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Amending the Code of Rules and Procedure to Ensure Open and Accessible Meetings

IN THE UNIVERSITY OF TEXAS AT AUSTIN STUDENT GOVERNMENT

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BE IT ENACTED BY THE UNIVERSITY OF TEXAS AT AUSTIN STUDENT GOVERNMENT:

SEC 1: Amend Chapter I in the Student Government Code of Rules and Procedure as follows.

SEC 2: This bill shall be sent to the Dean of Students, the Deputy Advisory to the Dean of Students and the Vice President of Student Affairs. This bill shall take immediate effect until and unless one or more of those entities objects.

SEC 3: The Speaker shall update the Code of Rules and Procedures and provide an electronic copy to the Communications Director, who shall update the SG website accordingly.

CHAPTER 1
THE ASSEMBLY

Article I

GENERAL PROVISIONS

Sec. 1.1 VESTMENT OF LEGISLATIVE AUTHORITY. All legislative powers and authority shall be vested in the Assembly of Student Government in accordance with UTSG governing documents

Sec. 1.2 STANDING MEMBERSHIP ASSEMBLY.

- (a) Only representatives shall possess voting rights.
- (b) Only representatives may serve as chairs of standing committees.
- (c) Only representatives may serve as Speaker of the Assembly or Speaker pro-tem.

Sec. 1.3 DUTIES POWERS AND RESPONSIBILITIES OF THE ASSEMBLY.

- (a) All Representatives shall be required to attend Assembly meetings and committee meetings.
- (b) All Representatives shall fulfill outreach obligations outlined by the Assembly Board. All Representatives shall serve on a committee.
- (c) College and School Representatives shall be required to attend their College Council meetings. Graduate Student Representatives will rotate attendance to the Graduate Student Assembly.
- (d) Representatives shall be required to attend the New Member Retreat.
- (e) The Assembly Board shall be responsible for ensuring Representative accountability to the policies outlined herein.

Sec. 1.4 DEFINITIONS. Unless otherwise specified in this document, members shall be defined as Representatives, ex-officio and external appointees.

- (a) Quorum of committee shall be defined as majority (1/2) plus one of total membership.
- (b) Total Representatives shall be defined as the available representative positions stipulated by the Constitution minus vacancies.
- (c) A person is in "good standing" if that person is enrolled at the University, as defined by the Office of the Registrar or the Office of the Dean of Students, and is not on scholastic or disciplinary probation as so recorded by the Office of the Registrar, unless otherwise specified in the governing documents. The Student Body President and Student Body Vice-President must adhere to these qualifiers as well as maintain a grade point average of a 2.5 or above.

Sec. 1.5 EX-OFFICIO MEMBERSHIP OF THE ASSEMBLY. All duly confirmed officers of the Executive Board, Cabinet of Policy Directors, agencies, executive staff, Supreme Court, external appointments, the President of the Senate of College Councils, the President of the Graduate Student Assembly, and the President of Campus Events and Entertainment shall be ex-officio members of the Assembly in accordance with UTSG governing documents.

- (a) The Assembly may formally vote to amend this section to include other ex-officio members as deemed necessary and expedient by a simple majority vote of representatives present and voting.
- (b) Ex-officio members of the Assembly shall be afforded speaking rights on the floor of the Assembly.
- (c) Ex-officio members may not make main or subsidiary motions, second motions, or vote on motions brought before the Assembly; however, ex-officio members may make incidental and privileged motions.
- (d) Ex-officio members of the Assembly shall be notified of all meetings and actions of the Assembly, in writing, in accordance with UTSG governing documents.

Sec. 1.6 RESIGNATIONS. Any representative wishing to resign from the Assembly shall submit his or her resignation to the Speaker of the Assembly.

- (a) Should the Speaker of the Assembly accept the resignation, he/she shall forward the resignation letter and his/her acceptance to the Assembly within twenty-four (24)

- hours; and,
- (b) The Assembly shall immediately take appropriate action to find a replacement in accordance with UTSG governing documents.

Article II

ASSEMBLY MEETINGS

Sec. 2.1 STANDING MEETINGS OF THE ASSEMBLY. Assembly meetings shall be held weekly during the fall and spring academic semesters of the University, as published in the official *University Academic Calendar*. The Speaker of the Assembly shall be responsible for publishing a list of meeting dates and times of the Assembly no later than the second meeting of each respective Assembly – allowing for official declared holidays by the University.

Sec. 2.2 SPECIAL SESSIONS OF THE ASSEMBLY. The President or Speaker of the Assembly may call special sessions of the Assembly if written notice is given to each member of the Assembly and public notice is made at least twenty-four (24) hours in advance of the meeting.

- (a) The Speaker of the Assembly, when he/she deems necessary and appropriate, may compel representative attendance at any function (other than a special session of the Assembly) if notice is given to each member of the Assembly at least seven (7) days in advance.
- (b) The Assembly, by a two-thirds (2/3) majority vote of sitting representatives, may not meet in special session or compel attendance at an event – overriding the call of the President or the Speaker of the Assembly in the process.
- (c) A special session of the Assembly shall only include the components of UTSG governing documents that are deemed emergency items by the President or Speaker of the Assembly – whichever called the special session.

