

Legislative Procedure Act

Application of Rules

101.10 All provisions of these rules applying to bills shall apply also to resolutions, memorials. This shall not apply to Appropriations and Revenue Bills.

Definitions

101.20 A resolution shall be any written motion before the Senate which seeks to accomplish one of the following tasks:

- A.** Approval of appointments of the Student Body President and the President of the Senate;
- B.** Establishment of rules of execution of the business of the Senate where such rules are not placed in the Student Government laws;
- C.** Requiring of reports from organizations receiving funds from Student Government;
- D.** Proposal of Constitutional Amendments;
- E.** Proposal of Referenda;
- F.** Bestows honor or appreciation on any individual or organization affecting the Students of the University; or
- G.** Statement of the opinion of the Senate on any matter or calls from action by any external agency not under the jurisdiction of the Senate.

101.21 A bill shall be any written motion before the Senate which seeks to accomplish any task other than those which can be legitimately be accomplished by resolution.

101.22 A concurrent resolution is a resolution, which states the opinion of the Senate on any matter, calls for action by any external agency not under the jurisdiction of the Senate, or requires a report from an organization receiving student government funds.

101.23 An act shall be a bill which has been passed by the necessary majority of the Senate.

101.24 A law shall be an act which has been signed by the Student Body President, an act vetoed by the Student Body President, where said veto has been over ridden by the Senate, or an act which was neither signed nor vetoed within ten school days of its transmission to the Student Body President.

101.25 Legislation shall refer to one or more resolutions, bills, acts, or laws.

101.26 The principal sponsor of a piece of legislation shall be the member of Senate or Student Body President, who introduces the bill or resolution. The Principal Sponsor shall be listed first in any list of sponsors. A piece of legislation may have any number of members of the Senate as sponsors, where said sponsorship indicates strong support but entitles the sponsor to no special legislative privilege.

101.27 Bills shall not become resolutions. Resolutions shall not become bills. Resolutions cannot amend, repeal, or modify a statute; nor do they have life beyond the term of the session during which they are adopted. No bill or resolution may be considered unless copies of the bill have been made available to the entire membership of the Senate.

Authorship

101.30 A need that can be addressed by the Senate may be written and placed in proper form by any person familiar with the legislative process. The author of the legislation shall then find an authorized sponsor, who shall act as principle sponsor for the legislation.

101.31 If the author is a Senator, that person shall be the principle sponsor. If more than one Senator is the author, they shall be co-sponsors.

101.32 Bills submitted for introduction shall be prepared in a computer-typed form. When a bill which is introduced is not in the prescribed form, the bill must be retyped in the prescribed form, and the retyped copy shall become the official copy of the bill for all purposes. The original bill shall then be returned to the introducer of the bill and shall not become a part of the records or documentation of the Senate.

101.33 The Senate President shall assign the measure a number. Bills must be numbered chronologically as the Senate President receives them. One copy of the proposed legislation shall be filed, and one copy shall be posted immediately by the Senate President and the Clerk for public information. The Senate President shall then refer the legislation to the Committee on Committees for steering.

101.34 Each bill shall be given a title by its sponsor.

A. The title of each bill shall adequately and fairly reflect its subject matter.

B. When the bill is materially modified or the scope of its application extended or decreased, the title of the bill shall be changed by the Senator introducing the bill or by the committee having it in charge, or by the Clerk, so as to indicate the full purport of the bill amended.

Committee Consideration

101.40 All bills filed for introduction in the office of the Senate President shall be referred to the Committee on Committees for steering.

101.41 Legislation shall be considered by committees in accordance with the provisions of this statute.

101.42 All Senate bills and resolutions shall be reported from the standing committee to which referred with such recommendations as the standing committee may desire to make. The report shall be submitted to the Clerk no later than the sooner of forty-eight hours after the committee meeting or twenty-four hours before the next meeting of the Senate.

101.43 Every Senator presenting a report of a committee shall endorse the report with the name of the committee and, in case of a minority report, with the names of the members making the report.

101.44 The report of the committee shall show that a quorum of the committee was present and a majority of those present voted in favor of the report.

