

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON BYLAWS OF  
THE STUDENT SENATE**

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**Preamble**

We, the Associated Students of the University of Washington Student Senate, in order to provide student representation within the Association; to determine student opinion on any issue affecting students; to provide oversight of the management of the Association; to exercise the authorities granted by the Association Constitution to the Student Senate; to promote all student interests to the University and the community; to provide a forum for discussion among students, faculty, and administrators; to promote individual leadership and group action; to supplement and complement formal education at the University of Washington; and to provide an environment in which all students may participate in the achievement of the above goals, do affirm and establish these Bylaws of the Student Senate.

**Article I. Organization**

Section 1. Name

- A. The name of this body shall be the Associated Students of the University of Washington Student Senate hereafter referred to as the "Senate."
- B. The Associated Students of the University of Washington will hereafter be referred to as the "ASUW."

Section 2. Purpose

- A. The Senate is responsible for formulating the official opinion of the Associated Students of the University of Washington ("ASUW"), providing oversight to the functioning of the ASUW, and serving as a conduit for students and campus organizations to participate in the affairs of the ASUW

### Section 3. Authority

- A. The Senate is an independent entity within the ASUW, whose authority is delineated in the ASUW Constitution, Art. IX.

## **Article II. Membership**

### Section 1. Senate Seats

- A. Senate Seats are delineated in the ASUW Constitution, Art. IX, Section 3, and further explained in these bylaws.
- B. All Senate seats shall be classified as one of two types of seats.
  - 1. Full Voting Senators. Senators who hold voting seats shall have all privileges granted them by the governing documents of Senate, including, but not limited to, precedence to speak in Senate meetings, voting rights in Senate, the right to author all types of legislation within the Senate, and the right to seek positions within the Senate such as Senate offices, liaisonships, committee chairs, and committee vice chairs.
  - 2. Non-Voting Senators. Senators who hold non-voting seats shall have all the privileges held by voting senators, excluding the right to vote in Senate and seek a position within the Senate, as well as any other privileges or rights granted within the governing documents of the Senate. These seats shall be held by the ASUW Board of Directors members, excluding the ASUW President, who is a voting senator, and the SAO Adviser to the Student Senate.
- C. All Senate seats must first be certified prior to being activated and filled, using the appropriate certification process prescribed for that seat in these Bylaws.
  - 1. Protected Senate Seats. Senators who hold protected seats shall not be required to gather constituents and their seats shall be unconditionally certified every quarter in which Senate is in session. The senators who fill protected seats shall be considered voting senators and shall be granted all of the privileges and

rights afforded to voting senators. The voting rights of senators who hold protected seats are not contingent on the senators' attendance, and senators who hold designated seats are not subject to the attendance policy outlined by the Membership Coordinator. Protected Senate seats shall be granted to the following organizations and in the following quantities:

- i. One (1) Senate seat for an appointee of the Office of Student Veteran Life.
- ii. One (1) Senate Seat for an appointee from each of the voting members of the ASUW Joint Committees Commission, and one from each legacy group as defined by the Office of Minority Affairs and Diversity
- iii. One (1) Senate Seat for an appointee from each of the Ethnic Cultural Center Legacy Groups; Black Student Union, Filipino American Student Association, First Nations at UW, MECHA, and the Polynesian Student Alliance, Micronesian Islands Club
- iv. One (1) Senate Seat for an appointee from the InterFraternity Council
- v. One (1) Senate Seat for an appointee from the UW Panhellenic Association
- vi. One (1) Senate Seat for an Appointee from the Multicultural Greek Council
- vii. One (1) Senate Seat for an Appointee from the National Pan-Hellenic Council
- viii. One (1) Senate Seat for an appointee from the Residential Community Student Association

2. Designated Senate Seats. Senators who hold designated seats shall not be required to gather constituents, and their seats shall be conditionally certified every quarter in which Senate is in session. The senators who fill designated seats shall be considered voting senators and shall be granted all of the privileges and rights afforded to voting senators. The voting rights of senators who hold designated seats are contingent on the senators' attendance, and senators who hold designated seats are subject to the attendance policy outlined by the Membership Coordinator. Designated Senate seats shall be granted when the following requirements are met by a Registered Student Organization (RSO), which includes but is not limited to all registered clubs, fraternities, and sororities

at the University of Washington:

i. The RSO must hold a membership of a specified number of students. The Committee on Steering shall determine the number of registered members required, but shall set a uniform number for all interested RSOs.

ii. If a student seeks to represent a specific RSO, approval must be granted by that organization's leadership.

iii. If the Committee on Steering shall increase the number of required members a RSO must hold by more than 10 during a one month period, the increase shall be subject to approval by the Senate.

iv. At the termination of a Senate session, all RSOs shall be required to recertify their membership.

