

These are the official SCOC Bylaws, as first ratified by the SCOC on May 21st, 2020, Spring Quarter.
Modified 6/1/2022, 2/23/2023, 6/7/2023, 1/22/2024

I. Overview

A. Branding

1. The official name of this committee shall be the Student Committee on Committees of the Student Union Assembly of the University of California at Santa Cruz, hereafter referred to as SCOC.
2. The official slogan of the committee shall be Your Voice, Your Future.
3. The Official SCOC logo shall be as shown on the top left hand corner of the constitution letterhead.

B. Values

1. The Student Committee On Committees shall not participate in or affiliate with any organization which discriminates (as discrimination is legally defined) on the basis of: race, color, national origin, creed, gender, religion, sex, disability, age, medical condition, gender identity, ancestry, ethnicity, marital status, citizenship, sexual orientation, military status, political affiliation or socioeconomic status.
2. The SCOC shall not refuse membership based on academic standing.
3. The SCOC shall strive to best represent the undergraduate students of the University.

II. Membership

A. Chair

1. The Chair shall be the SUA Vice President of Internal Affairs
2. Co-lead SCOC along with the Executive Vice Chair
3. Coordinate between SCOC and SUA.
4. Act as the presiding officer for meetings of SCOC.
5. Ensure that appointments are in compliance with SUA regulations.
6. Act as a resource to ensure appointments happen.
7. Shall have the primary responsibility of creating the SCOC budget, and will present the budget to the SUA general assembly for approval as needed.
8. Shall attend all meetings of SCOC, Committees 4 Students, and the SUA general assembly to inform the general assembly of SCOC's actions.
9. Shall be able to vote only to break a tie.
10. Act as the primary point of contact for SCOC along with the Executive Vice Chair.
11. Shall be in charge of scheduling meeting times for SCOC in coordination with the Chair and Executive Vice Chair, as well as arranging for meeting spaces.
12. Should create and manage training docs for college representatives alongside the Executive Vice-Chair.

B. Executive Vice Chair

1. Length of term is from July 1st to June 30th
2. Should create and maintain training docs as needed for their position and schedule meetings with the newly elected Executive Vice-Chair whenever a new student becomes the Executive Vice-Chair.

3. Should create and manage training docs for college representatives alongside the Chair.
4. Co-lead SCOC along with the Chair.
5. Act as a resource to SCOC, and advise SCOC based on their experience being in SCOC.
6. Ensure that SCOC is able to operate smoothly at all times, including during officer transitions.
7. Act as a primary point of contact for SCOC along with the Chair.
8. Runs the SCOC email account.
9. Assist the incoming IVP/Chair with getting acclimated with SCOC through the transition, and assist them in an ongoing manner as necessary and able.
10. Possess knowledge and experience of how SCOC runs.
11. Shall inform committees of appointed students, and be the primary contact with administrative and senate committees.
12. Shall preside over meetings if the Chair is unable to
13. Shall be primarily responsible for coordinating the seating of SCOC voting members with colleges.
14. Shall send the initial email to students letting them know they have been selected, in coordination with the Chair
15. Manage the SCOC website
16. Reach out to administration, faculty, and other bodies to promote greater student representation on campus committees.

C. Executive Administrator

1. Length of term is from July 1st to June 30th
2. Should create and maintain training docs as needed for their position and schedule meetings with the newly elected Executive Administrator whenever a new student becomes the Executive Administrator.
3. Shall draft the agendas for every SCOC meeting, and distribute those agenda's to all members of the committee at least 24 hours before the meeting time.
4. Shall record minutes for every SCOC meeting, and distribute those minutes to members of SCOC within 48 hours of the end of the meeting those minutes were taken.
5. Shall take attendance at SCOC meetings.
6. Shall preside over meetings if both the Chair and Executive Vice Chair are unable to.
7. Shall represent SCOC in any public external events as determined by the Chair and the Executive Vice Chair.
8. Shall coordinate Committees 4 Students meetings each quarter in coordination with the Chair and Executive Vice Chair.
9. Responsible for planning at least one SCOC retreat per year at the discretion of the Chair and Executive Vice Chair.
10. Shall assist College representatives in planning SCOC involvement for the annual fall Cornucopia event and may assist them in planning other events.
11. Manage SCOC social media accounts

12. Primarily manage internal affairs of the committee

D. College Representative

1. Shall be appointed by their respective colleges.
2. Shall be full voting members.
3. Shall attend weekly SCOC meetings, Committees 4 Students, and all Sister-College events.
4. Shall throw a Sister-College event at least once per year.