Sec. 2.3 ASSEMBLY AGENDA. The agenda for the Assembly meeting shall have the following format:

- (a) Call to Order;
- (b) First Roll Call;
- (c) Approval of the Minutes from the Previous Assembly Meeting;
- (d) Guests;
- (e) Open Forum;
- (f) Appointments:
- i. Assembly Appointments;
 - ii. Internal Appointments;
 - iii. External Appointments;
- (g) Unfinished Business;
- (h) New Business;
- (i) Ex-Officio Member Reports:
- i. Senate of College Councils;
 - ii. Graduate Student Assembly;
 - iii. Campus Events and Entertainment;
- (j) Deputy Advisor Report;
- (k) Executive Board Reports;
- (l) Cabinet of Policy Director Reports;
- (m) Agency Director Reports;
- (n) External Appointment Reports;
- (o) Executive Staff Reports;
- (p) Standing Assembly Committee Reports;
- (q) Representative Reports;
- (r) Judicial Report;
- (s) Ad hoc Reports;
- (t) Speaker of the Assembly Report

- (u) General Announcements;
- (v) Second Roll Call;
- (w) Recess/Adjournment.

Sec. 2.4 CALL TO ORDER. The Speaker of the Assembly shall call the meeting to order at the time and place previously publicized at least seventy-two (72) hours in advance of the meeting. If the meeting is the first meeting of a new Assembly, the Student Body Vice President shall call the meeting to order, and immediately call the roll.

Sec. 2.5 FIRST ROLL CALL. The Speaker of the Assembly shall instruct the Clerk of the Assembly to call the roll of standing Assembly membership.

- (a) If the meeting is the first meeting of a new Assembly, the Student Body Vice President shall call the roll, and upon completion of calling the roll shall immediately call for nominations for the Speaker of the Assembly and proceed to oversee election of the new Speaker; who shall immediately, upon being duly elected, preside over the Assembly.
- (b) The Clerk of the Assembly shall make the records of each roll call publicly available within seventy-two (72) hours of the roll being taken.

Sec. 2.6 APPROVAL OF THE MINUTES FROM THE PREVIOUS ASSEMBLY MEETING. The Speaker of the Assembly shall call for amendments to the published minutes from the previous Assembly meeting and call for formal approval of the minutes by standing Assembly membership.

- (a) If amendments are presented, the presenting representative must provide the amendment in writing to the Speaker of the Assembly, who shall notify the Assembly of the amendment.
- (b) If disagreement arises over the amendment's accuracy by standing members of the Assembly, the Speaker shall instruct the Clerk of the Assembly to review the recording of the meeting in-question and the Clerk shall determine the accuracy of the amendment and whether or not to advise the Speaker to accept it.
- (c) Should the Speaker choose to accept the amendment, the official minutes shall be revised to reflect the amendment.

Sec. 2.7 GUESTS. The Speaker of the Assembly may arrange to invite special guest speakers to advise, inform, and present information to the Assembly at his/her discretion.

- (a) Each guest presentation shall be limited to fifteen (15) minutes with five (5) minutes additional time for questions and answers.
- (b) The deadline for placing guests on the agenda is seventy-two (72) hours in advance of the meeting in-question.

Sec. 2.8 OPEN FORUM. Any Assembly meeting attendee shall be allowed to speak for up to two (2) minutes each during Open Forum.

- (a) Open Forum shall not exceed twenty (20) minutes total.
- (b) A physical sign-up sheet shall be made available at the location of the meeting in-question, at least fifteen (15) minutes prior to the meeting in-question until the Speaker of the Assembly calls the meeting in-question to order.
- (c) Order of speaking shall be determined on a first-come first-serve basis.

Sec. 2.9 APPOINTMENTS. The Assembly shall provide advice and consent for all executive, judicial, and legislative nominations in accordance with UTSG governing documents.

- (a) All applications for vacant positions within the executive branch must be made to the Assembly by the Administrative Director.
- (b) All applications for vacant positions within the judicial branch must be made publicly available by the Chief Justice.
- (c) All applications for vacant positions within the legislative branch must be made publicly available by the Speaker of the Assembly.
- (d) The Communications Director shall assist the Administrative Director, Chief Justice, and Speaker of the Assembly in making applications for vacant positions (and their

accompanying information) publicly available.

- (e) The Administrative Director shall forward the names, applications, interview questions used to select each executive branch nominee to the Clerk of the Assembly at least eighty-four (84) hours in advance of the applicant's respective confirmation hearing. Until confirmation of the Administrative Director, the Student Body Vice President shall adhere to this subsection.
- (f) The Chief Justice shall forward the names, applications, and interview questions, used to select each judicial branch nominee to the Clerk of the Assembly at least eighty-four (84) hours in advance of the applicant's respective confirmation hearing.
- (g) The Speaker of the Assembly shall forward the names, applications, and interview questions used to select each legislative branch nominee to the Clerk of the Assembly at least eighty-four (84) hours in advance of the applicant's respective confirmation hearing.
- (h) Each nominee and the question and answer session related to him/her shall not exceed more than three (3) minutes total.
- (i) The term "assembly appointment" shall refer to any appointment of a representative with voting rights. An "assembly appointment" must be sworn-in to office by a Justice of the Supreme Court before they may assume their duties and powers of office.
- (j) The term "internal appointment" shall refer to all other nominations for appointments not included in UTSG governing documents, which, if confirmed, would serve in positions within the operating structure of the executive, judicial, or legislative branches of Student Government. An "internal appointment" must be sworn-in to office by a Justice of the Supreme Court before they may assume their duties and powers of office.
- (k) The term "external appointment" shall refer to all appointments made by the President, in accordance with UTSG governing documents, who shall serve on committees or boards external to Student Government. An "external appointment" must be sworn-in to office by a Justice of the Supreme Court before they may assume their duties and powers of office.
- (l) An assembly appointment, an internal appointment, and/or an external appointment must be confirmed by a 2/3-majority vote of Representatives present. If an appointee/nominee does not receive this majority, they are not eligible to serve in the appointed position for the current Assembly session.