3. Hall Senate Seats. Senators who hold hall seats shall not be required to gather constituents, and their seats shall be unconditionally certified every quarter in which Senate is in session. The senators who fill hall seats shall be considered voting senators and shall be granted all of the privileges and rights afforded to voting senators. The voting rights of senators who hold hall seats are contingent on the senators' attendance, and senators who hold hall seats are subject to the attendance policy outlined by the Membership Coordinator. Hall Senate seats shall be granted to the following organizations and in the following quantities:

i. Two (2) Senate seats for each UW on-campus living community with membership in the RCSA Hall Caucus; and

## Section 2. Certification Process

### A. Certification of Senate Membership

1. The following provisions shall apply exclusively to students seeking membership in the Senate without possession of a protected, designated, or hall Senate seat.

- i. Any student seeking membership shall submit an online Senate seat certification form.
2. Each student must register a specified number of students as their constituents to obtain a Senate membership. The Committee on Steering shall determine the number of registered constituents required, but shall set a uniform number for all interested students.
3. If the Committee on Steering shall increase the number of required constituents by more than 10 during a one month period, the increase shall be subject to approval by the Senate.
4. Upon registering the number of required constituents, Senate membership shall be certified by the Membership Coordinator, who shall confirm that the student fulfilled all necessary requirements, including that no student who registered as a constituent has registered as a constituent for any other student seeking Senate membership. If any of the registered constituents are later determined to be invalid or not meeting the requirements established in these Bylaws, the Senator in question shall be decertified by the Membership Coordinator until additional registered constituents are obtained.
5. The Membership Coordinator may delay the issuance of electronic voting devices for newly qualified voting senators for up to twenty-four hours.
6. Any Senator who falls below the required number of constituents during their tenure shall be removed from the membership of the Senate at a time determined by Senate Leadership, until the required number of constituents is reached again.
7. At the termination of a Senate session, all senators shall be required to recertify their constituents.
8. All certified senators shall be listed on the Senate membership list.

#### B. Certification of Non-Voting Seats

1. The Membership Coordinator shall confirm each of the seats held by the two liaisons from the ASUW Board of Directors as soon as possible at the start of fall quarter. These liaisons are separate from the voting seat held by the ASUW President. The two non-voting liaisons shall be the Director of Internal Policy, and the Director of Community Relations unless otherwise decided upon by the Board of Directors.
2. The Membership Coordinator shall confirm the identity

of the SAO Adviser to the Senate at the beginning of fall quarter and certify their seat before the first meeting of the Senate.

#### C. General Provisions

1. No ASUW member may fill more than one certified Senate seat simultaneously.
2. No voting member of the ASUW Board of Directors may serve as a senator unless specifically allowed by the ASUW Constitution.
3. The Membership Coordinator shall approve Senate seat petition forms provided that they meet all necessary requirements. Once a form has been approved, all rights and responsibilities of the seat shall be conferred.
4. Any senator may resign their seat by way of written or electronic notification to the Speaker and Membership Coordinator. Upon such notification, (a) the senator will also be deemed to have resigned their election to any position for which membership in the Senate is a condition for election or service; and (b) the registration of all constituents registered to the senator shall be cancelled.

#### Section 3. Membership Forms

##### A. General Provisions

1. All forms found in this article and accompanying rules shall be developed by the Membership Coordinator. Approved forms shall be available online and in the Senate office.
2. All information submitted through the appointment and certification process shall be made publicly available via mediums including but not limited to the internet, except signatures and student numbers collected for seat certification.