E. Guests

1. The SUA Vice President of Academic Affairs is invited to attend any meeting in which an appointment to an academic senate committee is being considered. If the SUA VPAA chooses to attend, then the agenda items related to the Academic Senate appointment shall be conducted before all other Agenda matters, during which the SUA VPAA will have privilege of the floor. After the matters related to the Academic Senate appointments conclude, the SUA VPAA will be asked to leave the meeting.
 - a) If the SUA VPAA is not notified 12 hours prior to the meeting pertaining to the appointment in question, said appointment will be null and void.
2. The SCOC may, through a 2/3rds vote rounded up, decide to to invite a member to sit in SCOC meetings, with any stipulations that the body may decide.
3. The SCOC may, through a 2/3rds vote rounded up, modify the conditions of an already existing guest position.
4. The SCOC may expel an invited member by a simple majority vote rounded up
5. The SUA President may sit as an ex-officio non-voting member at their discretion.

III. Meetings

- A. SCOC meetings shall occur at least once a week.
- B. The Executive Administrator shall organize all SCOC meetings.
- C. The meetings are all closed session, and only committee members or those invited may attend.
- D. Information from the meetings is confidential, the only information that can be shared are the following
 1. Information related to structural matters of the meeting, such as time or location that is not relevant to the actual subject matter of said meetings.
 2. The committees to which an appointment has been made, and the colleges of those appointed.
 3. Other information if the committee votes by a 2/3rds majority rounded up to allow the information to be shared, and as long as the information does not violate the privacy rights of any applicants.
- E. The meetings of SCOC shall follow Robert's Rules of Order, with exceptions at the discretion of the presiding officer.

IV. Elections

- A. The SCOC shall conduct elections in the Spring quarter for the next year, as well as when needed to fill a vacancy.
- B. Each SCOC College Representative has one vote.

- C. The candidates will be nominated by the SCOC College Representatives.
 - D. The Chair shall conduct the election.
 - E. The individual votes of each representative shall be kept secret except to the Chair, and is confidential.
- V. Terms of Appointment
- A. The SCOC has the authority to define terms of appointment to hold accountable appointed representatives.
 - B. The SCOC may, by a 2/3rds vote rounded up, reverse any appointment.
 - C. In the case that a committee vacancy arises and the next meeting of the committee takes place before the SCOC is able to convene, the SCOC temporarily delegates appointing powers to the SUA Internal Vice President as Chair and the SCOC Executive Vice Chair.
 - 1. If after confirming with the committee, the committee indicates they are willing to accept an interim appointment, then the Chair and Executive Vice Chair may, together in agreement, choose to appoint an interim representative to fill the vacancy outside of the SCOC meeting.
 - 2. The Chair and Executive Vice Chair must do their due diligence to find an interim appointee who is already onboarded and an employee of either the SUA or SCOC. If they are unable to find an appointee who fits these criteria, only then may they find an interim appointee who is not an onboarded employee of the SUA or SCOC.
 - 3. At the next meeting of the SCOC, the committee may vote by a simple majority to retract the interim appointment, change the status of the appointment from interim to permanent, or regularly appoint a permanent appointment to replace the interim. Alternatively, if SCOC takes no voting action the interim appointment will stand until one of the above actions is taken.
 - 4. The SUA Internal Vice President may not make unilateral interim appointments.
- VI. Bulk Committee Review Process
- A. The purpose of the Bulk Committee review process is to review a large quantity of applications at a single SCOC meeting.
 - B. The Bulk Committee Review Process shall be initiated either by a simple majority vote of SCOC, or by decision of the Chair and Executive Vice Chair.
 - C. When the process is initiated, it may include one or more committees.
 - D. Each committee shall be assigned a grading rubric at the initiation of the process, and multiple committees may share the same rubric.
 - E. The rubric should consist of criteria allowing rating of the applications on a scale of 1-5.
 - F. The creation of a rubric is as follows
 - 1. For any Academic Senate committees, the rubric shall be created by the SUA Vice President of Academic Affairs in consultation with any interested members of SCOC.
 - 2. For administrative committees, the rubric shall be the primary responsibility of the SCOC officers in consultation with any interested member of SCOC.
 - G. Once the rubric has been created and approved by the Chair, the Executive Administrator shall implement a process to distribute applications evenly to all voting members of SCOC, with at least two representatives rating each application.