Sec. 2.10 UNFINISHED BUSINESS. During the period of unfinished business, all legislation referred to the floor of the Assembly for final consideration shall be discussed, debated, and voted upon.

- (a) Legislation passed from committee shall be sent to the Clerk of the Assembly at least fifty-four (54) hours prior to the meeting in-question to be added as unfinished business on the agenda.
- (b) Legislation shall be re-introduced for its second reading by the authors and chair of the committee which referred it back to the floor for a vote.
- (c) Re-introduction of legislation shall not exceed five (5) minutes, with an additional three (3) minutes allotted for questions and answers.
- (d) During debate, the Speaker shall allot equal time to both the opposition and proposition.
- (e) Amendments to legislation presented on the floor of the Assembly during the second reading shall be presented to the Speaker of the Assembly. The presenting representative must provide the amendment in writing to the Speaker of the Assembly, who shall notify the Assembly of the amendment.
- (f) The voting totals for Assembly Resolutions, Assembly Bills, Assembly Declarations, and Joint Resolutions shall be strictly enforced.
- (g) All votes shall be taken publicly and the results publicly and immediately announced in accordance with UTSG governing documents.

Sec. 2.11 NEW BUSINESS. During the period of new business, the authors and sponsors of the legislation shall read the legislation number, title, and introduce the

legislation to the Assembly. The authors and sponsors shall answer questions regarding the legislation for up to five (5) minutes.

- (a) The Speaker of the Assembly shall then refer the legislation to an appropriate committee and the Legislative Policy Council for revisions. The referral can be overruled by a two-thirds (2/3) vote of the representatives present.
- (b) Upon approval from the committee, the committee chair shall send an updated copy of the legislation to the Clerk of the Assembly no later than fifty-four (54) hours prior to the meeting in question in accordance with UTSG governing documents.

Sec. 2.12 EX-OFFICIO MEMBER REPORTS. Any ex-officio member, as stipulated by UTSG governing documents, shall present a report if they would like to inform the Assembly of their progress in their professional capacities.

Sec. 2.13 DEPUTY ADVISOR REPORT. The Deputy Advisor to the Dean of Students or a representative from their office shall present a report to discuss any pertinent issues related to the Office of the Dean of Students.

Sec. 2.14 EXECUTIVE BOARD REPORTS. Members of the Executive Board, as stipulated by UTSG governing documents, shall deliver reports discussing their progress related to the daily operations of Student Government at each Assembly meeting. These reports shall not exceed five (5) minutes per report.

Sec. 2.15 CABINET OF POLICY DIRECTOR REPORTS. Policy Directors shall deliver reports discussing their progress in managing the different agencies that they oversee.

- (a) These reports shall not exceed five (5) minutes per report.
- (b) Policy Directors shall regularly attend meetings to discuss the progress of their respective agencies and gain feedback from the Assembly.

Sec. 2.16 AGENCY DIRECTOR REPORTS. Agency Directors shall deliver reports discussing the progress of their agency and any special projects they are organizing.

- (a) These reports shall not exceed five (5) minutes per agency report.
- (b) Agency Directors shall regularly attend meetings to discuss the progress of their agencies and gain feedback from the Assembly.

Sec. 2.17 EXTERNAL APPOINTMENT REPORTS. External Appointees shall deliver a report discussing their progress in their respective appointment. This report shall not exceed five (5) minutes and will serve as an opportunity for appointees to discuss their progress with the Assembly.

Sec. 2.18 EXECUTIVE STAFF REPORTS. Members of the Executive Staff shall deliver report discussing their progress in assisting Executive Board members to complete tasks dealing with the daily operations of Student Government. These reports shall not exceed five (5) minutes per report.

Sec. 2.19 STANDING ASSEMBLY COMMITTEE REPORTS. The Chairs of the Standing Assembly Committees shall discuss their progress in their weekly committee meetings and any other legislative matters during their report for up to five (5) minutes.

- (a) Academic Affairs
- (b) Financial Affairs
- (c) Governmental Affairs
- (d) Legislative Policy Council
- (e) Rules and Regulations
- (f) Student Affairs

Sec. 2.20 REPRESENTATIVE REPORTS. Representatives shall present a report to discuss their progress in drafting pieces of legislation or meeting with members of their constituency. Representatives shall be limited to speak for up to five (5) minutes during this report and their time shall include any possible questions from the Assembly.

Sec. 2.21 JUDICIAL REPORT. The Chief Justice or a Justice of the Supreme Court shall deliver the Judicial Report to discuss any pending judicial matters for up to five (5) minutes.

