

# **ARTICLE IX: STUDENT UNION ASSEMBLY BYLAWS**

## **SECTION A. PURPOSE**

1. The SUA Bylaws shall supplement this constitution by establishing such boards, councils, committees, subcommittees, and task forces the SUA deems necessary. The bylaws shall enumerate powers, duties, and rules pertaining to these boards, councils, committees, subcommittees, and task forces. The bylaws shall also lay out procedures governing the function and/or activities described in the constitution, and may assign additional duties to the Officers and Representatives.

## **SECTION B. AMENDMENTS AND PROCEDURES**

1. A two-thirds (2/3) vote of the SUA shall be necessary to ratify, modify, or suspend portions of the bylaws.
2. One-week notice must be given to the Assembly before amendments, creation or removal of any bylaws.

## **SECTION C. PROCEDURES OF THE ASSEMBLY**

### **1. Hours of the Meeting**

- A. The hours of general meetings shall be defined as published on the Student Union Assembly website, and the rulings of the Chair. Enforcing such hours shall not be subject to appeal.

### **2. Order of Business**

- A. The Order of Business shall be at the discretion of the Chair or as follows:
  - I. Call to Order
  - II. Roll Call
  - III. Approval of the Agenda
  - IV. Reading of the Previous Meeting's Minutes
  - V. Concurrence Items
  - VI. Announcements
  - VII. Presentations
  - VIII. New/Old Business
  - IX. Committee Sessions
  - X. Committee Reports
  - XI. Resolutions
  - XII. Funding Requests
  - XIII. Closing Remarks from the Presiding Officer
  - XIV. Adjournment
- B. Items I–VI combined shall not take more than 20 minutes, unless otherwise defined in the Agenda.

### **3. Call to Order**

- A. The Chair, or in their absence, the Internal Vice-Chair, shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Assembly to order. In the absence of the Chair or the Internal Vice-Chair, the External Vice-Chair shall call the Assembly to order. The

officer that calls the Assembly to order shall hereafter be referred to as the Presiding Officer.

**4. Roll Call**

- A. Before proceeding with the business of the day, the roll of Assembly Members shall be called
- B. Quorum of the Assembly shall be defined in the Constitution.

**5. Approval of the Agenda**

- A. Before any business is conducted, the agenda, as proposed by the Presiding Officer, shall be read and approved by the Assembly by simple majority, including the changes proposed during the first portion of the current meeting.
- B. Amendments to the Agenda that do not conflict with Section C.2.A may be proposed by any Assembly Member and approved by simple majority.
  - I. Amendments to the agenda may be proposed at any time except when such proposal would interrupt a speaker or voting procedures.
  - II. Motions to amend the agenda are not debatable and must be seconded.
  - III. Items I–IV and XII–XIII may not be moved or stricken from the agenda.

**6. Reading of the Previous Meeting's Minutes**

- A. Upon approval of the agenda, the Minutes from the previous meeting of the General Assembly shall be read and approved by simple majority.
- B. Motions to Amend the Minutes may be proposed by any Assembly Member and approved by simple majority.
  - I. Amendments to the Minutes may be proposed at any time except when such proposal would interrupt a speaker or voting procedures.
  - II. Motions to amend the Minutes are not debatable and must be seconded.
- C. The Recorder shall maintain, and amend as instructed, the Minutes of the General Assembly.

**7. Concurrence Schedule**

- A. At the time defined in the approved agenda, the Assembly will consider items for concurrence.
  - I. These items shall consist of Registered Student Organization Funding Request recommendation from the Student Organization Advisory Committee and resolutions from the Student Academic Senate.
- B. After reading of the items in the Concurrence Schedule, the Presiding Officer will ask for objections to the Concurrence Schedule. Hearing no objections, all items in the Schedule will stand as concurred upon and approve by consensus of the Assembly.
- C. Any member of the Assembly can remove an item(s) from the Concurrence Schedule for any reason they deem reasonable.

- I. Once an item is removed from the Concurrence Schedule, it is immediately placed as the last item on the Agenda and the Agenda will stand as amended.
- II. The Assembly member who removed the item from the Concurrence Schedule will not speak on the item, including reasoning for objection, until the item comes again before the Assembly at the end of the Agenda.
- III. Items removed from the Concurrence Schedule may not be tabled or postponed to another meeting of the Assembly.
  - a. If the Assembly is in danger of losing quorum, as defined by the Presiding Officer, the Assembly will take up the item removed from the Concurrence Schedule immediately.
  - b. If the Assembly losses quorum, the Assembly will address the item as its first business item in its next meeting.
- IV. When the Assembly takes up the removed item, the Assembly member that removed the item will speak first. Discussion and voting shall ensue as defined in the SUA Constitution and Bylaws.

## **8. Announcements, Presentations, and the Order of Business**

- A. Announcements, Presentations, and the order of Business shall be made in the order as determined in the Agenda. The person responsible for creating the announcement, or an authorized representative, shall make the announcement. In the case of Presentations, the guest speaker or representative(s) from the presenting organization shall give the presentation.
  - I. For the purposes of these Standing Rules, Presentations shall be defined as special addresses before the Assembly by guest speakers or organizations.
- B. Announcements from Non-Members, as defined in the Constitution, shall be permitted upon the approval of the Presiding Officer.
- C. The order of Business shall consist of all matters introduced by one or more officers and/or representatives.

## **9. Committee Sessions**

- A. At the defined time in the agenda, all of the Assembly Members present shall report to their assigned Committee.
  - I. The meeting place for each committee will be announced before each Member is expected to report.
- B. The Committees shall be as follows:
  - I. Student Power
  - II. Lobby Corps
  - III. Diversity Commission
  - IV. Outreach & Student Life Committee
- C. Unless explicitly defined in the Standing Rules, the rules and procedures of each committee will be at the discretion of the Committee Chair assigned to that committee.
- D. Unless otherwise specified in the agenda or extended by a motion, Committee Sessions shall last for no longer than 20 minutes.

- I. At the end of the time devoted to Committee Sessions, the Presiding Officer shall call the Assembly back to order and proceed with the Committee Reports, as defined in Section C.8.F.
- II. Motions to extend time require a simple majority, must be seconded, and are not debatable.
- E. Committees may choose to meet at a separate time outside of the General Assembly, provided that the committee's Chair and 2/3rds of that committee's members present at the previous General Assembly meeting approve the meeting.
  - I. This option shall not limit the committee to report back to the Assembly, as defined in Section C.8.F.
- F. Committee Reports
  - I. Upon conclusion of the Committee Sessions, the Presiding Officer may require one representative from each committee to give a report on the committee's activities and proceedings.
    - a. The committees shall choose only one Representative by whichever method the committee deems appropriate. This Representative may reserve the right to yield to another member of the Assembly.
    - b. The Presiding Officer shall determine the order of the Reports.
    - c. Each Report shall not last longer than two minutes, unless otherwise specified in the agenda or extended by a motion.
      - i. Motions to extend time requires a simple majority, must be seconded, and are not debatable.
    - d. Committees that have chosen to meet outside of the General Assembly, as described in section C.8.E, shall still be responsible for presenting a Report to the General Assembly.

## **10. Resolutions**

- A. At the defined time in the agenda, the General Assembly shall debate and vote on Introduced Resolutions.
  - I. Introduced Resolutions shall consist of any resolutions read and presented at the previous meeting of the General Assembly, as well as any tabled Resolutions that have already been introduced.
  - II. Introduced Resolutions shall be considered in the order listed in the agenda.
- B. The proceedings for considering an Introduced Resolution shall be as follows:
  - I. The Presiding Officer shall reintroduce the Resolution by reading the enacting clause, or title if such a clause is absent.
  - II. Once reintroduced, the Presiding Officer shall open the floor to those wishing to speak on the Resolution.
    - a. All attendees are permitted to speak on the Resolution, but must receive recognition of the Presiding Officer.

- b. Speakers may have the floor for no greater than two minutes at a time. After two minutes, the speaker will be informed his time limit has elapsed and the floor will automatically be yielded to the Presiding Officer.
  - c. Speakers are permitted to speak on the same Resolution more than once, but must receive recognition of the Presiding Officer each time they wish to speak.
  - d. Debate shall not last longer than 10 minutes, unless otherwise defined in the agenda or extended by a motion.
    - i. Motions to extend time require a simple majority, must be seconded, and are not debatable.
    - ii. If at any point the Presiding Officer asks for speakers and no such speakers respond after 10 seconds, the Presiding Officer may, at his/her discretion, close debate and move on to step c.
  - e. Any Assembly Member may motion to Call the Resolution to Question before the time limit expires. Such a motion requires a 2/3rds majority to pass.
    - i. Motions to Call to Question are not debatable and must be seconded.
- III. Once debate has closed, the Presiding Officer shall reread the enacting clause, or title if such a clause is absent.
- IV. The Assembly shall then vote on the Resolution.
- a. Resolutions shall require a 2/3rds majority to pass.
- V. The result of the voting shall be announced by the Presiding Officer and the Assembly shall move on to the next item in the agenda.
- C. Any Assembly Member may motion to table consideration of an Introduced Resolution to another meeting of the General Assembly. Such a motion requires a simple majority to pass.
- I. Motions to table consideration of an Introduced Resolution are not debatable and must be seconded.
  - II. Resolutions must be considered in the Academic Year they are introduced.
- D. Any Assembly Member may motion to pull from the table any Introduced Resolution that was previously tabled for consideration. Such a motion requires a simple majority to pass.
- I. Motions to pull Introduced Resolutions from the table are not debatable and must be seconded.
  - II. Resolutions may not be considered in the same meeting they are introduced.
- E. At the defined time in the agenda, any new Resolutions shall be introduced to the General Assembly.
- I. A Resolution shall not be considered “Introduced” unless procedures b–d in Section C.2.A are carried out.

- II. New Resolutions shall be introduced in the order listed in the agenda.
- F. The proceedings for Introducing a Resolution shall be as follows:
- I. A resolution is a written motion adopted by a deliberative body. The substance of the resolution can be anything that can normally be proposed as a motion and has been submitted to the SUA Body for endorsement
  - II. No later than 24 hours prior to the start of the meeting, the resolution should be sent out to all registered Assembly Members via email. Resolutions should also be made available for viewing at the SUA Office. However, this clause shall not restrict the introduction of the Resolution to the General Assembly.
  - III. The Presiding Officer shall introduce the Resolution by reading the enacting clause, or title if such a clause is absent.
  - IV. The Presiding Officer shall then recognize and yield the floor to the sponsor of the Resolution, or a designated representative, who will give a presentation on the Resolution and take any questions from those present.
    - a. If the presenter yields the floor to questions, all attendees will be permitted to ask questions of the presenter, but must receive recognition of the Presiding Officer as defined in Section 1.16. Multiple or multi-parted questions may not be asked unless the presenter yields to a multi-parted question.
    - b. Speakers are permitted to ask more than one question of the presenter, but must receive recognition of the Presiding Officer each time they wish to ask a question.
    - c. The presentation and questioning shall not last longer than 10 minutes, unless otherwise defined in the agenda or extended by a motion.
      - i. Motions to extend time require a simple majority, must be seconded, and are not debatable.
      - ii. If at any point during questioning the Presiding Officer asks for questions and no one responds after 10 seconds, the Presiding Officer may, at his/her discretion, request the presenter to yield the floor to the Presiding Officer.
      - iii. Once the presenter has run out of time or yielded his time to the Presiding Officer, the Presiding Officer shall schedule consideration of the Resolution for the next meeting of the General Assembly. Then, the Assembly shall move on to the next item in the agenda.
- G. The Introduction of New Resolutions may be tabled to another meeting of the General Assembly by a motion from an Assembly Member. Motions to table the Introduction of a Resolution require a simple majority to pass.

- I. Motions to table the Introduction of a Resolution are not debatable and require a second.
- H. Any Non-Introduced Resolutions that were previously tabled may be pulled from the table by a motion from an Assembly Member. Such a motion requires a simple majority to pass.
  - I. Motions to pull Non-Introduced Resolutions from the table are not debatable and require a second.