1. Non-Voting Members are also included in this process outside of Fall, Winter, and Spring quarters.
 - H. Each Voting member of SCOC shall, before the meeting in which appointments related to the review process shall occur, shall rate every application assigned to them.
 1. Non-Voting Members are also included in this process outside of Fall, Winter, and Spring quarters.
 - I. Before the meeting time, the Executive Administrator shall compile a list of all applications in the top 40%, this can be modified as needed at the discretion of the Chair and Executive Vice Chair.
 - J. By default, only those applications that have been rated highly enough shall be reviewed at the meeting, but any member of SCOC may ask that an application that did not receive high enough scores be reviewed.
 - K. At least 48 hours prior to SCOC's meeting, the Executive Administrator will send all committee members those applications that were selected per part I and J of this bylaw. Those applications should be reviewed by all members prior to SCOC's hiring meeting.
 1. All SCOC members will, using the same rubric, grade those applications selected per Part I and J of this bylaw. The Executive Administrator will then select the highest scored applications so that there are twice the number of applications as there are seats. These applications will be reviewed by SCOC.
- VII. Internal Transition of Voting Member to Executive Responsibilities Procedure
- A. If a College-appointed SCOC voting member is appointed to an SCOC executive position, they must agree, as a condition of their appointment, not to accept reappointment as a College-appointed voting member at the expiration of their term in the following fall quarter. If they accept reappointment, their appointment to the executive position is void and a reelection of the executive position will take place at the soonest possible SCOC meeting. In normal circumstances, the promoted executive shall maintain their voting member status through the summer.
- VIII. Alternatives Procedure
- A. College governments may appoint alternatives to attend SCOC meetings as voting members when primary steering board members are unable to attend.
 - B. Alternates shall receive an appropriate stipend at the end of each quarter for which they attended SCOC meetings.
- IX. Steering Board Vacancy Procedures
- A. SCOC Officer Vacancies
 1. Upon vacancy of the External Administrator, officer rolls will be split as follows or as determined by agreement of the remaining officers.
 - a) Chair
 - (1) Shall draft the agendas for every SCOC meeting, and distribute those agenda's to all members of the committee at least 24 hours before the meeting time.
 - (2) Shall coordinate Committees 4 Students meetings each quarter in coordination with the Chair and Executive Vice Chair.
 - (3) Primarily manage internal affairs of the committee
 - b) Executive Vice-Chair

