

B F2020.05

An Amendment to the Second and Fifth Chapters of the Bylaws to Improve Upon the Structure of General Meetings

A bill for the consideration of the College of Literature, Science, and the Arts Student Government

September 23, 2020

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Whereas, the mission of the College of Literature, Science, and the Arts Student Government (hereafter LSA SG) is to “actively seek the voices of LSA students and advocate their interests to improve academic and non-academic life”;¹ and,

Whereas, LSA SG utilizes its Bylaws to structure and facilitate official business, and recognizes the need for amendments to the Bylaws to improve its function; and,

Whereas, the majority of government business is conducted during weekly general meetings; and,

Whereas, the effectiveness of our general meetings is integral to the efficiency of the government and the volume and quantity of the work that we can devote to the students of the College of LSA; and,

Whereas, encouraging uniformity of our general meetings allows for more motions to be discussed, and for those discussions to encompass more details; and,

Be it therefore resolved, that the bylaws be amended according to the language in Appendix A; and,

Be it further resolved, that the typed roman numeral list of the order of agenda items under Bylaw 2.00.03: Agendas be reformatted to an automatic roman numeral list (an amendment that cannot be displayed using the typical coloring methods); and,

Be it finally resolved, that this amendment take immediate effect.

¹ The Constitution of the College of Literature, Science, and the Arts Student Government. Article II

Appendix A

Chapter 2 Meeting Procedures

2.00.00 **Title and Short Title.** The chapter shall be known as the Meeting Procedures of LSA SG. The short title shall be the Meeting Procedures.

2.00.01 **Purpose.** This chapter outlines procedures for conducting Government meetings.

2.00.02 **Meeting Times.** The Government shall have the following types of meetings:

(a) **General Meetings.** Regular meetings shall be held once each week during the fall and winter terms, except during final exam periods. Meetings ~~will~~*may* also not occur during weeks in which class does not meet on any day as per the official academic calendar. *At the discretion of the majority of the Executive Board, a meeting may be held during a scheduled partial week of school, with two weeks' notice given to the Government. At the discretion of the majority of the Executive Board, a meeting may be held during an unscheduled partial week of school, with two days' notice given to the Government.* A meeting may be cancelled with the approval of the majority of the **General Assembly Steering Committee**. The time and place of the LSA SG meetings shall be set and subject to change by the Steering Committee.

(b) **Special Meetings.** A special meeting may be called by the President or by a petition signed by one third of the voting members. The petition shall state the particular purpose(s) of the meeting. No officer may be appointed during a special meeting. A Candidates Selection Meeting that requires at least ten voting members for quorum shall constitute a special meeting. The procedures of this type of meeting are governed by Chapter 10 of the Bylaws. The Government shall attempt to notify **Convening Business Opening Roll-Call**

- I. Announcements
- II. **Amendment and** Approval of the Agenda
- III. **Amendment and** Approval of Previous Minutes
- IV. Constituents' Time
- V. Guest Speaker(s)
- VI. Executive Officer Reports (President, Vice President, Treasurer, Counsel, Academic Relations Officer, External Relations Officer, Student Life Relations Officer, Secretary)
- VII. Committee Reports (in alphabetical order) by all members at least twenty-four (24) hours in advance by email.

2.00.03 **Agenda.** The Vice-President shall prepare an agenda that is emailed ~~out~~ to all members at least twenty-four (24) hours prior to each general meeting. The agenda shall include previously tabled motions as part of Old Business, and newly submitted motions as part of New Business. The Government will not issue paper ~~less~~ agendas unless requested. Each of the following are defined as agenda items. Items under agenda items shall be called subagenda items. The agenda shall be in the following form:

- VIII. Call to Order
- IX. Committee Reports (in alphabetical order)
- X. Task Force and Subcommittee Reports (*in alphabetical order*)
- XI. Individual Representative Reports (*in alphabetical order*)
- XII. Appointments, Elections, and Nominations
- XIII. Budget Allocations Committee Recommendations
- XIV. Old Business