## **11. Closing Remarks from the Presiding Officer**

- A. Before adjournment, if time permits, the Presiding Officer may, at his/her discretion, make closing remarks before the Assembly.

## **12. Adjournment**

- A. Once all business has been conducted, the Presiding Officer shall entertain a motion to Adjourn the Assembly. Such a motion requires a simple majority to pass.
  - I. Motions to Adjourn are not debatable and require a second.
  - II. The Assembly shall not be considered Adjourned until such a motion passes.

## **13. Privilege of the Members and the Floor**

- A. Before a Speaker may address the Assembly or make a motion, he/she must raise their hand to receive recognition from the Presiding Officer. Upon recognition of a Speaker, the Presiding Officer shall, at their discretion, yield the floor to the Speaker.
  - I. Points of Order and Points of Personal Privilege do not require the recognition of the Chair. For these motions, the Speaker shall simply rise and make their Point. It is at the discretion of the Presiding Officer whether to recognize these Points.
- B. Once the floor is yielded to a Speaker for the purpose of speaking on an issue, the Speaker may speak for an indefinite amount of time, provided the Speaker's comments are on-topic with the current issue on the floor, unless a time limit is otherwise defined in another section of the Standing Rules or in the Agenda.
- C. When a Speaker is done speaking on an issue, the Speaker is able to yield their privilege of the floor to questions or to the Presiding Officer.
  - I. If the Speaker yields to questions, the Presiding Officer shall solicit the Assembly for questions. Any person present must receive recognition of the Presiding Officer by raising his/her hand before they can ask their question. If, when soliciting the Assembly for questions, no person rises to ask a question, the Presiding Officer may, at their discretion, prompt the Speaker to yield to the Presiding Officer.
  - II. If a Speaker's time is limited by another section of the Standing Rules or in the Agenda, the Speaker may only yield the remaining time they have remaining.
- D. No person present at a meeting shall engage in disrespectful or disruptive behavior, or attempt to disrupt the decorum of the chambers. Any person doing so may be asked to leave by the Presiding Officer.

#### **14. Voting Procedures**

- A. As defined in the constitution, when a question requiring a vote is raised, the Presiding Officer shall call for consensus of the members present. If any present member objects to the question, they may call "Objection," in which case the Presiding Officer shall call for a vote.
  - I. Objections may include any personal conflict of interest, or lack of information regarding said funding request, resolution or motion.
  - II. Only members permitted by Article II. Section C. of the Constitution may vote. Any member of the Assembly may call for a recorded roll call vote.
- B. Once begun, the vote shall not be interrupted.

#### **15. Suspension of the Bylaws**

- A. Suspension of the Bylaws shall only last for the duration of the meeting in which the motion is passed.
  - I. The motion to Temporarily Suspend the Bylaws must be seconded and is debatable. No more than 5 minutes shall be devoted to debate of the motion.

#### **16. Parliamentary Procedure**

- A. In all cases not provided for in these Rules, the authority shall be Roberts Rules of Order Revised.
  - I. At least one copy of the version of Roberts Rule being used by the Assembly shall be available for reference at the Student Union Building during typical operational hours.

#### **17. Appeal of Chair Decisions**

- A. Standard Descriptive Characteristics
  - I. An officer is delegated the authority and has the duty to make necessary rulings on questions of parliamentary law. However, any UCSC student has the right to appeal the presiding officer's decision on such a question.
  - II. All appeals are debatable.
  - III. All appeals are not amendable.
- B. Procedure
  - I. An appeal can be made by any UCSC student.
  - II. The appeal takes precedence over any question pending at the time the chair makes a ruling from which the appeal is made.
  - III. The appeal must be seconded.
  - IV. The appeal is debatable.
  - V. The appeal can be made at any time from when the ruling of the chair was implemented.
  - VI. Requires a simple majority vote (50% plus one).
  - VII. The appeal is not amendable.

### **SECTION D. Elections Code**

#### **1. General Procedures**

- A. In accordance with ARTICLE III. SECTION C.1 of the Constitution, the SUA must conduct a campus-wide election for all members of the

- Assembly and/or Constitutional Amendments during each Spring quarter, and the SUA charges an Elections Commission to fulfill this duty.
- B. The official website for SUA elections will be determined by the SUA Elections Commissioner in collaboration with the Student Affairs Campus Elections Commissioner.
  - C. The SUA will not recognize “slates” or “parties” in the election process such that, the election ballot will not name, list or acknowledge party affiliations, slate names, party or slate identifications or any other distinguishable affiliations.
  - D. The ballot shall be non-partisan
  - E. The Elections Packet shall be both available and advertised for at least twenty (20) working days prior to the deadline of Petitions for Candidacy.
  - F. The Elections Packet shall include: A Cover Letter, Elections Timeline, the SUA Elections Code, Endorsement Form, and the Petition for Candidacy.
  - G. In the event that more than one candidate for the same position receives the same number of votes, a run-off election shall take place.
    - I. The Election shall take place as soon as deemed possible by the Elections Commission and must occur before the concurrent academic year terminates.
    - II. The Commission shall hold an additional day of voting for the contested position.
  - H. The Assembly shall authorize Special Elections, as it deems necessary, and shall assign a temporary Elections Commissioner for such Elections to carry out all duties and responsibly outlined in this code for such Elections.
  - I. All deadlines shall be at 5:00pm on the due date.

## **2. Elections Commission**

- A. **Purpose.** The purpose of this Code and Elections Commission shall be to outline the procedures, guidelines, and regulations which govern all SUA Elections at UCSC and to define the duties and responsibilities of those who participate in and who facilitate all SUA election procedures. Enforcement of this code shall ensure a fair, equal and open election for the Undergraduate Student Body at UCSC.

## **B. Composition**

- I. The Elections Commission shall consist of the following:
  - a. The SUA Chair; non voting, ex-officio
    - i. In the event the Chair is a candidate an acting SUA officer may serve in his/her place
    - ii. In the case that all officers are up for election the SUA reserves the right to appoint a representative from the Assembly by a simple majority
    - iii. Votes only to make or break a tie.
  - b. The SUA Elections Commissioner
    - i. Non-voting member to ensure impartiality during rule making and hearings.

- c. The SUA Associate Elections Commissioner
- d. One College Elections Commissioner from each college
  - i. College Elections Commissioners may be compensated by the SUA for their work.
- e. The SOAR Director, or designee; non-voting staff adviser to the Commission.
  - i. Need not be present to conduct business of the commission.
- II. Once appointed, commissioners waive their Constitutional right to file a petition for candidacy until the next academic year.
- III. Quorum shall constitute as  $50\% + 1$  of all currently filled commissioners.
- IV. Each commissioner, excluding the Elections Commissioner, the SOAR Director, and SUA Chair (except in making or breaking a tie), shall receive one vote on the Commission.
- V. No commissioner shall be a candidate nor shall he/she support or oppose any campus candidate, party, or referenda while serving on the Commission. Any commissioner so doing may be removed from the Commission by the SUA Elections Commissioner or by a two-thirds (2/3) vote of the Commission.
  - a. Removal of a member from the Commission is subject to be overturned by the Assembly.
- VI. In the event a college commissioner is a candidate for an elected position in the concurrent election, or is the author or co-author of a measure or Constitutional Amendment on the upcoming ballot, then he/she shall be ineligible to serve on the Commission and the respective college council must appoint another commissioner as soon as possible.
- VII. Colleges forfeit their right to appoint college commissioners after the Petition for Candidacy is due.
- VIII. Commissioners must uphold confidentiality in all matters reviewed by the Commission. Failure to do so will result in removal from the Commission by the SUA Elections Commissioner and action by the SUA.
  - a. Action by the SUA can be, but is not limited to, barring an individual from any participation in the current elections process (including working on campaigns for candidates, Amendments, and/or measures).

### **C. Responsibilities and Powers**

- I. This Commission shall be responsible for working with the SUA Elections Commissioner and Chair to enforce the SUA Elections Code.
- II. This Commission shall meet as often as the SUA Elections Commissioner deems appropriate proceeding and during Elections week to review all official complaints in accordance to the official complaint deadline.

- III. The Elections Commission, or designated individuals, has the right to remove all campaign materials and literature that do not comply with University Posting Regulations and/or as stipulated in the Elections Code.
- IV. The Elections Commission may, after a hearing has been held, take judicial actions against an individual for violations of this code.
- V. The Commission reserves the right and power to establish rules, in addition to those outlined by this code, such that it furthers fairness, transparency, and equal opportunity for all SUA candidates.
  - a. Upon approval of such rules, the SUA Elections Commissioner must submit notification to the Assembly detailing the new rule(s) and provide valid reasoning within 24 hours.
  - b. The Assembly may overturn such rules.
  - c. After the Petition for Candidacy is due, the Commission shall institute no new rules.
- VI. The Commission shall ratify the results of the Elections by a simple majority vote.

#### **D. Meetings of the Commission**

- I. Shall be convened as the SUA Elections Commissioner, or a majority of Commission members, sees fit.
- II. May any decision not already laid out in this code shall require a simple majority.
- III. Meetings shall be closed to members of the Commission.

### **3. Elections Commissioner and Associate Elections Commissioner**

#### **A. Appointment**

- I. The SUA Elections Commissioner
  - a. The SUA shall appoint the campus-wide Elections Commissioner, previously and herein after referred to as the “Commissioner”, who must be an undergraduate student enrolled at UCSC, familiar with campus regulations and student concerns, and be enrolled at UCSC during winter and spring quarters.
  - b. The campus-wide Elections Commissioner is responsible for coordinating the campus-wide Elections Commission, which consists of the college-level election.
  - c. The campus-wide Elections Commissioner shall be paid a total of \$500 for his or her work. He or she shall receive half of the payment at the mid-point and half upon satisfactory completion of the job.
  - d. If it is decided by two-thirds (2/3) of the Assembly that the campus-wide Elections Commissioner is not doing a satisfactory job, the second payment can be withheld.
- II. The SUA Associate Elections Commissioner

- a. The SUA shall appoint an Associate Elections Commissioner, who must be an undergraduate student currently enrolled at UCSC during winter and spring quarters.
  - b. The Associate Elections Commissioner shall be paid a total of \$400 for his or her work. He or she shall receive half of the payment at the mid-point and half upon satisfactory completion of the job.
  - c. If it is decided by two-thirds (2/3) of the Assembly that the Associate Elections Commissioner is not doing a satisfactory job, the second payment can be withheld.
- III. The SUA Elections Commissioner and Associate Commissioner can be recalled by two-thirds (2/3) of the Student Union Assembly. In the event that this should occur, the Assembly shall review the performance of the former Commissioner's tasks and may withhold the second portion of his or her pay.
- IV. The campus-wide Elections Commissioner and Associate Commissioner shall begin working on the elections as soon as possible.
- V. In the event that the Elections Commissioner or the Associate Elections Commissioner resigns, they shall only receive pay if they have satisfied the stipulations of Sections 3.A.I.c or 3.A.II.b

## **B. Responsibilities and Powers**

- I. The Elections Commissioner is responsible for overseeing the elections process and coordinating the campus-wide Elections Commission in order to ensure a fair and open election for the Undergraduate Student Body of UCSC.
- II. The duties and responsibilities of Elections Commissioner's shall be as follows:
  - a. Facilitate and supervise all SUA Elections.
  - b. Post and hold regular office hours in the SUA Office as soon as the Elections Packet is made available and until the Elections Ratification has been concluded.
  - c. Confirm candidates after all proper verification have taken place.
  - d. Hold Hearings as part of the Elections Commission to review official complaints, in accordance with this code, submitted by students and/or candidates.
  - e. Attend Assembly meetings during the Elections process if requested by members of the Assembly and/or officer.
  - f. Conduct a Mandatory Orientation meeting for all candidates or their representatives at which time the Elections Code and University policy shall be reviewed and candidate deadlines explained.