- (1) Shall record minutes for every SCOC meeting, and distribute those minutes to members of SCOC within 48 hours of the end of the meeting those minutes were taken.
 - (2) Shall take attendance at SCOC meetings.
 - (3) Responsible for planning at least one SCOC retreat per year, at the discretion of the Chair and Executive Vice Chair.
 - (4) Shall assist College representatives in planning SCOC involvement for the annual fall Cornucopia event and may assist them in planning other events.
- c) Shared
 - (1) Shall represent SCOC in any public external events as determined by the Chair and the Executive Vice Chair.
 - (2) Manage SCOC social media accounts
2. Upon vacancy of the Executive Vice-Chair, the External Advisor shall be appointed as acting External Vice-Chair and is afforded all the privileges, compensation, and responsibilities it entails. Upon appointment of a new Executive Vice-Chair, the officer roles will return to how they are described in Bylaw II. The responsibilities of External Administrator will then be split as shown in Bylaw IX.1.
3. Upon vacancy of the chair, the Executive Vice-Chair shall become the acting Chair and is afforded all the privileges, compensation, and responsibilities it entails. Then, the External Advisor shall be appointed as acting External Vice-Chair and is afforded all the privileges, compensation, and responsibilities it entails. If the Executive Vice-Chair is also vacant, the Executive Administrator will serve as acting Chair and will perform all duties of the officers. Both officers will keep their original responsibilities. The roles will be split as follows or as determined by agreement of the remaining officers.
 - a) Executive Vice-Chair (Acting Chair)
 - (1) Coordinate between SCOC and SUA.
 - (2) Act as the presiding officer for meetings of SCOC.
 - (3) Ensure that appointments are in compliance with SUA regulations.
 - (4) Shall have the primary responsibility of creating the SCOC budget, and will present the budget to the SUA general assembly for approval as needed.
 - (5) Shall have the primary responsibility of creating the SCOC budget, and will present the budget to the SUA general assembly for approval as needed.
 - (6) Act as a resource to ensure appointments happen.
 - b) Executive Administrator (Acting Executive Vice-Chair)
 - (1) Shall be in charge of scheduling meeting times for SCOC in coordination with the acting Chair, as well as arranging for meeting spaces.

(2) Ensure that appointments are in compliance with SUA regulations.

c) Shared

(1) Act as the primary point of contact for SCOC

(2) Shall attend all meetings of SCOC, C4 Committees 4 Students, and the SUA general assembly to inform the general assembly of SCOC's actions.

4. In extreme situations where it is not feasible to split the roles, among all officers, roles can be given to interested steering board members, then members of the officer of Internal Affairs, and then the wider SUA.

B. SCOC College Representatives Vacancies

1. If any sister college pair has one vacant position, the steering committee representative appointed to the non vacant position will be in charge of planning outreach and events at their college. They may request for help when needed from the officers and should be assigned an officer to assist them in performing sister-college activities.

2. Should a sister college pair not have any steering board members, the Executive Administrator shall nominate officers and representatives on the steering committee to plan events and promote outreach to those colleges subject to approval by the Chair and Executive Vice-Chair.

SUA Bylaw section that is relevant:

1. *The Student Committee on Committees shall facilitate and track all student representatives to campus-wide committees, including academic senate and administrative committees.*
2. *The SCOC shall be the sole body of the SUA, unless specified otherwise in the SUA Constitution or Bylaws, to appoint representatives on behalf of the SUA.*
 - a. *Any request for representation on any administrative, academic senate, or other committees to the SUA or to any individual in their capacity of their role within the SUA shall fall under the purview and approval of SCOC.*
3. *The Internal Vice President shall serve as the Chair of the SCOC, and may not vote except to break a tie.*
 - a. *The Executive Vice Chair may convene and chair meetings as needed if the IVP is unable to do so.*
 - b. *Any executive decision shall be able to be appealed or overridden by a simple majority vote of the voting members of SCOC.*
 - i. *This vote shall be able to happen asynchronous.*
4. *Each College Government shall have the right to appoint one voting member to the SCOC.*
 - a. *Only members appointed in this way shall be able to vote, unless acting as the chair of the meeting to break a tie.*
 - b. *Quorum for making a decision shall be half the amount of appointed representatives plus one.*
5. *All meetings of the SCOC where appointments are deliberated or decided shall be closed sessions and therefore closed to the public and considered confidential.*
6. *The SCOC is empowered to create its own bylaws, which can be created or modified by a vote of $\frac{2}{3}$ of voting members, with the following scope:*
 - a. *Officers of the committee, their powers and responsibilities, and how they are chosen.*
 - b. *Procedure for who will act as chair in the chair's absence.*
 - c. *The official motto, logo, or other branding of the committee.*
 - d. *Procedures of appointing or withdrawing appointment of a representative to a committee.*
 - e. *Terms of appointment that will apply to and hold accountable all student representatives appointed to campus wide or system wide bodies.*
 - f. *Other non voting members who may sit on the committee, with privileges as defined in the bylaws.*
 - g. *Any other procedures that fall under the jurisdiction of the SCOC.*
7. *The SCOC budget may be reviewed, and revised by a 2/3rds majority vote of the SUA general assembly*