- (a) During this report, the Chief Justice or a Justice of the Supreme Court shall swear in any internal or external appointments.
- (b) The Chief Justice or a Justice of the Supreme Court shall discuss any advisory

opinions they deliver or any resolved petitions.

Sec. 2.22 AD HOC REPORTS. Ad hoc Appointees shall deliver reports discussing their progress and will gain feedback from the Assembly. These reports shall not exceed five (5) minutes per report.

Sec. 2.23 SPEAKER OF THE ASSEMBLY REPORT. The Speaker of the Assembly shall present a report discussing the progress of legislation or any issues related to the governance of the Assembly.

- (a) The Speaker of the Assembly shall discuss the progress of the Assembly Board during this report, and he/she shall detail the issues discussed during Assembly Board meetings.
- (b) The Speaker of the Assembly shall discuss any and all meetings with the Executive Board in order to ensure that the Assembly understands the progress of the Speaker of the Assembly in working and developing a relationship with the Executive Board.

Sec. 2.24 GENERAL ANNOUNCEMENTS. During this period, individuals can make announcements for the Assembly and the general audience. Announcements shall not be required to relate to Student Government and can provide insight into different campus events and organizations.

Sec. 2.25 SECOND ROLL CALL. The Speaker of the Assembly shall instruct the Clerk of the Assembly to call the roll of standing Assembly membership for the second time. The Clerk of the Assembly shall make the records of each roll call publicly available within seventy-two (72) hours of the roll being taken.

Sec. 2.26 RECESS/ADJOURNMENT. Representatives will move to recess the meeting, and the Speaker of the Assembly will recess until the next general meeting with a simple majority vote of the sitting representatives.

Article III

ASSEMBLY LEADERSHIP

Sec. 3.1 THE SPEAKER OF THE ASSEMBLY. The Speaker of the Assembly shall serve as the highest-ranking member of the legislative branch and will seek to ensure accountability and order amongst the members of the Assembly.

- (a) The Speaker of the Assembly shall be a duly elected or an appointed Representative.
- (b) The Speaker of the Assembly shall preside over meetings of the Assembly, except during the initial election of the Speaker.
- (c) The Speaker shall only vote when their vote will change the outcome of the vote.
- (d) Election of the Speaker of the Assembly.
 - i. The Vice President shall preside over the first general meeting of a new Assembly session until the Speaker of the Assembly is elected, and the nomination and election of the Speaker shall be the first order of business.
 - ii. The Speaker shall be elected by a simple majority of Assembly members. Election of the Speaker requires that an eligible candidate receive greater than half of the votes cast by sitting members of the Assembly.
 - iii. Members of the Assembly shall nominate candidates for Speaker, and each candidate shall be allotted speaking time.
 - iv. In the event of permanent vacancy in the office of Speaker of the Assembly, by reason of resignation, impeachment, succession to higher office, or any other reason, the Speaker Pro Tempore, at the next scheduled Assembly meeting, shall assume the chair and immediately call for the election of a new Speaker of the Assembly. If the current Speaker Pro Tempore is nominated for the office of Speaker of the Assembly, the Vice President shall immediately assume the chair for the purpose of conducting the election.
- (e) Duties and Responsibilities of the Speaker of the Assembly
 - i. The Speaker shall have the authority to convene and set meeting times, and set the agenda for the Student Government general meetings.
 - ii. The Speaker of the Assembly shall assign members of the Assembly to standing committees in coordination with the members of the Assembly Board.

- iii. The Speaker shall regularly meet with the Assembly Board.
 - iv. The Speaker shall serve as an ex-officio member of the Student Government Executive Board.
 - v. The Speaker shall make a conscious effort to attend all standing committee meetings in addition to fulfilling his/her duties as Co-Chair of the Legislative Policy Council.
 - vi. The Speaker shall retain all rights and restrictions of a Representative of the Assembly.
 - vii. Pursuant to the Constitution, the Speaker of the Assembly shall determine the number of electable seats for each college and school based upon enrollment data.
- (f) Removal of the Speaker of the Assembly
- i. A motion of no-confidence in the Speaker shall be governed by the same criteria used for appealing a decision of the chair, requiring a two-thirds (2/3) vote to bring the matter to debate.
 - ii. Removal of the Speaker shall require a two-thirds majority of total representatives.

Sec. 3.2 SPEAKER PRO-TEMPORE

- (a) The Rules and Regulations Chair shall also serve as the Speaker Pro-Tempore of the Assembly.
- (b) In the absence of the Speaker of the Assembly, the Speaker Pro-Tempore shall preside over the Assembly meetings.

Sec. 3.3 THE ASSEMBLY BOARD. The Assembly Board shall be the leadership committee of the Assembly. The Assembly Board is charged with dealing with the internal affairs of the Assembly. This consists of, but is not limited to, absences of assembly members, certain representative vacancies, managing representative outreach points, meeting agendas, guest speakers at meetings, representative committee assignments, representative mentoring, and assuring the Assembly receives all applications for appointment nominees in a timely fashion and other information or documents relevant to pending motions.