#### Section 4. Attendance

- A. Every senator shall be present within the Senate chamber during its sittings, unless excused or necessarily prevented, and shall vote in the affirmative or negative on each question put, unless having a direct personal or pecuniary interest in the event of such question.
- B. The Membership Coordinator, by and with the advice and consent of the Committee on Steering, shall promulgate an attendance policy that shall, at the minimum,:

1. provide for the taking of attendance at least once per meeting
  2. establish minimum acceptable thresholds for attendance and/or voting, and
  3. provide for a mechanism to notify constituents of their senator's record of attendance
- C. In the event that a senator shall be in active violation of the duly promulgated attendance policy, the following shall apply:
1. the Membership Coordinator shall contemporaneously contact the senator with notification of their deficiency, and the senator shall be non-voting until such time that they meet with the Membership Coordinator, or their designee, to review the attendance policy.
- D. If a Senator is absent from every meeting during an academic quarter without a designated proxy or approval from the Membership Coordinator they will be removed from Senate Membership.
- E. The Membership Coordinator will also take attendance at committee meetings, and remove Senators' voting privileges who are consistently absent, in accordance with the above policies.

### **Article III. Officers**

#### Section 1. Senate Officers And Employees

##### A. Officers and Employees - Defined

1. The officers of the Senate shall be the Speaker, the Vice Speaker, and the Membership Coordinator. The Senate shall employ one ASUW member as the Administrative Assistant to the Senate.

##### B. Period of Service

1. Senate officers shall be elected during spring quarter for the following academic year and shall serve beginning at the time that their predecessor's election shall expire and ending the last day of spring quarter. The Senate Administrative Assistant shall be hired and shall

begin working their hours at the discretion of the ASUW Personnel Director, coordinating their schedule with the ASUW Personnel Director to complete a predetermined number of hours approved by the Personnel Committee.

#### C. Election Process

1. Nominations for officer positions shall be taken at the first Senate meeting following the completion of the ASUW general election each spring quarter.
2. Any member of the ASUW, excluding members of the incoming Board of Directors, may be nominated for a Senate office.
3. Senate officers shall be elected in accordance with the Senate selection process defined in Article IX of these Bylaws.

#### D. Hiring Senate Employees

1. Any position the Senate seeks to fill with an ASUW employee shall be filled using the hiring procedures delineated by the ASUW Personnel Director.
2. The Speaker, or the Speaker's designee, shall sit on the hiring committee for any Senate Employee. This shall be the incoming Speaker if the hiring occurs after the spring Senate Leadership elections.

#### E. Compensation

1. Senate officers and the Administrative Assistant shall be compensated in accordance with the ASUW Personnel policy.

#### F. Anticipated Absence of a Senate Officer

1. In the event that a senate officer is fully absent at a meeting, and it is anticipated that they will be fully absent for the next two (2) meetings, or in the event that a senate officer is present, but intends to be fully absent for the next three (3) meetings, then:
2. A vote of confidence (as outlined in Article III, Section 8) shall be placed on the agenda for the immediately subsequent Senate meeting as the first order of business.

3. The absent officer shall be notified about the vote of confidence by another senate officer within one (1) business day of Article III Section I Subsection F-1 being triggered and offered the opportunity to make a written statement explaining their absence.
4. That the duty of notification shall belong to the speaker, unless the speaker is absent, in which case it shall belong to the vice speaker. If both are absent it shall belong to the membership coordinator, and if all Senate Officers are absent the duty will fall to a person designated by the Speaker.
5. This vote of confidence shall proceed according to the procedures outlined in Article III, Section 8B "Vote of Confidence: Procedure" except for the following changes:
  - i. Instead of the absent officer making a ten (10) minute statement in person, their written statement shall be read out.
  - ii. Since there is no individual requestor, instead a discussion period will occur immediately after the officer's statement is read.
6. That in the event that the officer in question is present at the next senate meeting, Article III Section I Subsection F-5-a shall not apply.
7. In the case that the Speaker is absent due to the above circumstances, the Vice Speaker will assume the role of the Speaker. The Vice Speaker will concurrently hold both roles until the above circumstance is resolved. In the case that the Vice Speaker is absent, the Membership Coordinator will assume the role of the Vice Speaker until the above circumstance is resolved. In the case of the Membership Coordinator being absent due to the above circumstances, the Vice Speaker will assume their duties temporarily until the situation is resolved. Finally, in the case of the Senate Administrative Assistant being absent, the Membership Coordinator will step in to take minutes until the above circumstance is resolved.