- g. The Elections Commissioner will meet and coordinate with the Campus representative responsible for campus elections.
  - h. The Elections Commissioner may sanction, censure, or issue an order to candidates to end actions that are in violation of the Elections Code or University policies and regulations.
  - i. The Commissioner shall be authorized to release the results of the Election upon ratification by the Commission and certified by the Chair.
- III. The duties of the Associate Elections Commissioners shall be as follows:
- a. Shall be the Assembly's official voting representation on the Commission.
  - b. Shall be responsible for verifying the eligibility of each candidate with the Student Affairs Campus Elections Commissioner.
  - c. The Associate Elections Commissioner shall be responsible for promoting all elections, including all advertising in the campus media concerning the elections and commissioners if the positions have not yet been appointed.
  - d. The Associate Elections Commissioner shall be responsible for taking minutes in all Elections Commission meetings and Evidentiary Hearings for the purpose of presentation to the Assembly should candidates challenge the decision(s) of the Elections Commission.
  - e. The Associate Elections Commissioner shall work under the direction of the Elections Commissioner and shall perform such duties, which the Elections Commissioner may assign.

#### **4. SUA CHAIR**

##### **A. Responsibilities and Powers**

- I. The Chair is responsible for overseeing the entire elections process unless he/she is a current candidate.
- II. The Chair shall serve as an ex-officio, non-voting impartial adviser to the Commission.
- III. Shall ensure the election process is in accordance with the Constitution, Bylaws, and/or all applicable SUA documents.
- IV. Upon ratification by the Commission and before results are made public, the Chair shall sign, on behalf of the Assembly, and certify the results of the Election.

#### **5. Candidate Rules and Regulations**

##### **A. Candidacy and Qualification**

- I. Any enrolled member of the Undergraduate Student Body who wishes to run for an SUA Officer position shall be required to submit a Petition for Candidacy signed by a minimum of fifty (50)

enrolled members of the Undergraduate Student Body, with at least three (3) students from each of the colleges, by a specified deadline set by the Elections Commissioner as well as a Candidate Statement not to exceed 150 words.

- II. Any enrolled member of the Undergraduate Student Body who wishes to run for a college representative position shall be required to submit a Petition for Candidacy signed by a minimum of twenty-five (25) enrolled members of their respective college, by a specified deadline set by the Elections Commissioner as well as a Candidate Statement not to exceed 150 words.
- III. Duplicate signatures on petitions by candidates for the same position will be void.
- IV. The Commissioner shall verify the candidate's qualification and eligibility within five (5) school days of the Mandatory Orientation Meeting.
  - a. The Candidate must be an enrolled member of the Undergraduate student body to be eligible.
  - b. No candidate shall hold or run for more than one elected position within the SUA.
  - c. The Candidate must not file to graduate before the fall quarter following the election. Recommended punishment for violation of this clause can be found under Section 6.C.VI.d.
- V. All candidates must attend a Mandatory Orientation Meeting conducted by the Commissioner at which the Elections Code and campaign rules will be fully reviewed.
  - a. If for any reason a candidate is unable to attend this meeting, they may send a representative (with a letter of confirmation from the candidate). Failure to attend this meeting or send a representative shall cause the candidate to be disqualified.
- VI. A candidate may withdraw their nomination petition at any time during the Election Process.
  - a. If the Candidate withdraws after the deadline to declare candidacy, the candidate may not run for any other position during that same election.

## **B. Write in Candidates**

- I. The SUA will allow write-in candidates for Officer and Representative positions.
  - a. Write-in candidates must be enrolled members of the Undergraduate Student Body.
  - b. A space on the SUA Elections Ballot will be provided for write-in candidates
  - c. Write-in candidates are not allowed to submit a Candidate Statement.

## **C. Financial Reporting**

- I. The Student Union Assembly recommends that students spend no more than a total of \$250.00 on their campaigns.
- II. The SUA will reimburse officer candidates up to a maximum of \$250.00 per candidate.
- III. The SUA will reimburse representative candidates up to a maximum of \$125.00 per candidate.
- IV. Each candidate must save all receipts for costs of their campaigns in the event of an audit.
- V. The Commissioner may issue an audit for a candidate's campaign at anytime or at the request of two-thirds (2/3) of the Assembly.
- VI. If receipts are not presented when asked, the candidate may be eligible for disqualification.
- VII. Candidates may receive contributions to their campaigns but receipts of contributions must be saved. Contributions may not exceed \$15.00.

#### **D. Campaign Rules**

- I. The following campaign rules are established to ensure that each candidate is afforded an opportunity for election equal to that of any other candidate for that office.
- II. Candidates may be sanctioned or disqualified by the Elections Commission for a violation of any of the following campaign rules:
  - a. Any violation of this Election Code or University policies and regulations.
  - b. Willfully violating a lawful order from the Elections Commissioner or Commission;
  - c. Intentionally falsifying information on any SUA Elections forms;
  - d. Knowingly and actively campaigning within 20 feet of the any SUA or College government polling location, provided that the polls are properly marked off;
    - i. This rule does not apply to a college government's poll in the case that a college government endorses one or more SUA candidates in the concurrent election.
  - e. Altering the screen appearance of the official University on-line voting site
  - f. Badgering or intimidating the Commissioner or members of the Commission;
  - g. Failing to appear before the Elections Commission after receiving 24 hour prior notice; except if he/she can provide a valid medical excuse, out of town commitment, death in the family, or prior employment obligation. It shall be the Commission's right to determine the validity of any claim as to the above.

- h. Obstructing in a hearing or judicial processes conducted by the Elections Commission;
- i. Willfully destroying, defacing, covering, moving or removing from their places elections-related posters, signs, banners, leaflets or flyers;
- j. Filing frivolous or bad faith appeals charges against any candidate or party or engaging a third party to file such charges;
- k. Committing, according to established legal standards, libel or slander against another candidate or party;
- l. Claiming an endorsement of an individual, group, or party without his/her/its consent. Candidates are required to obtain endorsements in writing.
- m. No campaigning will be allowed until after a candidate is confirmed by the Commissioner and has attended the mandatory Candidate Orientation.
- n. Regarding solicitation and dorm-storming, Elections code will refer to university policy.
- o. No candidates may engage in campaigning in any University classroom. This includes, but is not limited to, posting and/or distributing flyers, making announcements in front of a class with or without the permission of the instructor, and writing and/or displaying campaign messages on boards and/or projectors.

\*This subsection was added with the stipulation that it be reviewed after the 2013–2014 election cycle.

- III. Failure to comply shall result in disqualification and inability to participate in the concurrent election.

#### **E. Candidate Responsibilities**

- I. All candidates must file a declaration of candidacy according to the timeline in made available in the Elections Packet.
- II. All candidates are required to attend the mandatory orientation meeting conducted by the Elections Commissioner at which time the Elections Code and campaigning rules shall be fully reviewed. Under extenuating circumstances that have been discussed with the Elections Commissioner in which the candidate cannot attend the scheduled Candidates Meeting, a private meeting may be scheduled for the candidate.
- III. All candidates shall be responsible for meeting all deadlines of the Elections Timeline.
- IV. All candidates shall check the Petition for Candidacy for misspellings and/or errors.
- V. All candidates shall familiarize themselves with this Elections Code.
- VI. Every candidate is required to comply with University posting policies.

- VII. The use of SUA and/or University equipment, and/or telephones (except in a manner available to the entire student population) for campaigning is prohibited.
- VIII. Any candidate can be endorsed by an organization registered with SOAR and/or any campus entity and must submit the Candidate Endorsement Form signed by the leading student officer(s) of the organization, stating that the organization (not the individual) has officially endorsed him/her. No campaign material may be distributed with the endorsement until the Commissioner for Compliance has acknowledged receipt of the endorsement. Failure to do so may result in violation of SECTION. D.I. of this code.

#### **F. Rights of Candidates**

- I. Once confirmed as candidates by the Elections Commissioner, candidates can expect timely and responsive communication with the SUA Elections Commissioner.
- II. Not to be impeded in campaigning for office by any other candidate.
- III. To be afforded all possibility of campaigning that any other candidate for the same office is.
- IV. To use proprietary information for campaigning that has been collected in any non-SUA endorsed setting that is not in violation of another provision of this code.
- V. To appeal any and all actions of the Elections Commission to the Assembly.
- VI. When requested, be provided direct contact to University Legal Counsel for consultation on actions of the Elections Commission or Assembly.

### **6. Judicial Action of the Elections Commission**

#### **A. Procedure**

- I. Judicial action shall be considered: Any judgment, decree, or decision rendered by the Commission, which concerns a contested issue brought before the Commission by parties. It is the interpretation, application, and enforcement of this code relating to a particular set of facts in a particular case. The Commission and SUA Elections Commissioner do not have the power to consult on hypothetical situations.
- II. All judicial matters of the SUA Elections Commission shall originate via a complaint. All registered undergraduate students at the University of California, Santa Cruz, shall have the right to file a complaint, until 24 hours after the close of voting to the SUA Elections Commissioner. All members of the Elections Commission forfeit the right to file a complaint, save the SUA Elections Commissioner in the capacities outlined in this code.
  - a. A complaint must include: the name, UCSC ID Number and contact information of the filer; the name of the person the complaint is filed against; the position the person is a

candidate for (or the measure or Amendment they are the author of); time, date, and place of the alleged violation; specific citation of this code which was violated; and any evidence or witnesses of the alleged violation. In less than 500 words. Persons who wish to submit a complaint anonymously must meet with the Campus Elections Commissioner, in order to verify their identity prior to the presentation of this evidence and the authenticity of the evidence.

- i. The Elections Commissioner shall submit the evidence to the Elections Commission on behalf of the anonymous.
  - ii. Evidence submitted anonymously must be verified with the Campus Elections Commissioner.
  - b. A complaint must be written and either emailed to the SUA Elections Commissioner (via an email on the SUA website and given at candidate orientations) or placed in the Elections Commission box in the SUA office.
  - c. Complaints maybe filed against candidates; authors of measures or Constitutional Amendments; or any other individual. (While the Commission does not have prevue over measures, the Commission may request judicial action against a measure by the Campus Elections Commissioner. In addition, the Commission may find it difficult to take judicial action against non-candidates or non-authors).
  - d. The SUA Elections Commissioner may file a complaint for the following:
    - i. Frivolous or bad faith complaints
    - ii. Harassment of a Commission member
    - iii. Violation of a direct order of the Commission or sentencing by the Commission
- III. All individuals that have a complaint filed against them shall be notified (with a copy of the complaint) within 24 hours of the complaint being filed.
- IV. All complaints shall be address in a bifurcated fashion, with a hearing on the alleged violation and, upon conviction, a hearing on sentencing.
- V. The SUA Elections Commissioner may take immediate action on a complaint by giving a warning or cease-and-desist order. All members of the Commission shall immediately receive a copy of any such action.
  - a. If one-third of Commission members feel that the complaint warrants a hearing, there shall be one.
- VI. The SUA Elections Commissioner may decide to dismiss any complaint, if necessary. If a complaint is dismissed, the person who filed the complaint, the person the complaint is filed against,

and the Commission shall be notified (with a copy of the complaint and reasoning for dismissal) within 24 hours. A majority of the Commission may decide to overturn the dismissal of the complaint, in which case the complaint shall proceed as if it were never dismissed.

- VII. All communication with candidates or authors with a complaint filed against them shall be to the email provided at the candidate orientation or to the Campus Elections Commissioner.

## B. Hearing

- I. A hearing by the Commission shall be an opportunity for the author of the complaint and the accused to plead their case in front of the Commission. The Commission shall decide if the accused is guilty of a violation of this code.
- II. The SUA Elections Commissioner shall run hearings.
- III. Upon receipt of a complaint, the SUA Elections Commissioner shall arrange a hearing and notify the person who filed the complaint, the person the complaint was filed against, and the Commission of the hearing time and place. The SUA Elections Commissioner shall attempt to consult with all parties prior to setting the hearing time.
- IV. All parties shall be given 24-hour notice of a hearing.
- V. If the author of the complaint or accused fails to attend and does not provide the Commissioner valid notice before the meeting (valid medical excuse, out of town commitment, death in the family, or prior employment obligation) the Commission will proceed. If notice is given before the meeting and accepted as valid by the Commission, a second and final hearing will be called to hear the author and accused.
- VI. At the meeting, the author of the complaint and the accused shall be given no more than 10 minutes each to present and 5 minutes to rebut. Starting with the author.
- VII. Both the author of the complaint and accused shall be permitted to present evidence and witnesses that are cleared by the SUA Elections Commissioner first, in the allotted time.
  - a. Evidence that is not directly related to the alleged violation shall not be permitted. One example is evidence that is aimed at attacking the character of either the author or accused.
  - b. A member of the Commission maybe provided as a witness. However, that member may not participate in deliberations.
- VIII. All hearings shall be closed to the public but documented for internal commission use only
- IX. The burden of proving the violation true shall rest on the author of the complaint.
- X. Deliberations of the Commission shall be closed.