- (a) Membership: The chair of each of the assembly's standing committees and the Speaker of the Assembly shall comprise the voting members of the Assembly Board.
 - i. The Student Body President, the Administrative Director, the Parliamentarian of the Assembly, and the Clerk of the Assembly shall be ex-officio non-voting members of the Assembly Board.
 - ii. The Speaker of the Assembly shall only vote in case of a tie or if his/her vote changes the outcome of the vote as stipulated in UTSG governing documents.
- (b) Vacancies: The Assembly Board shall be responsible for managing the appointments to vacancies for representative positions not representing a college or in the case a college council cannot fill a vacancy for its college. The Student Body President shall be involved throughout the process and involved in the deliberations on vacancies with the Assembly Board. The Student Body President shall be given the opportunity to express his or her opinion before the Assembly nominates an individual for a representative vacancy.
- (c) Absences: The Assembly Board shall be responsible for handling the absence policy and shall make recommendations to the Assembly regarding absences.
 - i. After three (3) absences the representative shall meet with the Assembly Board.
 - ii. After five (5) absences the representative shall meet again with the Assembly Board and the Assembly Board will make a recommendation to the Assembly. The Assembly can determine appropriate action.
 - iii. One missed Student Government affiliated activity shall count as one-half (1/2) of an absence.
 - iv. One missed attendance roll call shall count as one-half (1/2) of an absence.
 - v. One missed committee meeting shall count as one-half (1/2) of an absence.
- (d) Meetings: The Assembly Board shall meet at least once per two weeks that the

Assembly is in session.

- i. The Speaker of the Assembly is responsible for scheduling Assembly Board Meetings.
- ii. These meetings shall be publicized at least seventy-two (72) hours in advance through the same means stipulated in UTSG governing documents.
- iii. An unexcused absence, as determined by the Speaker of the Assembly, to an Assembly Board meeting shall count as one half (1/2) an absence.

Sec. 3.4 THE CLERK OF THE ASSEMBLY. The Speaker of the Assembly shall select, with a majority approval of the Assembly, a Clerk to work with the Speaker of the Assembly to set the agenda for the weekly general body meetings as well as take the official minutes of each general meeting of the Assembly.

- (a) The Clerk of the Assembly shall receive all bills, resolutions and appointment applications and assign them numbers.
- (b) The Clerk of the Assembly shall prepare a physical agenda at least twenty-four (24) hours prior to the start of the Assembly Meeting.
- (c) The Clerk of the Assembly shall provide the Administrative Director with bills and resolutions passed by the Assembly no later than three (3) business days following the vote.
- (d) The Clerk of the Assembly shall hold no other position in Student Government except serving on the Legislative Policy Council and shall remain impartial on all questions that come before the Assembly.

Sec. 3.5 THE PARLIAMENTARIAN OF THE ASSEMBLY. The Speaker of the Assembly shall select, with a majority approval of the Assembly, a Parliamentarian to advise the Speaker of the Assembly, Committee Chairs, and members of the Assembly on matters of parliamentary procedure.

- (a) The Parliamentarian shall attend all meetings of the Assembly.
- (b) The Parliamentarian shall be well versed in parliamentary procedure.
- (c) The Parliamentarian shall offer no opinion on legislation unless the matter is related to procedure.
- (d) The Parliamentarian shall have no formal authority.
- (e) The Parliamentarian shall hold no other position in the Student Government, and shall remain impartial on all questions that come before the Assembly.

Sec. 3.6 COMMITTEES. The Speaker of the Assembly shall assign each Representative to a committee after the election of Committee Chairs.

- (a) The following standing committees shall be established:
 - i. **Academic Affairs Committee** shall review and revise legislation regarding curriculum, research, faculty affairs, academic integrity, registration and any other issues related to academic affairs; shall generate legislation to be heard by the Assembly on academic affairs; and shall be well versed on these issues.
 - ii. **Financial Affairs Committee** shall review legislation regarding appropriations, budgets, and expenses from student fee accounts; and shall assist fundraising efforts. The Financial Affairs Committee shall author, in conjunction with the Internal Financial Director, legislation introducing the operating budget on the floor of the Assembly.
 - iii. **Governmental Affairs Committee** shall review and revise legislation regarding system-wide, state, city, and federal issues; shall generate legislation on these topics; and shall be well versed on these issues.
 - iv. **The Legislative Policy Council** shall be responsible for assisting Representatives in properly drafting and citing their legislation; shall be responsible for communicating with the Student Body and informing other student organizations, College Councils, and Government Agencies through the development of an organizational contact database; shall be chaired by a Representative elected by the Assembly and the Speaker of the Assembly; shall consist of the Administrative Director, Internal Financial Director, Clerk of the Assembly, and 2 Representatives selected through the assembly