101.45 Every report of the committee upon a bill or resolution shall stand upon the general orders with the bill or resolution. The forms of report are as follows:

A. Favorable Report. When a standing committee or select committee reports a bill with the recommendation that it be passed, the bill shall be placed on the favorable calendar for the next meeting as designated by the Senate President.

B. Report Without Prejudice. When a standing or select committee reports a bill without prejudice, the bill shall be placed on the favorable calendar in the same manner as provided in sub A. of this rule.

C. Postponed Indefinitely. No motion to postpone indefinitely or any other terminal motion shall be allowed.

D. Unfavorable Report. When a standing committee or select committee reports a bill with the recommendation that it be not passed and no minority report accompanies it, the bill shall be placed on the unfavorable calendar.

E. Minority Report. When a bill is reported by a standing committee with a recommendation that it be not passed, but it is accompanied by a minority report signed by at least three of the members of the standing committee who were present and voting when the bill was pending.

101.46 If any committee recommends adoption of an amendment or committee substitute of a bill or resolution, the amendment or committee substitute shall follow the original act. The bill or resolution and the amendment shall be placed on the agenda for the next legislative meeting.

101.47 Notwithstanding anything to the contrary, only the Senate President, or the chair of a committee to which a bill or other matter is assigned may, with the consent of a majority of the membership of the Senate present and voting, recall the measure to be referred to another committee or the floor.

Codification

101.50 Twenty-four hours prior to the next regularly scheduled meeting of the Full Senate, the Senate President and the Clerk shall ensure that copies of all legislation for the meeting are made available to each member of the senate by placing it in each Senator's mailbox.

101.51 The Senate President shall certify the passage of bills by the Senate, with the date thereof, together with the fact whether passed by vote of three-fourths or two-thirds of the membership of the Senate present and voting, whenever such vote may be required by the Constitution or By-laws.

101.52 Following the passage of legislation in the Senate:

A. Within three (3) work days of passage, three (3) copies of all acts and resolutions passed by the full Senate shall be signed by the Senate President as they were passed. The Senate President shall deliver Two (2) copies to the Student Body President.

B. The remaining signed copy shall be filed by the Clerk, who shall place a copy of it in the labeled files of the Student Government offices. This will ensure immediate and public access to the acts and resolutions of the Student Senate during each of its sessions. The Senate President and the Clerk of the senate shall be responsible for the maintenance of this file.

101.53 The Student Body President shall return a signed copy of acts of the Senate to the Clerk of Senate within ten (10) school days of receiving it, unless he or she shall have elected to veto the act or to decline to sign it. He or she shall keep the other copy signed by both parties, and it shall be included among the permanent records of the Office of the Student Body President.

101.54 Acts of the Senate signed by the Senate President and the Student body President immediately become law, unless otherwise specified. Acts not returned within ten school days of passage shall become law without the Student Body President's signature, with a notation by the Senate President stating that the President declined to sign the act.

101.55 Voted acts shall be returned to the Senate President with a veto message within ten (10) school days of transmission to the Senate Body President.

A. The Senate President shall then place a special order for the reading of the veto message and a motion to override the President's veto on the agenda of the next senate meeting. This motion is undebatable and requires a two-thirds vote of Senate members present and voting for adoption.

B. If the motion is adopted, the act shall become law despite the Presidential veto. Following Senate override of the President's veto, acts of the Senate shall become law with a notation by the senate President stating that the President's veto was overridden.

101.56 The Clerk is authorized to make corrections of typographical errors in the text of bills at any time prior to ratification. Before the correction is made, the clerk shall have the approval of the Senate President or, in his/her absence, the Senate Vice-Chair.

101.57 All amendments shall be germane to the original subject matter of the original subject matter of the bill. The question of germaneness is in order at any time the measure is before the body prior to final action on the measure.

101.58 All bills and resolutions introduced in Senate shall include a bill number on the first page. All laws and resolutions promulgated by the Senate shall include a member in accordance with section 212.

101.59 All bills and resolutions in Senate shall include a legislative history section on their first page which shall be compiled by the clerk of the senate.

101.500 This history shall include the date of introduction, the principal and other sponsors, and the committee to which it was referred by the Senate President. It shall also include the date it reported from committee, by whom it was reported, how it reported, and the numbers of any subsidiary documents relating to the bill or resolutions. It shall also include the dates of any other relevant action on the measure, motions for reconsideration, the actions taken, ayes and nays of roll call votes and the sponsors of these actions.