- a. The SUA Elections Commissioner shall facilitate deliberations.
  - b. Notes or minutes of the deliberations shall be kept for future reference, but never distributed or published.
  - c. No members of the Commission are permitted to discuss any deliberations to non-participants of the deliberations.
  - d. In no circumstance should the Commission deliberate on anything but the question at hand: “Is there, beyond a reasonable doubt, sufficient evidence to convict the accused of violation in the complaint?”
  - e. The SUA Chair shall cast a vote to make or break ties.
  - f. After a decision is reached, a summary opinion of the decision shall be released to the public. This decision summary shall include the complaint, majority opinion, and any minority or dissenting opinions.
- XI. Conviction or acquittal must be decided within four calendar days of receiving the complaint, unless valid or procedural delays happen.
- XII. Conviction of a violation of this code shall require a simple majority vote. The author of the complaint and the accused shall be notified immediately upon the conviction or acquittal of the accusation in the complaint.
- XIII. If an individual is acquitted of all allegations, the allegations may not be used against the individual. The acquitted individual reserves the right to file a complaint if the allegations are utilized in any way, shape, or form in the elections.
- XIV. Further complaints on the allegations for which an individual has been acquitted shall be considered frivolous complaints.
- XV. The SUA Elections Commissioner shall compile all related documents to all hearings held during the election process and deliver them to the Assembly prior to the end of spring quarter.

### C. Sentencing

- I. Once an individual has been convicted of a violation of this code, the SUA Elections Commissioner shall be permitted 2 hours to provide a sentence to convicted individual and the Commission.
  - a. Sentence issued by the Elections Commissioner shall not be in consult of the Commission.
  - b. A petition by two-thirds of the Commission may over-rule a sentence within 12 hours of sentencing. This petition must include detailed reasoning for over-ruling the sentence and will immediately over-rule the sentence. Upon receipt, the SUA Elections Commissioner shall provide the petition to the whole Commission and the convicted individual.
  - c. If a sentence is over ruled, the SUA Elections Commissioner shall have 2 hours to issue another sentence

- to the convicted individual and the Commission, after consulting with the commission.
- II. Consideration of other violations of this code, sanctions, cease-and-desist orders, and warnings, in the current election season only, is permissible in sentencing.
  - III. Any sentence shall stand even with pending appeals to the Assembly.
  - IV. If the convinced individual does not comply with the sentence, the SUA Elections Commissioner reserves the right to file a complaint for judicial action.
  - V. If the SUA Elections Commissioner sees disqualification, or barring an individual from involvement with the current election cycle (including the denying of a petition for candidacy), as a possibility, a disqualification hearing shall be held.
    - a. A disqualification hearing shall operate in the same fashion as a conviction hearing, with the exception that the disqualification hearing shall be set within 24-hours of conviction (no exceptions), and character witnesses shall be allowed.
    - b. The author of the complaint and the accused shall be notified if there will be a disqualification hearing held at the same time as notification of conviction.
    - c. The deliberations of the Commission shall be to address the question, “Does this violation merit disqualification as a Candidate?”
    - d. Disqualification shall require two-thirds of the Commission and shall be decided within 24 hours of a disqualification hearing. In the event that the margin of passage is less than one vote, the SUA Chair shall decide whether to disqualify or not.
    - e. If the commission runs out of time, the individual will not be disqualified and the SUA Elections Commissioner shall issue a sentence.
    - f. If a vote to disqualify fails, the author of the complaint and the accused shall be notified immediately, and the SUA Elections Commissioner shall follow the procedures of sentencing as if the disqualification hearing did not happen.
    - g. In the event that all candidates are disqualified, the position shall be available for appointment by the SUA according to procedures listed in the Constitution and Bylaws.
  - VI. Some examples of sentencing are as follows:
    - a. Disqualification
    - b. Halt of all campaigning
    - c. Limited campaigning
    - d. Elimination or adjustment to public financing
    - e. Sanction notification placed on the ballot

- f. Asking for judicial action by the campus
- g. Requesting action of the Campus Elections Commissioner

#### **D. Investigations**

- I. The SUA Elections Commission does not have the power to conduct investigations.
- II. The SUA Elections Commissioner is afforded the ability to file complaints only in ensuring the administrative and judicial power of the Commission; this power should not be utilized as means to take action against any individual who the Commission believes to have violated this code.

### **7. Appeals to the Assembly**

#### **A. Procedures**

- I. A written appeal of actions by the Commission must be submitted to the SUA Chair (via the email on the SUA website and provided in the candidate orientation) within 24 hours of receiving notification of the decision. This appeal should be less than 500 words and include as many specifics as possible, including what is being appealed (i.e. conviction or sentencing).
  - a. Acquittal may not be appealed.
- II. The SUA Chair shall place the appeal in a prioritized position on the agenda of the next regularly scheduled meeting of the Assembly.
- III. The Assembly shall receive a copy of the appeal at least 24 hours prior to the meeting.
- IV. The Assembly shall not discuss the appeal in closed session.
- V. The appellant and the SUA Elections Commissioner shall each be given 10 minutes to present and 5 minutes to rebut to the other. The Elections Commissioner shall go first.
- VI. The SUA shall have the power to overturn the decision of the Commission by a 3/4<sup>th</sup> vote.
  - a. The Assembly reserves the ability to over-turn only a portion of the decision.
  - b. Both conviction of violations of this code and sentencing are appealable.
  - c. Once a decision is over-turned, the SUA can choose to remand the issue to the Commission for further action, when applicable. (i.e. a portion of a conviction may be overturned and then the Assembly can request for the Commission to finish with sentencing.)

#### **B. Appealable Actions**

- I. Include but is not limited to:
  - a. Removal of a member of the Elections Commission.
  - b. Conviction of violating this code.
  - c. Rules approved by the SUA Elections Commission.
  - d. Decisions made by the Elections Commission or Commissioner.

## **SECTION E. Budget**

### **1. Budget Creation**

#### **A. Budget Committee**

- I. In the 1<sup>st</sup> week of Spring Quarter, the Chair, working with the Treasurer, will create a budget committee consisting of at least 3 representatives, one officer and the Treasurer.
- II. The Budget Committee must create a draft budget and submit its recommendation to the Chair.
- III. The Treasurer must certify that the draft budget follows all requirements established for the budget in the Constitution and Bylaws before the Chair can present the draft to the Assembly.

#### **B. The Budget Process**

- I. In the 5<sup>th</sup> week of the Spring Quarter, the Chair shall his/her draft budget to the Assembly as specified by the Constitution.
- II. The Treasurer is charged with notifying all Registered Student Organizations (RSOs) of the times, dates and locations of all Assembly meetings where the budget will be discussed.

#### **C. Budget Allocations**

- I. The Chair and Treasurer shall ensure that the following allocations are made in the budget:
  - a. University of California Student Association dues in accordance with Measure 8.
  - b. Twenty-five cents per student, based on estimation of enrollment given by office of the registrar, can be set aside for the United States Student Association dues.
  - c. A line item for Registered Student Organizations funding requests, if funds permit.
  - d. General Programming Line Item
    - i. A SUA voting member can submit a request to utilize funds from the General Programming line item.
    - ii. Notification
      - An email will be sent to all voting members providing the same information.
      - At the end of every quarter, the Treasurer shall post the funding awards from the General Programming Fund and the amount left in each fund on the SUA website.
      - The Treasurer is charged with guaranteeing that all notifications regarding funding requests are made.
    - iii. Standards
      - Allocations are to be made by the Assembly such that no request is discriminated against

- based on the views of its sponsors or participants.
- The following *minimum* criteria will be used by the Assembly to determine eligibility for, and levels of, funding allocations.
  - A. Does the event or program supply opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular activities?
  - B. Goals: Has the organization met its goals in the past?
  - C. Benefits: The impact of the event/program on the campus community as a whole, community service.
  - D. Uniqueness: Avoidance of duplication of efforts or services by other organizations, events or programs.
  - E. Diversity: Does the program/event advance the accessibility of the University to historically underrepresented groups?
  - F. Impact: How many students will participate in, attend and/or benefit from the event.
- To be considered for funding, a request must supply the following *minimum* information:
  - A. Name, date, time and place of event(s).
  - B. List of sponsors and co-sponsors.
  - C. Number of students expected to participate or benefit from event(s).
  - D. Explanation of the purpose of the event and how the event will advance the causes, aims or goals of the requesting parties, the Student Union Assembly and the University of California as a whole.
  - E. An itemized budget.
- The request will be voted on for approval by the SUA body with a simple majority vote.

- A. Requests for more than 10% per requesting member require a 2/3 vote for approval.

#### **D. Accumulated Reserve for Unanticipated Future Loss Allocation**

- I. The Student Union Assembly Budget will have an “Accumulated Reserve for Unanticipated Future Loss Allocation” line item.
- II. Motion to amend the bylaw this way: 5% of the carry forward shall be placed into this line item until it reaches 10% of the SUA’s operating costs for the fiscal year. Less than 5% may be placed into this line item only if, by placing the full 5%, the line item would surpass 10% of the operating budget. In this specific case, the percentage shall be decreased to place the exact amount of the remaining balance into the line item.
- III. The Student Union Assembly can access money from the Accumulated Reserve for Unanticipated Future Loss Allocation only in the state of emergency where failure to access funds will prevent the Student Union Assembly from carrying out day to day operations or fulfilling constitutional obligations.
- IV. If such circumstances occur in a Fall, Winter or Spring Quarter, the Assembly can approve withdrawals from the Accumulated Reserve for Unanticipated Future Loss Allocation line item for the purpose of sustaining the Student Union Assembly with a  $\frac{3}{4}$  majority vote.
- V. If the Student Union Assembly finds itself in such circumstances in Summer Quarter, the representatives approved withdrawals from the Accumulated Reserve for Unanticipated Future Loss Allocation line item with a  $\frac{3}{4}$  majority vote.

#### **E. Surplus Funds and Left Over Monies**

- I. Unspent Monies
  - a. Any money carrying over from the previous year remaining when the Accumulated Reserve for Unanticipated Future Loss Allocation reaches 10% of the operating budget will be allocated according to the following funding formula: 30% of left over monies will go into the General Fund and 70% will go into SUA Programming.

### **2. Hours and Pay**

#### **A. Stipends and Pay**

- I. The Director of the Student Organization Advising and Resources (SOAR) and Chair will administer officer pay
- II. Deadlines
  - a. Time sheets for all officers, interns and constitutional positions are due to the Chair every month for the pay period starting the 23rd of the previous month to the 24th of the current month.
  - b. The Chair shall determine all deadlines. Such deadlines shall not interfere with university payroll timeline(s).