- committee process.
- v. **Rules and Regulations Committee** shall review and revise the Code of Rules and Procedures each year, and the Constitution if necessary; shall review legislation pertaining to the aforementioned governing documents of Student Government.
 - vi. **Student Affairs Committee** shall review and revise legislation regarding student life issues and student services on campus; shall generate legislation to be heard by the Assembly on the topics of student life and student services, and shall be well versed on these issues.
- (b) At the first Assembly meeting, elections shall be held for Committee Chairs. Any Representative shall be eligible to run for a committee chair position.
 - i. Candidates shall be elected by a simple majority.
 - ii. Elections shall occur in the order of Rules and Regulations, Academic Affairs, Financial Affairs, Governmental Affairs, Legislative Policy Council, and Student Affairs.
 - iii. In the event that no candidate receives the majority of the votes, the two highest vote getters shall have a run-off election.
 - (c) The Speaker of the Assembly shall not have a vote unless the vote serves to break a tie. Committee Chairs shall not have a vote in their respective committee meetings unless the vote serves to break a tie.
 - (d) Committees shall be required to meet and elect their Vice Chair before the third Assembly Meeting
 - i. Vice Chairs are selected by the members of the committee.
 - ii. Candidates shall be elected by a simple majority.
 - (e) Each committee shall consist of at least five (5) Representatives except for the Legislative Policy Council.
 - (f) Upon being assigned any piece of legislation by the Speaker, a committee shall have ten class days to meet to take that legislation under initial consideration. For purposes of this Subsection, a "class day" shall be defined as any normal day on which classes are held during the Fall and Spring academic semesters, but shall not be a day which has been reserved by the University for final examinations.
 - (g) Committee membership shall be open to any student, but only Representatives shall have voting rights. Any Representative may attend any committee meeting.
 - (h) Ad hoc Assembly committees shall be appointed by the Speaker of the Assembly.
 - (i) All committee meeting times and locations shall be open to the public and provided in writing to the Representatives seventy-two (72) hours in advance.
 - (j) The committees shall act promptly in preparing qualified, well-researched recommendations on legislation referred to them.
 - (k) Members of the committees shall determine and write rules that shall govern the conduct of their respective committees.
 - (l) Standing Committees shall be responsible for researching, editing and modifying legislation after its assignment by the Speaker of the Assembly. Committees shall make a conscious effort to solicit testimony from appropriate campus and community leaders.
 - (m) The Assembly shall specify, direct, and guide the committees generally in all approved legislation that requires that final action be taken by the committees as agents of the Assembly.
 - (n) No changes are permitted to be made to legislation between the vote of approval from its respective committee and the second reading at the Assembly meeting.
 - (o) Duties of Committee Chairs and Vice Chairs
 - i. Committee Chairs are responsible for keeping attendance of committee meetings.
 - ii. Committee Chairs shall be elected by the members of the Assembly.
 - iii. Vice Chairs shall be elected by their respective committee by a majority of committee members voting.
 - iv. The Committee Vice Chairs are responsible for:

1. Keeping minutes at committee meetings.
 2. Filing a copy of the minutes with the Committee Chair, the Speaker of the Assembly, and the Clerk of the Assembly before the following assembly meeting.
- v. Chairs will not have a vote except in the case of a tie among committee members.

Sec. 3.7 The Representatives shall submit, prior to the adjournment of the first regular meeting of the Assembly, their top three (3) committee assignment requests to the Speaker of the Assembly. Assignments shall be completed by the Speaker of the Assembly, in consultation with the Assembly Board, before the second regular meeting of the Assembly

Sec. 3.8 Agency Directors interested in serving as non-voting members of standing committees may submit requests for committee assignments.

Sec. 3.9 Appointed committee members who seek to exchange committee assignments with one another shall make such requests to the Speaker of the Assembly.

Article IV LEGISLATION

Sec. 4.1 **FILING LEGISLATION.** All legislation shall be filed with the Clerk of the Assembly by 11:59 PM on the Saturday prior to introduction at an Assembly meeting. Representatives shall be allowed to make changes to their legislation after this deadline, but they are required to submit an updated copy by 5:00 P.M on Monday prior to introduction at an Assembly meeting.

- (a) All legislation shall include the name and title of all authors to be listed in order of contribution, and all sponsors to be listed in alphabetical order by last name.
- (b) All legislation shall include AB or AR ____, with a title briefly summarizing the purpose of the legislation. Additionally, an executive summary created by the Legislative Policy Council shall be posted on the agenda.
- (c) Each resolution shall include the following:
 - i. As many factual "Whereas" statements as needed.
 - ii. "BE IT RESOLVED" statements, which shall state the Assembly's position on the issue.
 - iii. "BE IT FURTHER RESOLVED" statements, which shall state the anticipated Assembly action for implementation.
- (d) The Clerk of the Assembly shall receive all bills, resolutions, and appointment applications as stipulated by UTSG governing documents
- (e) The Clerk of the Assembly shall prepare an agenda for each scheduled Assembly Meeting. The Clerk of the Assembly shall post the agenda online and notify all representatives upon doing so by 9:00 P.M on the Sunday prior to an Assembly meeting. Additionally, a revised agenda shall be posted online and sent to all representatives by 11:59 P.M on the Monday prior to an Assembly meeting.
- (f) The legislation shall be brought up for discussion under "Unfinished Business," as stipulated in UTSG governing documents after a favorable majority vote from its assigned committee or a favorable two-thirds (2/3) vote of the representatives present in the Assembly if the legislation has been tabled or postponed in committee. All committee meetings must be held at least twenty-four (24) hours prior to when the legislation is scheduled to be heard by the Assembly. At this time, the committee chair shall deliver a report as to whether the legislation is ready to be voted on by the Assembly.
- (g) In order to go outside the normal requirements of legislation, such as, but not limited to fast-tracking, legislation deadlines, and sponsor requirements, all of the following requirements must be met:
 - i. A paragraph showing justification for abridging the rules must be submitted to the Speaker of the Assembly and the Clerk of the Assembly with the legislation.