## Section 2. Senate Speaker

### JOB SUMMARY:

The Senate Speaker is tasked with chairing the ASUW Student Senate, which exists as the official voice of 40,000 students. The Speaker serves as the official spokesperson for student opinion and also coordinates the internal organization of Senate. The following job description and job qualifications are derived from the ASUW Senate Bylaws.

JOB DESCRIPTION:

1. The Speaker shall complete the following tasks on a weekly basis:
  - i. Hold a minimum of seven (7) office hours outside of meetings.
  - ii. Convene and chair meetings of the Senate.
  - iii. Convene and chair meetings of the Steering Committee.
  - iv. Establish the agenda for each Senate meeting, subject to the approval of the Steering Committee.
  - v. Notify all Senators of meetings and other relevant information through the use of the Senate email list in cooperation with the Membership Coordinator.
  - vi. Prepare and deliver a weekly Chair's report to the Senate.
  
2. The Chair shall complete the following tasks at least twice per quarter:
  - i. Meet with each Standing Committee Chair to discuss responsibilities and evaluate performance.
  - ii. Conduct Senate Officer reviews in accordance with the ASUW Personnel Policy.
  - iii. Maintain budget records in accordance with the ASUW Financial Policy.
  
3. The Chair shall complete the following tasks on a quarterly basis:
  - i. Prepare an Quarterly Report for the ASUW Board of Directors.
  - ii. Schedule a regular time and day for Steering Committee meetings.
  - iii. Coordinate efforts to maintain the Senate website.
  - iv. Meet with each Senate liaison to discuss responsibilities and evaluate performance.
  - v. Conduct goal-setting sessions with other Senate Officers.
  - vi. That the Speaker would have a responsibility to notify Authors, Sponsors, and Co-Sponsors who may have an interest in submitting proposals for continuation of legislation, as written in Article IV, Section 4, Subsection C.
  
4. The Chair shall attend to the following general responsibilities during the entire term:
  - i. Follow all Senate Bylaws and Rules.
  - ii. Seek effective follow-through on Resolutions that have been approved by the Senate through outreach to

- relevant individuals and organizations.
  - iii. Ensure and assist in the completion of all Senate responsibilities.
  - iv. Ensure the general fairness of Senate.
  - v. Serve as the primary spokesperson for Senate.
  - vi. Schedule all meetings before the start of Autumn Quarter for the upcoming session.
  - vii. Train Committee Chairs to effectively chair meetings using proper Senate conduct and procedures and other duties as necessary.
  - viii. Train the incoming officers following their election.
  - ix. Attend ASUW training and orientation in compliance with ASUW Personnel Policies.
  - x. Attend meetings of the Board of Directors as necessary.
5. Responsible for initiating a thorough transition with your newly hired successor; including the completion of comprehensive transition documents that are uploaded to the ASUW transition page before the last day of Spring Quarter.

### Section 3. Senate Vice Speaker

#### JOB SUMMARY:

The Senate Vice-Speaker is responsible for maintaining a harmonious relationship between Student Senate and the Board of Directors. The Vice Speaker advocates for all legislation as an ex officio member on the Board. The Vice Speaker serves as the Senate Parliamentarian and works with the rest of Senate Leadership to coordinate the internal organization of Senate. The Vice Speaker manages all of Senate's internal policies, and makes sure they are in compliance with ASUW policies. The following job description and job qualifications are derived from the ASUW Senate Bylaws.

#### JOB DESCRIPTION:

1. The Vice Speaker shall complete the following tasks on a weekly basis:
  - i. Hold a minimum of five office hours outside of meetings of the Board of Directors, Student Senate Steering and Student Senate.
  - ii. Attend all meetings of the Steering Committee.
  - iii. Attend all meetings of the Senate, and assist as needed in the coordination of Senate meetings.
  - iv. Fill the seat on the Board that is constitutionally

delineated to the Senate ASUW Constitution Article VII Section 1 (B) (4).