- III. Officer pay will be set at \$900 per month during Fall, Winter, and Spring quarters by agreement (B.Y.A.).
  - a. This includes all officers elected by the collective student body.
  - b. Any officer may cut their pay and reallocate those funds in their office to their own discretion.
- IV. Suspension of Officer Pay
  - a. If an officer fails to regularly and sufficiently fulfill his or her obligations as defined in the Constitution and Bylaws, a two-thirds majority (2/3<sup>rds</sup>) of the Assembly can vote to suspend that officer's pay for the upcoming fiscal month.
  - b. Any officer's pay can be suspended by a 2/3<sup>rds</sup> vote of the Assembly if that officer fails to turn in a monthly report on time for more than two consecutive months.
- V. Intern Pay
  - a. \$900 will be allocated in the budget per quarter for each officer intern.
  - b. Officers will be allowed to set their pay at either an hourly rate or by agreement (B.Y.A).
  - c. Officers and interns adhering to by agreement (B.Y.A) pay must adhere to the following University-established policies:
    - i. Hiring
      - The hired student and their supervisor must submit the following to the Operations Manager for placement in the student's personnel file, no later than the end of the first week of hire: A list of clearly defined deliverables. A timeline indicating what tasks will be completed monthly or weekly, whichever is applicable.
    - ii. Accountability
      - Each month, the hired student must turn in a monthly report to their supervisor which details progress or completion or the deliverables or projects assigned for that period.
      - All monthly reports will be reviewed by the supervisor for accuracy and to determine completion or progress on the deliverables and to determine the amount of pay due. If it is decided that the pay is less than the amount set for full performance of duties and projects the supervisor must communicate their decision to the hired

student by the 22<sup>nd</sup> of the month or the day after the receipt of the monthly report.

iii. Appeals: If the hired student is in disagreement with the decision s/he may appeal the decision to a committee consisting of the supervisor, another officer, and the SOAR director.

- The appeal must be submitted via email to both the supervisor and the SOAR Director no later than 5 days after the student is notified of the pay due.
- A minimum 24 hour notice of the time, date and location of the hearing will be given to the hired student.
- A hearing will be held within 10 days following the hearing.
- A decision will be made to pay no later than 10 days following the hearing.
- If the decision is to restore or increase pay, a request will be made to pay the amount decided on in the following pay cycle.
- If the Assembly feels an intern's work does not justify that intern's pay, then the Assembly may vote to suspend that intern's pay for the given fiscal month by a 2/3<sup>rd</sup>'s majority vote.

## VI. Constitutional Appointees Pay

- a. Constitutional appointments, the Treasurer, Recording Clerk, Legislative Liaison, and the Historian/Media Coordinator will be paid hourly at the State of California's minimum wage as set and the Chair will oversee changes to the budget to allow for increases when the State's standard changes
- b. The budget will allocate \$900 per quarter to each of these positions to enable them to work 10 hours a week to fulfill constitutional obligations.
- c. The Assembly may suspend a constitutional appointee's pay with a 2/3<sup>rds</sup> majority vote if representatives find that appointee is not fulfilling constitutional obligations. The Assembly can restore with a 2/3<sup>rds</sup> majority vote.

## SECTION F: Student Organization Funding Advisory Committee

### 1. Overview and Purpose

- A. A committee of Undergraduate Student Association of the University of California Santa Cruz shall be the Student Organization Funding Advisory Committee, herein referred to as SOFA.

- B. SOFA shall exist in effort to produce funding awards that are sustainable to the budget and fair to student organizations by following a consistent process which provides well-informed recommendations to the Assembly.
- 2. Membership
  - A. SUA Chair
    - i. Assumes responsibility as the Chair of SOFA
    - ii. Serves as the primary spokesperson of SOFA
    - iii. Facilitates all SOFA meetings
    - iv. Responsible for the creation of SOFA agendas.
  - B. SUA Treasurer
    - i. Assumes responsibility as the Treasurer of SOFA Records minutes from all SOFA meetings
    - ii. Responsible for distributing minutes from the previous meeting to members of the Assembly within 24 hours.\
    - iii. Responsible for reading the minutes of the previous meeting at the SUA General Body meeting.
    - iv. Responsible for educating, if needed, SOFA members on budgetary matters.
  - C. College Representatives of the Assembly
    - i. The appointed and elected SUA representatives from each college shall choose one representative amongst themselves to sit on the SOFA.
    - ii. Attend and actively participate in SOFA meetings
    - iii. Serve as voting members in SOFA
    - iv. Report on SOFA meetings to their respective colleges and gather feedback from their respective colleges before the next General Body meeting
    - v. Responsible for seeking education on budgetary matters from the SUA Treasurer or Chair if necessary.
    - vi. Carry out any other duties as set forth in the SUA Constitution, SUA bylaws, SOFA bylaws, and their respective college constitution and its bylaws.
  - D. Voting Student Organization Representatives
    - i. “Voting Student Organizations” refers to appointed representatives from ABSA, APISA, ESOC, MechA, SINAI, and QSU.
    - ii. Attend and actively participate in SOFA meetings
    - iii. Serve as voting members in SOFA
    - iv. Report on SOFA meetings to their respective organization and gather feedback from their respective organization before the next General Body meeting
    - v. Responsible for seeking education on budgetary matters from the SUA Treasurer or Chair if necessary.
    - vi. Carry out any other duties as set forth in the SUA Constitution, SUA bylaws, SOFA bylaws, and their organization constitution and its bylaws.

### 3. Procedures

- A. Quorum of the SOFA shall be two-thirds (2/3) of the membership, confirmed by the SUA Chair, at the beginning of each quarter (rounded up).
- B. The SOFA shall operate by role call vote or acclamation.
- C. At the defined meeting, the SOFA shall debate and vote on Introduced Funding Requests.
  - I. Introduced Funding Requests shall consist of any funding requests read and presented at a previous meeting of the SOFA, as well as any tabled funding requests that have already been Introduced.
  - II. Introduced Funding Requests shall be considered in the order listed in the agenda.
- D. The proceedings for considering an Introduced Funding Request shall be as follows:
  - I. The Presiding Officer shall reintroduce the Funding Request by reading the title of the Request and the Requested Amount. The Requested Amount on the Funding Request shall become the default Proposed Funding Amount under debate.
  - II. Once reintroduced, the Presiding Officer shall open the floor to those wishing to speak on the Funding Request.
    - a. All attendees are permitted to speak on the Funding Request, but must receive recognition of the Presiding Officer.
    - b. Speakers may have the floor for no greater than two minutes at a time. After two minutes, the speaker will be informed his time limit has elapsed and the floor will automatically be yielded to the Presiding Officer.
    - c. Speakers are permitted to speak on the same Funding Request more than once, but must receive recognition of the Presiding Officer each time they wish to speak.
    - d. Debate shall not last longer than 10 minutes, unless otherwise defined in the agenda or extended by a motion.
      - i. Motions to extend time require a simple majority, must be seconded, and are not debatable.
      - ii. If at any point the Presiding Officer asks for speakers and no such speakers respond after 10 seconds, the Presiding Officer may, at his/her discretion, close debate and move on.
    - e. During debate, any SOFA Member may motion to amend the Proposed Funding Amount to another value. Such a motion requires a simple majority to pass.
      - i. Motions to amend the Proposed Funding Amount must be seconded and are debatable. However, no additional time shall be devoted to such motions. Instead, debate on such motions shall occur within the time limits of the Consideration of the Funding Request.

- ii. If the time devoted to the Consideration of the Funding Request runs out during debate of a motion to amend the Proposed Funding Amount, the SOFA shall first vote on the amendment before closing debate.
- f. Any SOFA Member may motion to Call the Request to Question before the time limit expires. Such a motion requires a 2/3rds majority to pass.
  - i. Motions to Call to Question are not debatable and must be seconded.
- III. Once debate has closed, the Presiding Officer shall reread the title of the Request and the current Proposed Funding Amount.
- IV. The SOFA shall then vote on the amount to propose to the Assembly for the Requesting Organization. Such a motion shall require a two-thirds (2/3) majority.
  - a. If the margin of victory or failure is one or less votes, then the SUA Chair shall decide the passage or failure of the motion.
  - b. Once the SOFA has approved an amount to propose to the General Assembly, the name of the request and proposed amount shall be placed on the Concurrence Schedule at the next Assembly meeting.
- E. Any SOFA Member may motion to table consideration of an Introduced Funding Request to another meeting of the SOFA. Such a motion requires a simple majority to pass.
- F. Motions to table consideration of an Introduced Funding Request are not debatable and must be seconded.
  - I. Funding Requests must be considered in the Academic Year they are introduced.
- G. Any SOFA Member may motion to pull from the table any Introduced Funding Request that was previously tabled for consideration. Such a motion requires a simple majority to pass.
  - I. Motions to pull Introduced Funding Requests from the table are not debatable and must be seconded.
  - II. Funding Requests may not be considered in the same meeting they are introduced.
- H. At the defined meeting, any new Funding Requests shall be introduced to the SOFA.
  - I. New Requests shall be introduced in the order listed in the agenda.
- I. The proceedings for Introducing a Funding Request shall be as follows:
  - I. No later than 24 hours prior to the start of the meeting, the Funding Request should be sent out to all SOFA Members via email. Funding Requests should also be made available for viewing at the SUA Office. However, this clause shall not restrict the introduction of the Funding Request to the SOFA.

- II. The Presiding Officer shall introduce the Funding Request by reading the title of the Request.
  - III. The Presiding Officer shall then recognize and yield the floor to the sponsor of the Funding Request, or a designated representative, who will give a presentation on the Request and take any questions from those present.
    - a. The sponsor of the Funding Request shall be the student listed on the Request that represents the Requesting Organization, or another person permitted to speak on behalf of the student.
    - b. If the presenter yields the floor to questions, all attendees will be permitted to ask questions of the presenter, but must receive recognition of the Presiding Officer as defined in Section C.13.A. Multiple or multi-parted questions may not be asked unless the presenter yields to a multi-parted question.
    - c. Speakers are permitted to ask more than one question of the presenter, but must receive recognition of the Presiding Officer each time they wish to ask a question.
    - d. The presentation and questioning shall not last longer than 10 minutes, unless otherwise defined in the agenda or extended by a motion.
      - i. Motions to extend time require a simple majority, must be seconded, and are not debatable.
      - ii. If at any point during questioning the Presiding Officer asks for questions and no one responds after 10 seconds, the Presiding Officer may, at his/her discretion, request the presenter to yield the floor to the Presiding Officer.
  - IV. Once the presenter has run out of time or yielded his time to the Presiding Officer, the Presiding Officer shall schedule consideration of the Funding Request for the next meeting of the SOFA. Then, the SOFA shall move on to the next item in the agenda.
  - J. The Introduction of New Funding Requests may be tabled to another meeting of the SOFA by a motion from an SOFA Member. Motions to table the Introduction of a Funding Request require a simple majority to pass.
    - I. Motions to table the Introduction of a Funding Request are not debatable and require a second.
  - K. Any Non-Introduced Funding Requests that were previously tabled may be pulled from the table by a motion from an SOFA Member. Such a motion requires a simple majority to pass.
    - I. Motions to pull Non-Introduced Funding Requests from the table are not debatable and require a second.
- 2. Funding Request Process**

A. Notification

- I. An undergraduate campus wide email will be sent out to all students providing the same information.
- II. All mandatory funding applications for undergraduate student organizations wishing to access funds will be made online at sua.ucsc.edu.
- III. At the end of every quarter, the Treasurer shall post the funding awards from the General Fund and the amount left in each fund on the SUA website.
- IV. The Treasurer is charged with guaranteeing that all notifications regarding funding requests are made.

B. Standards

- I. Allocations are to be made by the Assembly such that no organization is discriminated against based on the views of its sponsors or participants.
- II. The following *minimum* criteria will be used by the Assembly to determine eligibility for, and levels of, funding allocations:
  - a. Does the event or program supply opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular activities?
  - b. Goals: Has the organization met its goals in the past?
  - c. Benefits: The impact of the event/program on the campus community as a whole, community service.
  - d. Uniqueness: Avoidance of duplication of efforts or services by other organizations, events or programs.
  - e. Diversity: Does the program/event advance the accessibility of the University to historically underrepresented groups?
  - f. Impact: How many students will participate in, attend and/or benefit from the event?
- III. To be considered for funding, a request must supply the following *minimum* information:
  - a. Name, date, time and place of event(s).
  - b. List of sponsors and co-sponsors.
  - c. Number of students expected to participate or benefit from event(s).
  - d. Explanation of the purpose of the event and how the event will advance the causes, aims or goals of the requesting parties, the Student Union Assembly and the University of California as a whole.
- IV. To be considered for funding, requesting parties must submit to the following minimum stipulations and any other stipulations added to allocations by vote of the Assembly:
  - a. All programs which receive funding from any SUA elective office/commission or the General Fund shall publicly

- recognize SUA as a sponsor of said program/event (e.g. Mic announcements, T-Shirts, Publications, etc.).
- b. All parties which receive funding from any SUA elective office/commission or Reserve funds must turn in a SUA Programming Evaluation form within three weeks after the event has passed explaining how SUA money was used and how the event succeeded and failed and where organizers plan on improving future events or programs.
  - c. The Treasurer of the SUA is charged with the responsibility of enforcing all stipulations made on funding allocations.
  - d. The Treasurer of the SUA shall have evaluations made available for representatives to consider in future funding proposals from requesting parties.
  - d. The Student Union Assembly will not allocate money for any event where alcohol or any other mind-altering substances will be available.
  - e. The Student Union Assembly will not finance programs or events retroactively.
    - i. Requesters should apply for funding at least two weeks before the scheduled event or program and are required to attend one Assembly meeting of the Student Union Assembly to present on their proposal and field questions from representatives.
    - ii. The Assembly will vote on the proposal the following week. Representatives are required to receive input from constituencies before returning to the Assembly to vote.