101.501 The final copy of this legislative history shall include the final disposition of the bill along with the original introduction number.

Form

101.6 Resolutions shall have clauses explaining the need for the legislation which shall begin "WHEREAS," and shall contain one sentence each, terminating with a semicolon. Where there are two or more such clauses, the next to last clauses shall terminate with a semicolon followed by the word "and."

101.61 There shall be a resolving clause in all resolutions which shall follow any explanatory clauses and shall read "BE IT RESOLVED BY THE STUDENT SENATE OF THE UNIVERSITY OF KENTUCKY THAT:". If there are explanatory clauses, this clause shall be preceded by the word "THEREFORE".

101.62 All bills exceeding one page shall be line numbered. All bills shall have their provisions divided into sections, and subs. Bills proposing additions or replacements to

the Student Government Code shall be numbered in accordance with the Legislative Procedure Act.

101.63 Any committee amendments shall be added to the text of the bill as follows: All deletions shall be shown with hyphens through the proposed deletions and all additions shall be shown in italics.

101.64 All promulgated laws and resolutions shall only have the text as it was approved by the Senate.

101.65 The signature page of the promulgated legislation shall include the following items:

A. A statement “Done by the Student Senate on the (1) day of (2) in (3) “—where (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out—to be followed by the Senate President’s signature; and

B. A statement “and made law on the (1) day of (2) in (3) “—where (1), (2), and (3) are as above—to be followed by the Student Body President’s signature, should he or she decide to affix it.

101.66 In the event of a veto, the veto message shall begin with the date and include the bill number and complete title of the vetoed legislation. The message may also contain an explanation of the veto. It shall conclude with the Student Body President’s signature.

101.67 In the event that a Presidential veto is overridden, the signature page of promulgated legislation shall include the following items:

A. A statement “Done by the Student Senate on the (1) day of (2) in (3)” –where (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out –to be followed by the Senate President’s signature;

B. A statement “And made vetoed on the (1) day of (2) in (3) “—where (1), (2), and (3) are as above;

C. A statement “And veto overridden by the Student Senate on the (1) day of (2) in (3) “—where (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out – to be followed by the Senate President’s signature.

101.68 In the event that the President declines to sign and return an act by the required deadline, the signature page of the promulgated legislation shall include the following items:

A. A statement “Done by the Student Senate on the (1) day of (2) in (3) “—where (1) is the cardinal number of the day of the month, (2) is the month, and (3) is the year written out—to be followed by the Senate President’s signature;

B. A statement “And made law without signature after ten days on the (1) day of (2) in (3) “—where (1), (2), and (3) are as above.

Numbering of Legislation

101.70 Legislation shall be assigned a bill or resolution number upon introduction to the Senate President.

101.71 Laws of the Senate shall be numbered in accordance with the Legislative System Act.

101.72 Once a proposed bill or resolution has been assigned its chronological number, this number shall not be changed prior to its consideration by the full Senate.

Certification

101.80 Each copy of any bill, resolution, act, law, order, agenda, or minutes promulgated by the Senate President or the Clerk shall bear the name of the official paper (i.e., Agenda20 Nov. 1996) and the following statement “Certified correct and proper by _____ Senate President” legally initialed by the Senate President (or Acting Senate President of the Student Senate) in the case of Senate documents.

In the case of laws, the statement shall be: “certified correct and proper by _____ Senate President _____” legally initialed by the Senate President (or Acting Senate President) and the Student Body President (or the Acting Student Body President).

101.81 Monthly, the Senate President shall produce a table showing the final action on all bills and resolutions introduced within the session.

Transmission

101.90 All legislation introduced in the senate shall be transmitted to the Office of Student Affairs, the University Senate Secretary, and the Board of Trustees.

101.91 All legislation reported from standing and select committees of the Senate shall be transmitted to the Office of Student Affairs and the University Archives.

101.92 All promulgation to the Student Body President, the Office of Student Affairs and the Board of Trustees shall include only the text of the law or resolution unless these other items are specifically requested: legislative history, signature page, veto message, and any other notations of the Senate President, President, or the Secretary of the Student Body as to the fate of the legislation.