- v. Introduce all Senate Bills that pass the Senate to the Board at the next regularly scheduled Board meeting.
- vi. Notify the Board of all approved Resolutions, Orders, Legislative Directives, Requests for Information, and any other relevant actions taken by the Senate to ensure that the Board remains informed about Senate's activities. Report to the Senate on actions taken by the Board in regard to Senate Resolutions or Bills.
- vii. Update the Senate Legislative Database to reflect all amendments to and dispositions of legislation by Senate committees, the Steering Committee, or by the Senate in coordination with relevant committee chairs.
- viii. Prepare and present a weekly report to the Senate and Steering committee.
- ix. Set up technology and voting systems at each Senate meeting.

2. The Vice Speaker shall complete the following tasks as needed throughout the quarter:

- i. Organize Senate forums, public speakers and public events
- ii. Supervise/Coordinate with the Administrative Assistant to the Student Senate to maintain and update the ASUW Records page, Senate and Steering sections.
- iii. Confirm the configuration and reservation of the Senate meeting room in coordination with the Senate Speaker.

3. The Vice Speaker shall complete the following tasks on a quarterly basis:

- i. Complete a Senate Officer Review with the Speaker.
- ii. Register all Senate and Steering meetings with the public records office, including Special Meetings when the need arises.
- iii. Train new Senators on the correct use of Parliamentary Procedures, and give brief maintenance training as needed.

4. The Vice-Speaker shall complete the following tasks on a yearly basis:

- i. Train the Administrative Assistant to the Senate upon their hiring.
- ii. Review the Senate Bylaws and the Senate Rules, presenting any amendments to the Senate Body through an Organic Act.

5. The Vice Speaker shall attend to the following general responsibilities during the entire term:
  - i. Follow all Senate Bylaws, Senate Rules, the ASUW Constitution, and the ASUW Bylaws.
  - ii. Temporarily fulfill the duties of the Speaker in their absence, including but not limited to presiding over the Steering Committee, Senate, and other engagements.
  - iii. Provide legislative assistance to Senators.
  - iv. Serve as the Senate parliamentarian.
  - v. Train the incoming officers following their election in coordination with the Speaker.
  - vi. Attend ASUW training and orientation in compliance with ASUW Personnel Policies.
  - vii. Serve as a member of the Legislative Steering Committee.
  
6. Responsible for initiating a thorough transition with your newly hired successor; including the completion of comprehensive transition documents that are uploaded to the ASUW transition page before the last day of Spring Quarter.

#### Section 4. Membership Coordinator

##### JOB SUMMARY

The Senate Membership Coordinator is responsible for overseeing the recruitment and retention of Senators. They prepare trainings for new Senators, and offer support throughout the year.

##### JOB DESCRIPTION

1. The Membership Coordinator shall complete the following tasks on a weekly basis:
  - i. hold a minimum of twelve (12) office hours outside of weekly meetings, nine (9) of which must be held in the Senate office during the HUB's normal hours of operation;
  - ii. Attend all meetings of the Committee on Steering;
  - iii. Attend all meetings of the Senate;
  - iv. Coordinate attendance-taking at each Senate meeting;
  - v. Receive and approve proxies before each Senate meeting
  - vi. Give short reports at both Senate and Steering regarding updates related to the position;
  - vii. Notify all Senators of meetings and other relevant information through the use of the Senate email list

- in cooperation with the Speaker.
- viii. Sit on the Committee on Publicity, Outreach, and Membership;
  - ix. Provide welcome materials to Senators during their first meeting and distribute any membership materials
2. The Membership Coordinator shall complete the following tasks as needed throughout their entire term:
- i. Certify Senate seats and appoint senators to Senate seats as needed;
  - ii. Appoint senators to standing committees pursuant to the ASUW Senate Bylaws;
  - iii. Notify senators of attendance infractions as required by the attendance policy;
  - iv. Work with the Speaker to maintain the Senate website;
  - v. Organize awards and recognition efforts of the Senate;
  - vi. Conduct constituent outreach;
  - vii. Manage all senate social media platforms, including but not limited to Facebook, Twitter, and Instagram;
  - viii. Plan bonding events for steering, senate leadership, and the senate as a whole
3. The Membership Coordinator shall complete the following tasks on a quarterly basis:
- i. Review Senate membership forms to ensure that they are meeting requirements and create or remove forms as necessary; and
  - ii. Complete a Senate officer review with the Speaker.
4. The Membership Coordinator shall attend to the following general responsibilities during the entire term
- i. Follow all Senate Bylaws and Rules;
  - ii. Perform tasks as assigned by the Speaker;
  - iii. Coordinate the recruitment and retention of senators;
  - iv. Update and maintain a complete Senate contact information list and update all Senate email lists as necessary;
  - v. Maintain and update attendance database for the duration of the session;
  - vi. Propose and, with the advice and consent of the Speaker and Vice Speaker promulgate the attendance policy;
  - vii. Manage ASUW Senate clickers and roster for Senators using the online voting system.