## **SECTION G. Constitution of the Student Academic Senate**

### **1. Overview**

#### **A. Name**

- I. In accordance with V.A.4 of the SUA constitution, a standing committee of the SUA shall be the Student Academic Senate (SAS) of the Undergraduate Student Association, University of California Santa Cruz (UCSC), hereinafter referred as SAS.

#### **B. Purpose and Charge**

- I. The Student Academic Senate establishes goals and criteria for academic policy stances and advocacy for the student body. The SAS will discuss, act on, and organize campaigns around issues concerning the academic affairs of UCSC students. The SAS will work with SUA and other individuals, groups, and organizations to promote awareness, problem solving, and student voice.

### **2. Membership**

#### **A. Chair of SAS**

- I. Serves as Joint Signer and Spokesperson of the SAS with the CAA
- II. Serves as Acting Chair of all meeting of SAS.

- III. Puts together all SAS meeting and Agendas.
- IV. Responsible for any other duties listed in the SUA bylaws.
- V. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, UCSC Student Representative in the University of California System-wide Committees, Task Force Chair, Task Force Recorder, and/or Commissioner of Academic Affairs with the exception of voting responsibilities.

B. Secretary of SAS

- I. Helps the Chair of SAS to put together all meetings and Agendas.
- II. Records minutes for all meetings of the SAS
- III. Responsible for distributing minutes to all SAS members, college student governments, and the Chair of the Student Union Assembly.
- IV. Responsible for collecting all Task Force Minutes from the Task Force Recorder to be included in the Agenda. In the case of confidential information, the Secretary is responsible for collecting a public version of the minutes from the Task Force Recorder.
- V. The responsibilities granted to them by being a College Academic Senate Representative, Task Force Chair, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, Task Force Chair, Task Force Recorder, or Commissioner of Academic Affairs.

C. Commissioner of Academic Affairs

- I. Serves as Joint signer and Spokesperson of the SAS.
- II. Serves as a liaison of the SAS to the SUA.
- III. Serves as the Acting Chair for the first meeting in the Fall Quarter, or until a Chair is elected by the membership.
- IV. The point person allowed to legally sign the financial legalities of the SAS.
- V. Carry out any other duties as set forth in the SUA Constitution and its bylaws.
- VI. Attend C4 and other trainings.
- VII. The responsibilities granted to them by being a College Academic Senate Representative, Task Force Chair, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, Task Force Chair, Task Force Recorder, Chair of SAS, or Secretary of SAS.

D. College Academic Senate Representatives

- I. Attend and actively participate in SAS meetings and Academic Senate University of California Santa Cruz Division meetings.
- II. Serve as voting members within the SAS
- III. Actively gather input from their college on issues regarding both the SAS and Academic Senate University of California Santa Cruz Division meetings to bring back to the respective bodies.

- IV. Report on SAS meetings and Academic Senate University of California Santa Cruz Division meetings to their respective colleges.
  - V. Attend C4 and other trainings.
  - VI. Carry out any other duties as set forth in the SUA Constitution, SUA bylaws, the Academic Senate Santa Cruz Division Bylaws, and their respective college constitution and/or bylaws.
  - VII. The responsibilities granted to them by being a UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, UCSC Student Representative in the University of California System-wide Committees, Task Force Chair, Task Force Recorder, Chair of SAS, and/or Secretary of SAS.
- E. UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division
- I. Attend and actively participate in SAS meetings and Academic Senate University of California Santa Cruz Division meetings.
  - II. Serve as voting members within the SAS
  - III. Report on their committee(s) happenings to the SAS
  - IV. Attend C4 and other trainings.
  - V. Actively gather input from the SAS regarding issues concerning their committee(s)
  - VI. Carry out any other duties as set forth in the SUA Constitution, SUA bylaws, and the Academic Senate Santa Cruz Division Bylaws.
  - VII. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative in the University of California System-wide Committees, Task Force Chair, Task Force Recorder, Chair of SAS, and/ or Secretary of SAS.
- F. Each UCSC Student Representative in the University of California System-wide Committees
- I. Attend and actively participate in SAS
  - II. Serve as voting members within the SAS
  - III. Report on their committee(s) happenings to the SAS and UCSA
  - IV. Attend C4 and other trainings.
  - V. Actively gather input from the SAS regarding issues concerning their committee(s)
  - VI. Carry out any other duties as set forth in the SUA Constitution, SUA bylaws, UCSA, and the Academic Senate Santa Cruz Division Bylaws.
  - VII. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, Chair of SAS, Secretary of SAS, Task Force Chair, Task Force Recorder, or Commissioner of Academic Affairs.

- G. The SUA Chair, Internal Vice-Chair and SCOC Executive Vice-Chair will serve as non-voting ex-officio members.
- I. Ex-officio members will enjoy all other rights and privileges of SAS Membership.
  - II. If any Ex-Officio member is permitted voting rights by virtue of another position they hold, they will not be disenfranchised.
3. Appointment and Elections of Membership
- A. Each college will appoint their College Academic Senate representative in the manner of its choosing.
  - B. Student Committee on Committees will appoint each Santa Cruz Division of the Academic Senate committee student representative in the manner outlined in Section F of the SUA bylaws.
  - C. The student body will elect the Commissioner of Academic Affairs during the UCSC Student Body Elections.
  - D. The Chair of the SAS and the Secretary of the SAS will be elected from the membership at the second meeting of every fall quarter and a new election will take place on the first meeting of both winter and spring quarter.
    - I. These votes shall be cast by secret ballot.
  - E. The SUA Commissioner of Academic Affairs will serve as Chair for the first meeting of Fall Quarter and will appoint a volunteer to record minutes for that meeting.
4. Voting Rights of Membership
- A. Each present member, except for the acting Chair, will have one vote in all decisions and elections.
  - B. Vote by proxy shall not be permitted.
  - C. The Senate will strive for consensus.
  - D. If consensus cannot be reached, the Senate will operate by simple majority, unless otherwise stipulated in the SUA or SAS governing documents.
  - E. The acting Chair of the Senate will vote only to make or break a tie of the Senate.
    - I. If the Chair is granted a vote by virtue of another position in the SAS, upon the assumption of the acting Chairmanship, he/she relinquishes voting rights. Except for in the event of a tie of the SAS.
  - F. Abstention votes shall not be counted in the determination of the success of a motion.
    - I. In the event of a tie of the Senate, after the exhaustion of the acting Chair's vote, the motion in question shall fail.
  - G. When a question requiring a vote is raised, the Acting Chair shall call for consensus of the members present. If any present member objects to the question, they may call "Objection", in which case the Acting Chair shall allow for discussion, then call for a vote.

- I. Objections may include any personal conflict of interest, lack of information regarding said motion or resolution, or concern with the proceedings.
  - H. Once begun, a vote shall not be interrupted.
5. Meetings of the SAS
- A. Quorum of meetings will be 50% plus one of the membership of the SAS.
    - I. Excluding ex-officio members.
  - B. There will be at least one meetings per month of the Student Academic Senate unless otherwise determined by the Acting Chair of the SAS.
  - C. Meeting of the SAS are open only to the membership and guests of the SAS.
  - D. Guests
    - I. Guests may be approved to attend providing they are presenters of a topic on the Agenda, are member of the press, or are asked to attend by a member of the SAS.
    - II. A motion to approve a guest will be entertained at any time during the meeting and shall require a simple majority vote. Non-Members may be approved to attend for particular Agenda items or for the entirety of the open sections of the meeting.
    - III. A motion to approve a guest must be seconded and pass by majority.
  - E. Call to Order
    - I. The Chair of SAS, or in their absence, the Commissioner of Academic Affairs, shall call the meeting to order at the time appointed to the meeting. They will be known as the Acting Chair. In the absence of both the Chair of the SAS or the Commissioner of Academic Affairs, the present membership will elect a temporary volunteer to serve as Acting Chair.
  - F. Roll Call
    - I. Before proceeding with the business of the day, the role of the SAS membership shall be called to be recorded in the minutes.
    - II. Quorum of the SAS is defined as 50% of the membership, plus one.
  - G. The Agenda
    - I. Only members may propose Agenda items to the Acting Chair at least 24 hours before each meeting.
    - II. The Agenda of the meeting must be made available to the membership at least five hours before the start of the meeting.
    - III. Before any business is conducted, the Agenda, as proposed by the Acting Chair, shall be read and approved by the present membership by a simple majority, including the changes proposed during the first portion of the current meeting.
    - IV. Amendments to the Agenda may be proposed at any time except when such a proposal would interrupt a Speaker or voting procedures.
    - V. Motions to amend the Agenda must be seconded.

VI. A motion to extend time to any item on the Agenda shall be entertained proving the Motioner is recognized by the Acting Chair.

- a. Such a motion requires a second and a simple majority to pass.

H. Privilege of the Members and the Floor

I. Before a Speaker may address the SAS or make a motion, they must raise their hand to receive recognition from the Acting Chair who may yield the floor at their discretion.

- a. Points of Order and Points of Personal Privilege do not require recognition of the Acting Chair. For these motions, the Speaker shall simply rise and make their point, but the remarks will be limited to one minute. It is at the discretion of the Acting Chair whether to recognize or act on these points.

II. Once the floor is yielded to a Speaker for the purpose of speaking on an issue, the Speaker may speak for an indefinite amount of time, providing the Speaker's comments are on topic with the current issue on the floor as defined by the Acting Chair, unless a time limit is placed on the Speaker by the Acting Chair, or in the Agenda.

III. When a Speaker is done speaking on an issue, the time is automatically yielded to the Acting Chair. At this time, the Acting Chair may yield the floor to questions, or move on with the Agenda.

IV. If a guest of the SAS wishes to speak, they may do so if recognized by the Acting Chair.

V. If the Acting Chair yields the floor to questions, members or guests may ask questions, provided they are recognized by the Acting Chair.

VI. If at anytime, a person present at a meeting engages in disrespectful, disruptive, or unsafe behavior, the Acting Chair may ask them to leave. If at any time a member finds the behavior of a person present to be disrespectful, disruptive, or unsafe, they may recommend to the Acting Chair that they be asked to leave through a Point of Personal Privilege.

I. Task Forces

I. The SAS can create Task Forces as needed, which would meet outside of the allotted time for the General Meeting.

II. To create a Task Force, a member must make a motion to create the Task Force, which includes the name and purpose of said Task Force. The Motioner may ask for volunteers within the membership to serve on the taskforce and suggest non-members to serve on the Task Force with the members. The motion to create the Task Force may then be approved by a simple majority vote.