- XV. New Business
- XVI. Matters Arising
- XVII. Snaps
- XVIII. Closing Roll Call
- XIX. Adjournment

2.00.04 Call to Order. *The chair "opens the meeting" by signaling for quiet in the room, and then announcing, at a minimum, the date of the meeting, if the meeting is a regular or special meeting, and that "The Government is called to order."*

2.00.05 Convening Business. *The Secretary (or an individual designated by the chair to serve in the Secretary's absence) conducts an attendance roll call. They will proceed to announce the following:*

- A. If the requirement for quorum (a simple majority of all voting members) has been met;*
- B. What a simple majority of voting members consists of;*
- C. What a 2/3 majority of voting members consists of.*

2.00.06 Amendment and Approval of the Agenda. *The agenda may be approved by a majority vote of the government. A motion is a formal proposal or request for action and may be placed on the agenda by submitting the motion to the Vice-President via email 24 hours prior to a Government meeting. If a member wishes to propose a motion during the meeting (after the Agenda is approved) they must first make a motion to amend the agenda which requires a two-third vote approval. If approval to amend is granted, then the member(s) may present their motion.*

2.00.07 Amendment and Approval of the Minutes. *The minutes of the meeting(s) held previous to the present general meeting may be approved by a majority vote of the government. Amendments to the previous minutes require a 2/3 vote of the government to be approved. Approved minutes are to be preserved in digital form on the LSA SG website.*

2.00.08~~4~~ Form of Reports. Reports shall be in person by each executive officer or committee chair. An absent committee chair aware of the conflict prior to the meeting must contact the vice-chair of his or her committee to present the committee report. Should the vice-chair also be unavailable, the committee chair must submit a report to any member of the Government, who will read the report at the ~~LSA SG~~ meeting.

2.00.09~~5~~ Individual Representative Reports. Each Elected Representative will give a report once a semester during a General Meeting to update the Government on their activities. The Vice-President shall form the schedule of reports. This will also be open to any Appointed, Elected, or Associate Representatives of LSA SG as well as LSA Appointed Representatives to Central Student Government.

2.00.10~~6~~ Old Business and New Business. Old business consists of any motions tabled from previous meetings. New business consists of any new motions. New business items may be voted upon. ~~unless they are tabled to another General meeting.~~

2.00.11~~7~~ Announcements. Each member, beginning with the President and moving around the table may make informal announcements. The time limit is two minutes per member.

~~**2.00.12~~8~~ Motions.** *A motion may be placed on the agenda by submitting it to the Vice-President preceding a Government meeting. A motion may also be placed on the agenda by a majority vote of the Government before the agenda has been approved. Any motion that is not on the agenda may be added provided that two-thirds of the voting members present vote to amend the agenda.*~~

2.00.12~~9~~ Constituents Time. Any LSA student may address the Government during constituent's time for up to five minutes, which may be extended by a majority vote of the Government. Total constituents' time shall not exceed thirty minutes.

2.00.13~~10~~ Guest Speaker(s). A guest speaker or speakers may address the Government by invitation of

an executive officer, or by a majority vote of the Government. Each guest speaker may present for up to 30 minutes including questions.

2.00. ~~H14~~ **Moving the Chair.** The President may give up the chair on a motion if s/he wishes to participate in debate. The chair shall be moved to the first person on the following list who relinquishes his/her right to participate in debate on the motion:

- (a) Vice President
- (b) Treasurer
- (c) Counsel
- (d) Academic Relations Officer
- (e) External Relations Officer
- (f) Student Life Relations Officer
- (g) Secretary

Procedures for Debate

2.01.00 **Procedures.** Robert's Rules of Order (Newly Revised) shall be used except as stated otherwise in this chapter.

2.01.01 **Time Limits.** The time limit for each subagenda item shall be thirty minutes. The time used to debate amendments to the main motion shall be included in the total time limit. The time limit for debate may be extended by a majority vote of the Government.