- ii. The Speaker of the Assembly shall recommend to the Assembly the appropriate course of action.
- iii. If the Speaker of the Assembly gives a favorable recommendation, the author must email the Assembly with the legislation and the justification for abridging the rules.
- iv. If the Speaker of the Assembly gives a favorable recommendation and time permits, the Clerk of the Assembly shall place on the agenda under new business: "Fast Track Vote on AR/AB _____."
- v. If the Speaker of the Assembly gives a favorable recommendation, the author(s) shall bring sufficient copies of the legislation and justification to the Assembly meeting for representatives and members of the general public.
- vi. If the Speaker of the Assembly gives a favorable recommendation, abridgement of the normal procedure is debated and voted on by the Assembly and must pass with a two thirds (2/3) majority of the representatives present.

Sec. 4.2 DEBATE RULES. During this time, members of the Assembly and ex-officio members as stipulated by UTSG governing documents shall debate on the legislation in question.

- (a) During debate the Speaker of the Assembly shall designate a microphone for the opposition and proposition.
- (b) The Speaker of the Assembly shall allot equal time to both the opposition and proposition. The author(s) of legislation will have control of the proposition and can decide on how time is allotted to different proponents of their legislation. The opposition will divide its time equally for the different members seeking to speak.
- (c) For amendments, each member is allowed to speak once on any single amendment for up to three (3) minutes each time at the microphone.
- (d) Any member wishing to yield the floor to any other member or non-member may do so. If the non-member yields the floor back to the member, the member shall be allowed the remaining time germane to the discussion.
- (e) No personal attacks shall be made by any person during the Assembly meeting. If an attack is made by one person to another, that person shall lose debate privileges regarding the main and secondary motion on that topic.
- (f) During the meeting and debate, no member shall engage in offensive remarks, profane language, personal attacks, or any disrespectful action announced by the Speaker of the Assembly. Upon objection by another member, the Speaker of the Assembly shall decide if a remark or conduct constitutes offense and issue a warning.

Sec. 4.3 VOTING REQUIREMENTS. The following requirements are needed for legislation to pass and become active.

- (a) Resolutions – a majority of Representatives, present and voting, in the affirmative.
- (b) Bills – two-thirds (2/3) majority of Representatives, present and voting, in the affirmative.

Sec. 4.3 POST-VOTE LEGISLATIVE PROCESS. After the vote, no later than four (4) business days following the vote, the Associate Director of New Media shall update the legislation on the Student Government website.

- (a) No later than four (4) business days following the vote on legislation, the Administrative Director shall prepare a copy for each of the following: the President of The University of Texas at Austin, Vice President for Student Affairs, Dean of Students, Advisor to the Student Government, the appropriate enacting body, and campus media outlets.
- (b) No later than one (1) business day following the vote, the Clerk of the Assembly shall send a finalized copy of the legislation to the Communications Director, Administrative Director, and Senior Administrative Associate.

Article V APPOINTMENTS

Sec. 5.1 Pursuant to the Constitution of the Student Government, the Student

Body President shall, with advice and consent of the Assembly, nominate or appoint, as appropriate, students to serve on University committees and boards. These nominations and/or appointments must be confirmed by two-thirds (2/3) majority vote of total sitting representatives in the Assembly before the nomination and/or appointment takes effect. All appointments must be sworn-in to office by a Justice of the Supreme Court before they may assume their duties and powers of office.

Sec. 5.2 The Executive Appointment Oversight Committee will be comprised of the Speaker of the Assembly, one member from the Assembly Board and one at-large member from the Assembly who is not on the Assembly Board. This committee shall seek to fairly monitor the quality of all appointment interviews.

Sec. 5.3 The at-large member and the member of the Assembly Board will be selected at the Speaker's discretion based upon availability and desire to participate.

Sec. 5.4 The Executive Appointment Oversight Committee will give the general assembly a report on the quality of the interview process prior to an appointment being voted on by the Assembly.

Sec. 5.6 The report must be delivered before the candidate's introduction and shall not exceed five (5) minutes in duration.

Sec. 5.7 The Assembly by two-thirds (2/3) vote may remove an appointee from his or her position. In the event that there is a vacancy in an appointed student position, another student must be appointed to fill that vacancy in a timely manner, and in the same manner as described in Section 1 and shall be subject to all rules governing appointed positions.

Sec. 5.8 A list of all presidential appointments shall be available by a link from the Student Government homepage. This list shall include all appointments to University committees and boards and non-elected, internal Student Government positions. The list shall include for each appointment the student's name, email address, position title, and job description. The list shall denote vacancies for all positions unfilled. Any changes to this list of appointments should be updated online within seven (7) days of the appointment being approved by the Assembly.

Sec. 5.9 All appointment applications shall be made open to the members of the Assembly by the Administrative Director and sent via email to all members of the Assembly prior to the confirmation hearing(s).

Sec. 5.10 Stakeholders may recommend individuals for the position and can send names to the Administrative Director.

Sec. 5.11 All prospective appointees shall be given an interview by at least two members of the Executive Board and at least one member from the Executive Appointment Oversight Committee, unless a member from this committee is not available. Members of the Executive Appointment Oversight Committee shall serve in an observatory role during the interview. Committee members shall note pose questions or comment during the interview.

Sec. 5.12 The Associate Director for External Appointments may substitute for only one of the two Executive Board members.

Sec. 5.13 All interview questions shall be made available to members of the Assembly by the Chief of Staff and sent via email to all members of the Assembly prior to the confirmation hearings.