101.93 All passed resolutions of the Senate shall be transmitted to the mandates in addition to the parties above.

101.94 All laws of the Student Body shall be transmitted to the Office of the Student Body President, the Student Supreme Court, the Office of the Student Attorney General, and the Secretary of the Student Cabinet.

101.95 All amendments to the General Elections Law and all matters concerning elections shall be transmitted to the Elections Board.

101.96 All laws and resolutions passed by the Senate relating to officers of Student government or Student Government-recognized organizations shall be transmitted to the officer or organization affected.

101.97 All laws and resolutions passed by the Senate shall be transmitted to the chairs of the standing committees.

101.98 Copies of resolutions passed by the Senate and signed by the Senate President and copies of all laws shall be transmitted to all appropriate or interested parties within five school days of passage.

101.99 All laws and resolutions passed by the Senate shall be public record and shall be transmitted in a timely manner to all parties requesting them. No documents of Student Senate may be withheld except those documents exempt under the Sunshine Act.

101.900 Each Senate shall maintain a complete set of records including:

A. the agendas and minutes of each meeting of the Senate;

B. the agendas, minutes, and/or reports of all standing or select committees of the Senate to the extent that they exist;

- C. the complete set of correspondence from and to the officers of the Senate;
- D. the complete financial records of the Senate;
- E. all items obtained by the Senate concerning Senate ethics;
- F. records of the annual budget process;
- G. the most recent roster of the Senate;
- H. the most recently published copy of the Student Government Code;
- I. the complete set of documents on each measure introduced or studied in Senate; and
- J. any other documents of importance.

101.901 All documents shall be kept in their original forms and in all amended or revised forms.

101.902 The complete set of records on each measure introduced in Senate shall include the following: 1) the measure as introduced to the Senate President; 2) the measure as reported from committee; 3) the committee's report on the measure including recommendations and proposed amendments; 4) any of the following where appropriate: any amendments proposed on the floor of the Senate regardless of passage or failure, signature pages, veto messages, and notations of the Senate President regarding veto overrides, laws enacted without Presidential signature, or the failure of the Senate to override a veto.

101.903 The complete legislative records of the three immediately prior sessions of the Senate and the records of the current session shall be maintained in the office of the Senate at all times.

Promulgation of the Code

102.10 Each year a Code of the Permanent Laws of the Student Government of the University shall be produced. Periodically, a supplement to the Student Government Code shall be produced incorporating all laws passed since the previous edition of The Code.

101.11 Each edition to The Student Government Code shall include an appendix containing all permanent laws not codified in The Student Government Code.

102.12 These annual editions shall be promulgated yearly to those parties entitled by law to receive them, and copies shall be available to other parties upon request for a cost not to exceed the cost of printing and promulgating them.

102.13 The _____ shall be charged with annually producing The Code of Laws of the Student Government of the University of Kentucky.

102.14 The Senate President of the Student Senate shall send two (2) properly signed and certified copies of all acts and resolutions to the _____ within one week of passage by Senate.

102.15 The Student Body President shall send to the _____ two (2) properly signed and certified copies of all laws signed, vetoed or made law without signature within one week of his/her final action.

102.16 The Chairs of the Election Boards shall provide to the _____ one copy of all certified election results of all referenda. From the laws the _____ shall create the Annual Code and regular supplements.

102.17 The _____ may delegate the physical production of the Code to any individual responsible to the _____.

102.18 The Code shall be published by the outgoing _____ before the end of his or her term.

102.19 The Code shall be organized in accordance with the Legislative System Act.

102.100 Within the Student Government Code no number shall be duplicated within the same title.

102.101 Particular provisions within the Student Government Code shall be made by Title and section. The form for citing section 113.1 of Title II in the 1996 Student Government Code would be “II SGC. §113.1 (2003)”

Sunset Clause

102.20 According to Section V(a) of the Sunset Act of 2017, “All legislation presented to Full Senate [...] shall contain a “Sunset Clause,” in which an expiration date and renewal period are chosen.”

A. The expiration date for the Legislative Procedure Act is November 30.

B. The renewal period for the Legislative Procedure Act is two (2) years.