2.01.02 **Extension of Time Limit for Debate.** The time for debate may be extended by a majority vote of the Government; it still requires a two-thirds majority to reduce the time for debate as described in Robert's Rules of Order.

2.01.03 **Maximum Time for a Speaker.** No speaker may have the floor at any one time for more than three minutes. The intent of this section is to prevent filibustering, and not to stifle debate. The Government may enforce this section at its discretion.

2.01.04 **Speaker Qualifications.** Elected representatives, appointed representatives, associate representatives, and executive board members at General Meetings may speak exclusively towards motions at General Meetings. Elected representatives, appointed representatives, and associate representatives shall be given priority on the speakers' list. ***Individuals who are not members of the government may speak only on government business if they are the sponsor of a resolution currently being discussed. This excludes individuals speaking during constituents' time and invited guest speakers, who are allotted time on the agenda to speak.***

2.01.05 **Amendments.** The speaker of a motion may choose to accept or reject an amendment before the main motion has been made and seconded. The Government may choose to accept or reject amendments once the main motion has been made and seconded.

Voting Procedures

2.02.00 **Definition of terms.** Unless explicitly stated to the contrary, under the condition of quorum a simple majority requires a vote of more than fifty percent (50%) of all members present and voting. A two-thirds majority requires at least two-thirds of all members present and voting vote in favor of a given motion.

2.02.01 **Quorum Requirements.** Quorum for LSA SG shall be the attendance of at least a simple majority of the voting members of LSA SG then in office. A quorum is required for any vote of the Government. Otherwise, LSA SG has authority only to discuss Government matters or adjourn.

2.02.02 **Passage of a Motion.** Unless otherwise stated, a motion requires the affirmative vote of a simple

majority of the LSA SG for passage.

2.02.03 Voting Rights of the Chair. Robert's Rules states that the Chair shall abstain from voting except when his or her vote would alter the outcome of the vote under any voting method. The chairperson shall vote last on any roll-call vote if there is a tie. The chairperson retains the option of deferring their vote. The previous chairperson must announce their vote anytime prior to the **Amendment and Approval of Previous Minutes** during the next General Meeting. The result of their decision shall be included in the Previous Minutes before they may be approved. ~~*The chairperson shall not vote under any circumstances if she or he is not a voting member of the Government.*~~

2.02.04 Voting. Voting shall ordinarily be by the show of hands, with the Chair of the General Meeting calling for the votes, first of those in favor, then of those opposed, then of those abstaining. The Chair shall then announce the number of those in favor, those opposed, and those abstaining. Results shall be determined by a majority vote, except in cases requiring more than a simple majority vote, without taking into account abstentions. Abstentions shall not count towards the results of a vote. For a vote to be official, at least one fifth of the entire voting assembly must be either for or against the motion. In the case where this threshold is not met, then the Government must either re-vote by secret ballot or table the matter until a future time. The Secretary (*or the individual designated to serve in that capacity during a particular meeting*) shall record the results in the official minutes of the meeting.

2.02.05 Roll Call Votes. A roll call vote shall be taken when a simple majority of the voting members present vote to do so. The Secretary shall proceed to read the names of each voting member present and record their vote as each person announces it. If the vote is tied, the Secretary shall call upon the Chair to cast their vote, at which point they have a choice to cast a vote immediately or defer their vote until the next General meeting (refer to 2.02.03). The Chair of the meeting shall announce the results.

Absence Excuse Procedure

~~*2.03.00 Excusing Absences. Any member wishing to be excused from any General Meeting, Committee Meeting, Office Hour, or other member obligation, must submit a request to the Secretary before the week in which they will be absent. Approval for excused absences shall be the Secretary's decision, and any contestations shall be discussed by the Executive Board. The Secretary may exercise reasonable leniency with regards to the conflicts that constitute legitimate absences, and the time required to notify the Secretary of an absence before it occurs.*~~

Resolution Procedures

2.034.00 Introduction and Discussion. A resolution must be introduced to the floor by a majority vote. Following its introduction the sponsors shall speak first on behalf of the motion before it is then opened to the floor to ask the sponsors questions or make comments on behalf of the resolution. This shall continue until there are no questions left.

