or resolution is before the Senate for Fourth Reading and final passage. If the Senate rejects the Conference Committee Report or a motion to adopt the report fails, then the bill or resolution shall be returned to the Conference Committee. Upon a report by the Senate conferees that the conferees cannot agree, then the bill or resolution will revert to its former status or consideration of House Amendments of Senate bills or resolutions.

**RULE 11-12. COMMITTEE REPORTS.** Committee Reports either on legislation or on Executive Nominations shall be filed with the Senate Secretary, explained by the chairman, at the discretion of the President Pro Tempore, of the committee making the report and shall not require any further action by the Senate, unless such action is called for in the Report.

**RULE 11-13. ADVANCEMENT.** Once a motion to advance has been adopted by a two-thirds (2/3) vote of the members of the Senate present and voting, then the bill or resolution shall be considered engrossed and on Third Reading.

**RULE 11-14. DEBATE.** When a question subject to debate is before the Senate, a motion to limit the time for debate shall be in order, even if debate already has begun. Said motion shall fix the time limits to be allowed for and against the motion. If such a motion is successful, then the Presiding Officer shall cause the time limits to be enforced and shall divide the time equally for each side of the question. If the motion is once rejected on a question being debated, it can only then be adopted with the approval of two-thirds (2/3) of the members.

**RULE 11-15. CORRECTION OF LANGUAGE.** The Secretary of State shall, at the discretion of the President Pro Tempore and with the approval of the Senate author, have the authority to correct non-substantive errors in language of any bill or resolution at the time the same is ordered engrossed or enrolled. A detailed record of all such corrections shall be maintained by the Secretary and shall be open to inspection. The title of a bill or resolution shall be made to conform to the text. The enacting clause shall be a part of every bill unless the same shall have been ordered stricken.

**RULE 11-16. OVERRIDES OF VETOES.** A motion to override the Governor's veto shall be in order at any time and shall pass upon such motion receiving a two-thirds (2/3) majority of Senators present and voting.

**RULE 11-17. EXTENSION OF QUESTIONS TO THE AUTHOR.** Any motion which would extend time, including time which has already elapsed, for questions to the author to exceed (7) minutes shall be considered a Suspension of the Rules and require the appropriate two-thirds (2/3) vote.

## RULE 12: PARLIAMENTARY AUTHORITY

**RULE 12-1. PARLIAMENTARY AUTHORITY.** Robert's Rules of Order Newly Revised (11th ed.) is hereby adopted as the parliamentary authority of this body, questions as to motions shall be answered by this authority. All other questions relating to Senate procedure shall be referred to the Standing Rules for Conduction of Business of the State Senate of Oklahoma. Questions not answered therein shall be referred to A Manual of Parliamentary Practice by Thomas Jefferson.

## Code of Conduct
## For Senators of the Oklahoma Intercollegiate Legislature

### Introduction

According to the Constitution, the Senate may determine the rules of its proceedings, punish its members for disorderly behavior, and with the concurrence of two-thirds (2/3) vote expel a member.

With regard to the Standing Rules for the Senate, Rule 8-3, the Standards and Ethics Committee shall be authorized to prescribe a Senate Code of Conduct subject to Senate Approval.
At all times members are expected to conduct themselves in a manner that reflects credit upon the Senate, fellow members, and themselves.

### Standing Committee on
### STANDARDS AND ETHICS

The Senate Standing Committee on Standards and Ethics shall have the authority to consider complaints concerning violations of the Code of Conduct and ethics of the Senate and to investigate such complaints and hold hearings as authorized by the President Pro Tempore.

**Section One: COURTESY REGARDING OKLAHOMA SENATORS**
Whereas it is by the graciousness of the Senate of the State of Oklahoma that the Senate of the Oklahoma Intercollegiate Legislature is permitted to use the Senate Chamber; Senators are therefore urged to exercise the utmost respect for the privacy of the Oklahoma Senate and the members of the Senate. This includes:
1. Refraining from disturbing the contents of the Senator's desks.
2. Refraining from showing disrespect for Senators in word or action.
3. Refraining from removing any property from the Chamber.
4. Refraining from placing one's feet on desks or otherwise in a manner likely to damage Senate property.
5. Refraining from sitting or leaning upon a desk.
6. Refraining from having any kind of food or beverage within the Chamber.
7. Refraining from using tobacco products in the Chamber or anywhere near the Chamber.
8. Refraining from carrying firearms or weaponry in the Chamber.
9. Refraining from distributing materials on each desk in the Senate chamber without first having obtained approval by the President Pro Tempore, in which case the sponsoring Senator will be identified.
10. Refraining from any other practices deemed discourteous by the President Pro Tempore or the presiding officer.

**Section Two: COURTESY IN SPEAKING**
Consideration for other members of the O.I.L. Senate shall be shown by the observance of the following standards:
1. Refraining from continuing to speak on the floor when not recognized by the

Presiding Officer.
2. Refraining from the use of profanity on the floor.
3. Refraining from any spoken activity that could be construed as adversely affecting the reputation and decorum of the Oklahoma Intercollegiate Legislature Senate body.
4. Showing respect for colleagues by not using speech on the floor that would be construed as slander or defamation of character.
5. Addressing all statements and questions to the Presiding Officer.
6. Addressing all colleagues by their proper title. A Senator shall address other members with the title "Senator" when addressing one another during formal Senate proceedings either on the floor of the Senate or in committee.
7. Precluding follow-up questions by a request to the Presiding Officer.

**Section Three: DECORUM ON THE FLOOR**
The following standards shall be established to ensure that the Senate shall be able to conduct its business quickly and in an orderly fashion:
1. Moving caucusing on the floor away from the speaking Senator.
2. Refraining from caucusing during a vote upon final passage.
3. Approaching the Presiding Officer only upon a request for permission to do so.
4. Refraining from passing between the Presiding Officer and the speaking Senator.

**Section Four: TARDINESS AND ABSENCE**
With the intent of encouraging quorum and active participation within the Senate, the following policy regarding tardiness and attendance is hereby established:
Senators not in attendance for a legislative day or Senators being tardy for a time exceeding (30) minutes at the beginning of a legislative day will be considered absent. Senators being three (3) times tardy will receive one absence. Senators receiving three (3) absences shall be referred to the Standards and Ethics Committee for removal from the Senate Roll.

The Standards and Ethics Committee will meet to make a report on the absences of Senators. The Committee will then make a recommendation on such report before the Senate for Senate approval by a majority vote.

Senators having three absences will be given notice and an opportunity to meet with the Standards and Ethics Committee. School, work, and other such commitments are legitimate excuses for absence.

**Section Five: DRESS CODE**
With the intent of upholding the status of the Senate, the following dress code shall apply:
1. Gentlemen shall wear a collared shirt, tie, dress pants, and jacket.
2. Men's jackets must be worn at all times in chambers.
3. Ladies shall wear professional dresses, skirts, or a coordinating professional pantsuit and a collared shirt and/or a jacket.
4. Blue jeans or indigo denim material shall not be acceptable for ladies and gentlemen.
5. Tennis shoes or sandals shall not be acceptable for ladies and gentlemen.
6. Questionable attire shall be reviewed by the Chairman of the Standards and

Ethics Committee, whose decision shall be final.

**Section Six: COMPLAINTS**
Any member who feels that the standards of the Senate are violated should seek redress by submitting a written complaint to the President Pro Tempore concerning the violation. The President Pro Tempore may refer the complaint to the Standing Committee on Standards and Ethics.

**Section Seven: CODIFICATION**
Upon approval of this Code of Conduct by the Senate, it shall be codified as an appendix to the Senate Standing Rules.