- a. A Closed Session Task Force may be called which differs from a Non-Closed Session Task Force in the following way: The membership of a closed session Task Force is determined by SAS members who have access to confidential documents necessary to participate in the discussion.
  - III. The Task Force will be composed of volunteers from within the membership and non-member volunteers as approved by the membership through a simple majority vote.
  - IV. The date of the first meeting of the Task Force must be within one week of the Task Force's creation.
  - V. The Task Force may seek and receive outside consultation as it deems necessary.
  - VI. Members of a Task Force will elect a Task Force Chair and Task Force Recorder at their first meeting by a simple majority vote of Task Force members present.
  - VII. Task Forces must report on their progress at the General Meetings of the SAS.
  - VIII. The Chair of the Task Force has the authority to write letters on behalf of the Task Force with their consultation and approval.
  - IX. A Task Force may introduce Resolutions to the SAS, but the Task Force is not able to pass a resolution it's self.
- J. Resolutions
- I. At the defined time in the Agenda, the SAS shall debate and vote on Introduced Resolutions, which were introduced one meeting prior.
    - a. This clause may be suspended by a simple majority of the SAS, in the case of an emergency resolution.
    - b. The definition of an emergency resolution shall be determined by a majority of the Chair of the SAS, the Secretary of the SAS and the SUA CAA.
  - II. The language of Introduced Resolutions must be included in the Agenda packet or a written copy must be presented to each member of the SAS at the time it is introduced.
  - III. The proceeding for Introducing a Resolution shall be as follows:
    - a. A resolution is a written motion adopted by a deliberative body. The substance of the resolution can be anything that cannot be normally proposed as a motion and has been submitted to the SAS for endorsement.
    - b. The Acting Chair shall introduce the Resolution by reading the entire resolution.
    - c. The Acting Chair will then recognize the sponsor (s) of the resolution, or a designated representative, who will give a presentation on the resolution and take any questions from those present.

- d. The ending of the question period is to be determined by the Acting Chair or ends when the time allocated in the Agenda for consideration expires.
- e. Any resolution must be passed with a 2/3 majority of the present voting members.
  - i. Abstentions will not be counted in the calculation of 2/3rds majority, but will towards quorum.

IV. The proceedings for considering an Introduced Resolution shall be as follows:

- a. Once introduced, the Acting Chair shall open the floor to those wishing to speak on the resolution.
- b. Once debate is over, the Acting Chair will entertain a motion to pass the Resolution as it is in its current state.
- c. Any member may propose amendments to the resolution.
  - i. Motions to amend require a second and a simple majority to pass.
- d. Any member may motion to table consideration of an Introduced Resolution to another meeting of the SAS. Such a motion requires a simple majority to pass.
- e. A member may motion to pull from any Introduced Resolution that was previously tabled for consideration. Such a motion requires a simple majority to pass.

V. Upon passage, resolutions will be transmitted to the SUA Chair for the SUA's concurrence at its next meeting.

- a. Resolutions from the SAS will not require a one week delay between its introduction and passage.

#### K. Presentations and the Order of Business

- I. Presentations and the Order of Business shall be made in the order as determined by the Agenda. In the case of Presentations, the guest Speaker or member(s) from the presenting group shall give the presentation.
  - a. For the purpose of these standing rules, presentations shall be defined as special addresses before the SAS by guest Speakers or groups.

II. The Order of Business shall consist of all matters introduced by one or more members.

#### 6. Appointed positions in the SAS

##### A. Task Force Chair

- I. Serve as the Facilitator and contact person for the Task Force.
- II. Put together all Task Force meetings and Agendas.
- III. Report back to the SAS on the happenings of the Task Force.
- IV. Be the main signer for letters, reports, or any other materials produced by the Task Force.
- V. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa

Cruz Division, UCSC Student Representative in the University of California System-wide Committee, Chair of SAS, Secretary of SAS, Task Force Recorder, or Commissioner of Academic Affairs

B. Task Force Recorder

- I. Helps the Task Force Chair to put together all meetings and Agendas.
- II. Records minutes for all Task Force meetings.
- III. Responsible for distributing minutes to all Task Force members and the Secretary of the SAS.
- IV. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative in the University of California System-wide Committee, Chair of SAS, Secretary of SAS, Commissioner of Academic Affairs, and/or UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division.

7. Vacancies, Resignations, and Removal

A. Chair of SAS

- I. In the event that there has been no elected Chair of SAS, the SUA Commissioner of Academic Affairs will serve as the Acting Chair of SAS until a Chair is elected.
  - a. In the event that there has been no elected or appointed Commissioner of Academic Affairs to the SUA, the CAA resigns or is removed from office by the SUA, the Chair of the SUA shall serve as the Acting Chair until one is elected from the membership.
- B. In the event that there has been no elected Secretary of SAS, the Acting chair shall request a volunteer of the membership to record the meeting(s) until a Secretary is elected.

C. Request of Removal Letter

- I. In the event a member is not adhering to their duties as determined in these bylaws, under the discretion of the SAS, a member may motion to approve a Request of Removal Letter sent to the person, government, or organization responsible for their appointment or election to remove them from their position.
  - a. An motion to approve a Request of Removal Letter requires a 2/3 vote
  - b. Discussion shall not close until the member in question is allowed to speak on their own behalf for at least 2 minutes, providing they are present. This may happen at any time during the discussion and they may be allowed to speak additional time, provided the Acting Chair recognizes them.
  - c. Upon the approval of such a letter, The Chair of SAS and the Commissioner of Academic Affairs are responsible for the drafting of the letter, which is to include the following: the name and position of the member in question, the

- reasons for the request of their removal, and the vote count of the decision to approve the Request to Removal Letter.
- d. In the event that reasoning for the Request of Removal is in reference poor attendance, the dates of the meeting the individual in question missed must be included, in addition to minutes of the missed meeting, which clearly depict their absence.
  - e. In the event that either the Commissioner of Academic Affairs or the Chair of the SAS is the member in question, the previously named officer not in question shall be the singular drafter of the letter. In the event that the same person holds the offices of the CAA and Chair of SAS and said person is the member in question, the Secretary of the SAS shall be the signer.
  - f. The member in question shall continue to be a member for as long as they remain in their position or until the person, government, or organization that is responsible for their appointment removes them.
8. Budget
    - A. The Commissioner of Academic Affairs is responsible for drafting a budget for the SAS, taking into consideration the recommendations of the SAS, to be approved by the SAS.
    - B. The Commissioner of Academic Affairs is responsible for reporting to the SAS on the budget at least once per quarter and as requested.
    - C. The SUA must review the budget and updates on expenditures.
  9. This Constitution for the SAS may not be suspended, deleted or amended by the SAS.
    - A. Except for emergency resolutions.

## **SECTION H. Constitution of the Student Committee on Committees**

### **1. Overview**

#### **A. Name**

- I. The name of the standing committee of the SUA will be the Student Committee On Committees of the Undergraduate Student Association, University of California at Santa Cruz; hereinafter referred to as the SCOC.

#### **B. Purpose and Charge**

- I. Facilitates the appointment and tracking of all student representatives to campus-wide committees, including academic senate and administrative committees.
- II. The primary purpose of this committee shall be to handle nominations of student representatives for standing campus advisory committees.
- III. This committee shall also exist to ensure proper student representation to these various committees, and tracking of representation & activity on all campus wide committees.

IV. SCOC will be able to respond to other short notice tasks made by the SUA.

C. Slogan

I. Your Voice, Your Future

D. Logo

I. The Official SCOC logo shall be as shown on the top left hand corner of the constitution letterhead.

E. Nondiscrimination

I. 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.

II. The SCOC shall not refuse membership based on academic standing. Steering Committee

**2. Structure**

**A. Steering Committee**

I. Purpose

- a. The primary purpose of the Steering Committee is to make appointments to campus wide committees with student appointments.
- b. The Steering Committee is the final decision maker on any official view of the SCOC, and reviews and approves proposals or all other unofficial decisions made in other groups of the SCOC.
- c. Council members will be responsible or tracking students from their college who are appointed to committees. Each Steering Committee member will be responsible for tracking students from their college who are appointed to committees.

II. Membership

- a. One current student representing each college student government
- b. SCOC Chair/ SUA Internal Vice Chair (SUAIVC).
- c. SCOC Executive Vice Chair (EVC).
- d. SCOC Committee Vice Chair (CVC)
- e. SCOC Administrator (Admin)
- f. The following officers will have limited ex-officio membership with speaking privileges up to the discretion of Steering Committee: the Commissioner of Academic Affairs of the SUA and the Chair of the SUA.

III. Elections

- a. Each college student governments will elect its representative in a manner of its choosing.

- b. The Council representatives will appoint the EVC of the SCOC.

#### IV. Voting

- a. Each college student government representative will have a vote. Vote by proxy shall not be permitted.
- b. The Steering Committee will strive for consensus.
- c. If consensus cannot be reached the Steering Committee will operate by simple majority.
- d. The acting chair of each Steering Committee meeting will vote only to break a tie of the Steering Committee between the representatives from the college senates.
- e. Quorum for official decisions of the SCOC shall be at least five college representatives.
- f. If quorum cannot be met unofficial decisions can be made that will be reviewed when quorum is reached.

#### V. Meetings

- a. Steering Committee meetings are private, confidential meetings, not open to the public.
- b. Steering Committee must occur at least at the discretion of the SCOC Officers of that year.
- c. The order of acting chair of the Steering Committee will be the SCOC Chair/SUAIVC, the EVC, the CVC, the SCOC Administrator, the SUA Commissioner of Academic Affairs, and the SUA Chair.

### B. General Meeting

#### I. Purpose

- a. To discuss and make proposals/ unofficial decisions for all items concerning the SCOC except student appointments to campus wide committees.
- b. This includes the SCOC Budget, Constitution, Outreach, Archives, Cross Committee Communication Caucus (C4), and anything else the Steering Committee would like discussed.
- c. Where Coordination of SCOC Interns occurs, as described within the SCOC Bylaws.

#### II. Membership

- a. The entire student body at UC Santa Cruz will be members of the General meeting of the SCOC.

#### III. Voting

- a. Every member will be involved in the consensus process at the General Meeting.
- b. All decisions made by the General Meeting are unofficial until the Council approves them.

#### IV. Meetings

- a. The SCOC General Meeting will meet at least once every two weeks.

## V. Task Forces

- a. The SCOC can create task forces as needed, which can break out at General Meetings and be overseen by SCOC interns. Examples of Task Forces include.
  - i. Archives: which oversees data-basing, tracking, and documentation of committees and representatives.
  - ii. Outreach: which oversees public outreach to students to get them on campus wide committees.
  - iii. Cross Committee Communication: which oversees overall communication between committee representatives.

## C. Officer Meetings

### I. Purpose

- a. To coordinate the SCOC General Meeting, discuss difficult issues, and make proposals to the General Meeting.
- b. Make sure people attend General Meetings through email updates, phone calls, and efficient timely meetings.
- c. Act as the financial coordination for the SCOC.
- d. Ensure the General Meeting prepares throughout each quarter to have a successful and fruitful C4.
- e. To coordinate the entire SCOC and oversee tracking & appointments of all campus wide committees, and student representatives on committees.
- f. Make sure that representatives from colleges come to Council meetings.
- g. Oversee communication between the SCOC Council, General Meeting, and the SUA.
- h. Oversee Scheduling of General Meetings and Council meetings
- i. Ensure SCOC voice and representation on the SUA Internal Committee and the SUA Assembly.

### II. Members

- a. Chair/ SUA IVC
- b. Executive Vice Chair
- c. Committee Vice Chair
- d. SCOC Administrator

### III. Voting

- a. Officers can make unofficial decisions in emergency situations.
- b. Emergency decisions will be made by consensus.

### IV. Meetings

- a. Officer Meetings will occur at least once per week and at least eight times per quarter.

## D. Cross Committee Communication Caucus (C4)

### I. Purpose

- a. To encourage communication between committee representatives from all campus wide committees.
- b. Collect information from representatives, distribute it, and inform the SUA
- c. Train & orient committee Representatives.

## II. Membership

- a. SCOC Steering Committees and General Meeting members.
- b. All SCOC appointed representatives to campus wide committees.
- c. Any current student interested in joining a committee Chairs, staff persons, and/or representatives of any campus wide committee.

## III. Voting

- a. No official or unofficial decisions can be made at the C4.
- b. Only recommendations through surveys and straw polls can be made to the General Meeting or Council.

## IV. Meetings

- a. The C4 will occur once per quarter.