2.034.01 Resolution Amendments. Following discussion of the resolution the chair shall ask for all friendly amendments, these defined as changes that have the approval of all the sponsors. After friendly amendments the chair shall ask for unfriendly amendments, these defined as changes that do not have the approval of all the sponsors. Each unfriendly amendment is then voted upon in order and must have a simple majority to be added to the resolution.

2.034.02 Calling to Question. This requires a speakers list of at least one for and one against. Sponsors take priority in speaking for the resolution before other members of the government. *If no members of*

the government care to speak, then no speakers list must be formed and the government may proceed with calling the question. ~~Following this the resolution is then read allowed unless there is a motion to bypass the reading. A motion to bypass the reading must have a second and a vote by consensus to be enacted.~~ After this the resolution is then voted upon with a default vote by placard.

Chapter 4

Government Officers

Government Officers' Responsibilities

4.02.00 **Executive Board Meetings.** The president shall call all government officers to meet to discuss government affairs. These meetings shall be scheduled by the President and it is recommended that they be held at least twice a month.

(a) **Conflicts of Interest.** No Executive Officer may serve as a permanent Committee Chair or Vice-Chair unless explicitly stated in the Bylaws.

4.02.01 **Incompatible Offices.** No person shall hold more than one of the executive officer positions listed in this chapter.

4.02.02 **Government Officer Nominations.** The President shall nominate all persons to fill the positions of Treasurer, Counsel, Academic Relations Officer, External Relations Officer, Student Life Relations Officer, and Secretary. The Treasurer, Counsel, Academic Relations Officer, External Relations Officer, ***Student Life Relations Officer*** and Secretary nominations shall each be approved individually by a simple majority (1/2) vote, excluding general consent, at the first General Meeting chaired by the newly elected President. Prior to being approved, the Government shall have the opportunity to ask up to five questions to each nominee. The Treasurer, Counsel, Academic Relations Officer, External Relations Officer, Student Life Relations Officer, and Secretary may be recalled by a two-thirds (2/3) vote of the Government provided that at least one week's notice of a recall vote is given.

Chapter 5

Minimum Attendance Requirement

5.01.02. **Excused Absences.** An absence shall be excused by one of two methods:

(a) **Government Excused.** The Government may, by a two-thirds vote, excuse a member's absence for any reason.

(b) **The Secretary.** The Secretary shall excuse absences on behalf of the Government. ***Approval for excused absences shall be the Secretary's decision, and any contestations shall be discussed by the Executive Board. The Secretary may exercise reasonable leniency with regards to the conflicts that constitute legitimate absences, and the time required to notify the Secretary of an absence before it occurs.***

(c) **Legitimate Excused Absences.** Although absences may be excused for any reason by the Government, in order for the Secretary to excuse the absence, there must be a legitimate reason as deemed by the Secretary. Absences caused by unavoidable situations such as (but not limited to) exams, work meetings, religious observances can be excused provided that the Secretary knows at least 24 hours in advance. The Secretary has the discretion to exercise leniency with regards to the time at which they are notified of an intended absence by a member before the absence occurs. It is the responsibility of the member to explain any clarifying issues to the Secretary. If there is a foreseeable absence and it is not brought to the Secretary's attention in a timely manner, the member shall incur an absence. If there is an

unexpected and unforeseeable absence such as a family or health crisis, the Secretary should be informed about these absences as soon as possible so that it may be excused. In cases where a person wishes to appeal an unexcused absence or the Secretary is uncertain about how to treat a certain absence, the Executive Board shall come to a decision on the absence by majority vote.