



To: Northern Illinois University

October 29, 2025

DeKalb, IL

57th Session Senate Discussion Item Guidelines

The Speaker of the Senate shall lead the discussion by following Roberts Rules of Order and manage the decorum and procession of the conversation. Only the Speaker may acknowledge those who can speak, so long as the speaker raises their hand and waits to be called on.

1. After a motion is called to move to the discussion agenda item piece, the Speaker shall open the floor for a synopsis on the rational for the discussion item and then open the floor to discussion and debate. The Speaker shall recognize participants to speak.
2. If no one should volunteer to speak after the floor has been opened, the Speaker shall go in order of the Senate roster and give each Senator a chance to comment on the topic.
3. After discussion and debate for 5 minutes or after the Speaker goes through the roster, then any member of the voting Senate may move to close discussion or debate on the agenda item.
4. If an actionable item that the Senate wishes to conduct after conversation, such as referring the matter to an SGA Standing Committee or otherwise, that shall constitute a need for a motion and vote to do so in accordance with Roberts Rules of Order.
5. Senate members may draft a resolution to commit an idea or action to an SGA Standing Committee or otherwise based on discussions related to the agenda item subject to review by the Rules & Procedures Committee.
6. All Senate members are required to continue to uphold SGA and University standards of respect and decorum and can be removed from the meeting by either the Speaker of the Senate or Deputy Speaker of the Senate and be given a full point unexcused absence which cannot be appealed.
7. All Senate members shall be given a copy of these guidelines by an means and shall be uploaded to SGA's same repository of governing documents.

As Approved by SR57015