## 3. Roles and Responsibilities of Members

### A. Officer Responsibilities and Privileges

#### I. SCOC Chair/ SUA IVC

- a. Roles and Responsibilities
  - i. Chief spokesperson of the SCOC
  - ii. Chairs any meetings of the SCOC
  - iii. Coordinates student participation on all campus-wide committees, boards, and task forces including all academic senate and administrative committees.
  - iv. The point person allowed to legally sign off on Purchase Orders and all other financial legalities of the SCOC
  - v. Carry out any other duties as set forth in SUA constitution, SUA Bylaws and SCOC Constitution and by laws;
  - vi. Attends weekly SUA officer meeting(s), SCOC General, C4, SCOC Council, Internal Committee & SUA General Assembly to ensure communication and collaboration.

#### b. Voting Privileges

- i. The SCOC Chair will actively be involved in building consensus within the SCOC Council, and can block consensus.
- ii. If consensus cannot be reached within the SCOC Council, the Chair can only vote to break a tie.
- iii. The SCOC Chair will have full active involvement in building consensus within the General Meeting,

and will take the item to the Council if consensus cannot be reached.

c. How Elected

- i. The SCOC Chair is elected during campus wide elections as the Internal Vice Chair of the Student Union Assembly.

II. Executive Vice Chair (Formerly Chief Operating Chair)

a. Roles and Responsibilities

- i. Serves as the acting chair and spokesperson when Chair in his/her absence.
- ii. Assists the SCOC Chair in carrying out SCOC directives
- iii. Assists Chair in coordinating student participation in campus-wide committees, boards, and task forces.
- iv. Help put together SCOC meetings agendas and schedules
- v. Be up-to-date and knowledgeable on the SCOC Budget and its expenditures.
- vi. Shall organize the Officer and Steering Committee Retreat, which takes place in the beginning and end of the school year.
- vii. Responsible for any other duties listed out by the SUA constitution, SCOC Constitution and its bylaws and IVC of SUA and as assigned by the SCOC Steering Committee.

b. Voting privileges

- i. The SCOC EVC shall not have a vote in Steering Committee meetings.
- ii. The SCOC EVC can present his/her view, but it will not be asked to vote on the issue.
- iii. The EVC will only be involved in building consensus and voting on the Council if acting as Chair in the Chair's absence.
- iv. The SCOC EVC will have full active involvement in building consensus within the General Meeting.

c. How elected/appointed

- i. The SCOC EVC shall be elected by the Steering Committee, after the Spring C4 from the last previous academic year.

III. Committee Vice Chair

a. Roles and Responsibilities

- i. Primary responsibility is to oversee overall coordination of the logistical aspects of the C4.
- ii. Help with outreach and ensuring participation of all students at C4.

- iii. Be up to date and knowledgeable on the SCOC Budget and expenditures.
- iv. Do any other duties described in the SCOC Bylaws or as assigned by the SCOC General Meeting.
- b. Voting privileges
  - i. The SCOC CVC shall not have a vote in Steering Committee meetings.
  - ii. The SCOC CVC can present his/her view, but it will not be asked to vote on the issue.
  - iii. The CVC will only be involved in building consensus and voting on the Council, if acting as Chair in the Chair's and EVC's absence.
  - iv. The SCOC CVC will have full active involvement in building consensus within the General Meeting.
- c. How elected/appointed
  - i. The CVC shall be elected by the steering Committee, after the Spring C4 from the last previous academic year

#### IV. SCOC Administrator

- a. Roles and Responsibilities
  - i. Keeps up with updating the website and its factors, working with the SUA to do so.
  - ii. Helps put together SCOC Meeting Agendas and schedules
  - iii. Records minutes for all meetings of the SCOC
  - iv. Responsible for distributing minutes to SCOC Steering Council, general members, college student governments and the Chair of the Student Union Assembly.
  - v. Primary record keeper of all SCOC appointments, standing campus advisory committees, SCOC general body members, and SCOC Council Members.
  - vi. Finds common meetings times for SCOC Officers and Steering Committee members
  - vii. Be up to date and knowledgeable on the SCOC Budget and its expenditures
  - viii. Carry out any other duties as set forth by the SUA Constitution, the SUA Bylaws, the SCOC Constitution, the SCOC Bylaws, and/or as assigned by the SCOC Steering Committee and the SUA Officers.
- b. Voting Privileges
  - i. The SCOC Administrator shall not have a vote in Steering Committee meetings.

- ii. The SCOC Administrator can present his/her view, but it will not be asked to vote on the issue.
- iii. The Administrator will only be involved in building consensus and voting on the Council, if acting as Chair in the Chair's, EVC's and CVC's absence.
- iv. The SCOC Administrator will have full active involvement in building consensus within the General Meeting.
- c. How elected/appointed
  - i. The SCOC Administrator shall be elected by the Steering Council, after the spring C4 from the last previous academic year.

#### **4. Other Member's Roles and Responsibilities**

- A. Steering Committee Members
    - I. Review applications and appoint students to campus-wide advisory committees.
    - II. Outreach to students (both graduate and undergraduates) at large.
    - III. Attending all SCOC Steering Committees meetings, C4, all General Meetings, and their respective college student government.
    - IV. Track all Committee Representation of students appointed from their college affiliation especially attendance to the C4.
    - V. Communicating with committee members, SUA, committee appointees, college governments the SCOC Chair and the Executive Vice-Chair.
  - B. General Body
    - I. Attend General Meetings
    - II. Have one person take on the position of SCOC Treasurer with the duties laid out in the SCOC Bylaws.
    - III. Do any other duties described in the SCOC Bylaws.
  - C. Interns
    - I. Attend General Meetings and all SCOC events. Attends all other meetings as directed.
    - II. Fill positions described by the SCOC Bylaws
    - III. Do any other duties described in the SCOC Bylaws and/or directed as SUA IVC and Steering Council.
  - D. Committee Representatives and Trackers
    - I. Required to attend the C4 and carry out all other duties described in the Terms of Appointment.
    - II. Required to attend all committee meetings and functions.
5. Appointments to Campus-wide Committees
- A. Accountability
    - I. All student representative appointments on campus wide and system wide committees will be held publicly accountable to the Terms of Appointment of the SCOC Bylaws.
  - B. SUA Officers

**I. Requested Appointments**

- a. If an SUA Officer is asked by UCSC administration, staff member, or student to appoint a representative to a campus wide committee, they hold the right to make an interim appointment until the SCOC council convenes.
- b. The SCOC can hold all SUA Officers appointed representatives publicly accountable to the Terms of Appointment of the SCOC Bylaws.

**C. Administrative**

**I. Direct Appointments**

- a. An Administrator, or campus wide committee holds the right to directly appoint or ask a student to be on their committee, in addition or in absence of an SCOC appointed student representative.
- b. The SCOC will be notified immediately of any administrative appointment.
- c. The SCOC can hold all administrative appointed representatives publicly accountable to the Terms of Appointment of the SCOC Bylaws.
- d. The SCOC holds the right to challenge this appointment if a better match is available.

**D. System Wide**

**I. UCSA University Affairs**

- a. The University of California Student Association (UCSA) has the vested authority to make all system wide appointments.
- b. The UCSA will notify the SCOC of all UCSC system wide appointments.
- c. The SCOC has the right to hold all UCSC students who are Committee Representatives publicly accountable to the Terms of Appointment of the SCOC Bylaws.

**6. Vacancies, Resignations, and Removal**

**A. Chair**

**I. Vacancy or Resignation**

- a. In the event that there has been no elected or appointed Internal Vice-Chair to the Student Union Assembly, the Internal Vice Chair resigns or is removed from office by the SUA, The Chair of the SUA shall serve as chair of this committee as stipulated in the SUA constitution.

**II. Removal**

- a. The Chair can be removed from office as stated within the SUA Constitution.

**B. SCOC EVC**

**I. Vacancy or Resignation**

- a. In the event that there is no active EVC, the EVC resigns, or is removed from office, the SCOC Administrator will

serve as interim EVC of the SCOC until a replacement is found, or he/she is approved by the Council and the SUA Officers, to become the EVC.

**II. Replacement**

- a. The EVC can be replaced by a majority vote of the Council when a motion is made to appoint a new EVC where both people have a chance to state their case.
- b. In the vote, there must be quorum. Then a motion must be made. If consensus cannot be reached, officers must be replaced by a 2/3<sup>rd</sup>'s majority vote of the Steering Committee.

**C. Committee Vice Chair**

**I. Vacancies or Resignations**

- a. In the event that the CVC is not present at a SCOC General Meeting, the CVC resigns or is removed from office; an election can be called to occur within the General Meeting.

**II. Replacements, Changes, or Removals**

- a. An election can be called to replace or change the CVC or Steering Committee during any General Meeting of the SCOC with a majority of present membership.
- b. If consensus cannot be reached on a new CVC, officers must be replaced by a 2/3 majority vote of the Steering Committee

**D. Council Representatives**

**I. Vacancies or Resignations**

- a. In the event that a Council Representative has not been appointed, resigns, or is removed, the chair of the college senate will have the authority to take their place as an interim representative.
- b. If the college senate chair is not available, then one of the college representatives to the SUA will take their place as an interim member of the SCOC Council.

**II. Removals**

- a. Colleges can remove council representatives as is stated in their constitution.
- b. A Council Representative can be removed with a 3/4 vote of the remaining Council.

**E. Committee Representatives**

**I. Vacancies or Resignations**

- a. In the case of a committee with confidential information, an interim replacement for a Committee Representative will require approval from the administration or the committee in question before attendance of a new student.
- b. When a Committee Representative cannot/does not show up to their meeting, has not been appointed, resigns, or is removed, the Tracker position of the specified committee

will have the authority to take their place as an interim Committee Representative.

**II. Removals**

- a. Removal of a Committee Representative will follow the steps of the Committee Removal process of the SCOC Bylaws, and take a 3/4 vote of the Council.
- b. The SUA Assembly can request to remove a Committee Representative with a 2/3 vote to call for a closed session where the person will have a chance to state their case. The removal will take a 3/4 vote of the SUA Assembly.

**7. Budget**

- A. The SCOC Budget will be dictated by Measure 16.
- B. The SCOC budget will be approved and passed by the SCOC Steering Committee, then the General Body Meetings at least once per year.
- C. SUA must review the budget & updates on expenditures.

**8. SCOC Bylaws**

- A. Purpose
  - I. The SCOC Council is empowered to create bylaws in addition to this Constitution, which shall lay out procedures governing the function and/or activities described in this constitution, and may assign additional duties to the Officers and Representatives.

B. Amendments and Procedures:

- I. A 2/3<sup>rd</sup>'s vote of the SCOC Council shall be necessary to ratify, modify, or suspend portions of the bylaws.

**9. Amendments to the Constitution**

- A. Any additions, deletions or changes to this Constitution require a 2/3<sup>rd</sup>'s vote of the Student Union Assembly.
  - I. Amendments will be made in SCOC General Meetings and approved by the Council and then sent to the SUA.
  - II. The Name, Purpose, Slogan, and Logo of the SCOC cannot be changed without 2/3 vote by the SCOC Council and ratification by the SUA.

**SECTION I. ADDITIONAL DUTIES AND RESPONSIBILITIES**

**1. Officer Training**

- a. SUA Leadership Training Program
  - i. The multi-day training will be completed by all the SUA officers together to promote consistency and community.
  - ii. Within the first ten (10) weeks of the position start date, each of the SUA officers are required to go through mandatory training that will include, but not limited to:
    1. Gender and Diversity Awareness
    2. Mental Health Awareness
    3. Sexual Assault, Sexual Harassment, Dating Violence, and Stalking Education and Bystander Intervention
    4. Students with Disabilities Awareness

iii. Training shall be administered by a third-party certified in their respected areas.

**As Amended: May 2008**

**As Amended: February 2010**

**As Amended: May 2010**

**As Amended: May 2011**

**As Amended: November 2011**

**As Amended: January 2012**

**As Amended: April 2013**

**As Amended: May 2014**

**As Amended: November 2014**

**As Amended: January 2015**

**As Amended: April 2015**

**As Amended: May 2015**

**Last Amended: June 2015**