Article VI STIPENDS

Sec. 6.1 The Student Body President is eligible to receive an annual stipend not to exceed six thousand eight hundred forty dollars (\$6,840.00) or five hundred seventy dollars (\$570.00) a month and a payment of tuition and fees not to exceed five thousand two hundred dollars (\$5,200).

Sec. 6.2 The Student Body Vice President is eligible to receive an annual stipend not to exceed six thousand eight hundred forty dollars (\$6,840.00) or five hundred seventy dollars (\$570.00) a month and a payment of tuition and fees not to exceed five thousand two hundred dollars (\$5,200).

Sec. 6.3 For the purposes of this article, an "officer" is defined as any voting member in the Assembly as well as the Student Body President, Student Body Vice-President, and the Executive Board.

Sec. 6.4 Each Student Government officer is eligible to receive an annual stipend not to exceed one-half (1/2) of President's.

Sec. 6.5 The Assembly may reduce, suspend, or eliminate the stipend of any officer at any time during the year should that officer fail to fulfill the responsibilities of the office in the form of a motion. The Assembly may also increase the stipend of any officer. Any of these actions shall require a two-thirds (2/3) vote of the Assembly.

Sec. 6.6 The Student Body President and Internal Financial Director shall be responsible for proposing the amount of each stipend per year when preparing the budget, in conjunction with the budget approval process.

Sec. 6.7 Any officer wishing to receive a stipend must submit an agreement (See Appendix) to the Financial Affairs Committee prior to the issuance of any stipend (for the term lasting from May through February) by a deadline set by the Financial Affairs Committee Chair.

- (a) Upon completed review of the agreement by the Financial Affairs Committee, stipends shall be incorporated into the operating budget according to the budgetary process.
- (b) If the Financial Affairs Committee finds an applicant to be undeserving of the stipend due to false documentation and/or failure to fulfill duties, as prescribed in the UTSG governing documents, then the Financial Affairs Committee may recommend the Assembly to issue a probationary warning to the specific officer receiving a stipend. If the Financial Affairs committee finds an officer underserving of the stipend due to false documentation and/or failure to fulfill the duties as prescribed in the UTSG governing documents a second time, then the Assembly suspends the stipend via a motion requiring 2/3 vote of Representatives present.
- (c) Throughout the issuance of the stipend, proof of the fulfillment of duties as prescribed by the governing documents for the office in question shall be made available to the Financial Affairs Committee for review each month via a stipend report.
- (d) Stipends allocated to officers shall be reviewed once a month by the Financial Affairs Committee in the form of a stipend report through Hornslink. Stipend reports are to be submitted to the Financial Affairs Committee Chair by a deadline set a month in advance, by the Financial Affairs Committee Chair. Failure to submit a stipend report by the determined deadline without prior approval will result in no stipend being issued for that month. Approval shall be defined as acknowledgement of the late submission via email to the Financial Affairs Committee Chair.
 - i. The Stipend Report form shall ask for officers to report meetings they attend and tasks they complete for their initiatives and events.
- (e) Within one business day after review of the stipend reports by the Financial Affairs Committee, the Financial Affairs Committee Chair shall send the reports to the Associate Director of New Media to be posted on the Student Government website no later than (5) business days after the review.

Article VII

PRESIDENTIAL AUTHORITY

Sec. 7.1 The Student Body President is given veto power over resolutions and bills. The President must veto the resolution/bill within one week (7 days) of passage or the resolution/bill becomes active. The President's veto can be overridden with a two-thirds (2/3) vote of Representatives present. The override must happen within 2 weeks (14 days) of the veto.

Sec. 7.2 If the President fails to take action after the final meeting, any legislation passed by the Assembly shall be deemed approved.

Sec. 7.3 Should the Assembly pass any legislation during the final meeting of the

Assembly session, the President shall have one day to veto that legislation.

Article VIII

REMOVAL PROCEEDINGS

Sec. 8.1 Representatives eligible for removal shall appear before the Assembly Board to explain their case.

Sec. 8.2 The Assembly Board shall then make a recommendation to the Assembly as to the action they see appropriate.

Sec. 8.3 The Assembly shall vote whether or not to approve the recommendation by a 2/3 vote of all members.

Article IX

ASSEMBLY RETREAT

Sec. 9.1 The Speaker of the Assembly and the Administrative Director shall be responsible for organizing and implementing a single event to train new Student Government officers in skills necessary for operating the Student Government. This retreat must occur in the weeks following the final election but preceding the end of the spring semester.

Sec. 9.2 The purpose of the New Member Retreat:

- (a) To establish a positive working relationship among Student Government officers.
- (b) To train Student Government officers in all aspects of the Student Government, especially by outlining their duties within the Student Government and the University community.
- (c) To provide a mentoring system by which successors personally interact and learn from their predecessors.
- (d) To educate new members on proper legislative and parliamentary procedure.

Sec. 9.3 Diversity Component

- (a) The New Member Retreat must have a diversity component to enhance the Student Government officers' awareness and knowledge of diversity and how it affects The University.
- (b) Required topics include, but are not limited to, race, ethnicity, gender, sexual orientation, cognitive and physical disabilities, economic status, age, geographic origin, physical characteristics, religion, language, privilege, and information on how these relate to current student demographics at The University of Texas at Austin.