1. All Legislation must be given to the Legislative Vice President and Senate advisor for review by noon MT.
time of the Friday before the upcoming Senate Session.

2. Those individuals/organizations wanting to be placed on the agenda under special/new business need to
make arrangements with the Senate Secretary by noon MT. time on Friday prior to the next Senate Session.

3. All senators shall refrain from using electronic devices when they deal with the immediate proceedings of
the meeting unless under emergency.

4. Food items will not be allowed at the Senate table during Sessions. The privilege of a personal beverage
will be allowed at the Senate table.

5. Casual business attire shall be worn at all Senate Sessions. Casual Business attire or Weber State
paraphernalia shall be worn in all public gatherings while representing WSUSA Student Senate. Casual
Business attire will be defined in the Internal Affairs Committee.

6. WSUSA name tags shall be worn on days that the Senate holds Sessions at all committee meetings, during
office hours, and at all other times when conducting Senate Business.

7. Only an inaugural Senator shall sponsor a piece of legislation and make any motion.

8. A Senator may appoint a proxy to represent his/her constituency.

9. Proxy assignments shall be submitted to the Senate President and or Senate Advisor prior to the appropriate
Senate Session. Proxies will have the power to vote on motions except legislation.

10. If a Senator is present at a Senate Session and must leave prior to vote, the Senator’s vote may be submitted
in writing to the Chairperson prior to his/her departure, so long as quorum in maintained.

11. Absentee votes for legislation must be cast in writing be the Senator and given to the Legislative Vice
President and or Senate Advisor prior to the appropriate Senate Session.

12. Non-Senate personnel shall not contact or approach any Senator during convened Senate Sessions. All
 correspondence shall be submitted through the Senate Secretary.

13. The current WSUSA constitution, Bylaws, Senate Rules, and weekly minutes, once approved, will be made
available by the Senate Secretary in electronic format to the WSUSA Website.

14. Legislation introduced and debated on during a Senate Session will not be voted on during the same
Session. The soonest a vote may take place on any legislation will be the following Senate Session.

15. The “Announcement” portion of the agenda will maintain an open format requiring the proper
opening/closing motions and seconds.