- viii. Train the incoming officers following their election; and attend ASUW training and orientation.
  - ix. Train the administrative assistant to Student Senate.
5. Responsible for initiating a thorough transition with your newly hired successor; including the completion of comprehensive transition documents that are uploaded to the ASUW transition page before the last day of Spring Quarter.

## Section 5. Senate Administrative Assistant

### JOB SUMMARY:

The Administrative Assistant to the Student Senate is responsible for taking minutes during Senate and Senate Steering meetings and ensuring current information on the records page is maintained.

### JOB DESCRIPTION:

1. Attend all Senate meetings and keep written minutes of the meeting. Following meetings, prepare the minutes for review and approval by the next week's Senate Steering Committee. Do the same for Senate Steering Meetings.
2. Maintain online records of all Senate and Senate Steering minutes, Senate and Senate Steering agendas, and Senate and Senate Steering floor legislation.
3. Maintain a file with all Senate approved agendas and minutes, including any and all attachments from each meeting. This file should be kept current so that it can be a reference and resource station for the ASUW.
4. Responsible for finding an adequate substitute in coordination with the Senate Speaker if not able to attend a meeting to take minutes.
5. Assist members of the Student Senate, the ASUW, staff, faculty and other constituents in obtaining information from Senate records.
6. Research special topics as assigned by the Senate Speaker.
7. Ensure completion of quality work done; respond in a timely manner to requests for minutes and Senate records.

8. Maintain and inform the Senate Speaker of any absences due to sickness, personal emergencies or work-related trips.
9. Meet with SAO adviser and Personnel Director as needed and upon request, as well as participating in a quarterly evaluation process.
10. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
11. Review and adhere to conditions of employment as stated in the ASUW Personnel Policy, the signed ASUW Memorandum of Understanding and the Student Employment Handbooks. All actions must also follow the laws and procedures set by ASUW, SAO and the State of Washington.
12. Responsible for initiating a thorough transition with your newly hired successor; including the completion of comprehensive transition documents that are uploaded to the ASUW transition page before the last day of Spring Quarter.

#### Section 6. Senate Officers And Employees As ASUW Employees

- A. As an employee of the ASUW and an officer of the Senate, Senate officers and employees must abide by both sets of policies. Changes made to the Senate officer or employee duties and job responsibilities listed in these Bylaws must first be approved by the ASUW Personnel Director or the Personnel Committee. Any Personnel complaint against any Senate officer alleging misconduct based on the ASUW Constitution, ASUW Bylaws or Personnel Policies shall be handled in accordance with the ASUW Personnel Policies. This process may result in termination as an ASUW employee, but may not remove a senator from their position as a Senate officer.

#### Section 7. Officer Review

##### A. Quarterly Reviews

1. Each quarter the Vice Speaker, Membership Coordinator, and any employees will meet individually with the Speaker to review job performance and compliance with assigned responsibilities. Upon completion of the quarterly reviews, the Speaker

shall be reviewed by the ASUW President. Each officer and any employees shall also fill out a job review sheet on a monthly basis.

2. If, after a quarterly review or the submission of a monthly review sheet, the reviewer finds the officer or employee to have failed to comply with all relevant job requirements, the reviewer shall file a complaint with the Personnel Director.

#### B. Personnel Complaints

1. Any member of the ASUW may file a complaint regarding a paid Officer's failure to comply with delineated job requirements with the Personnel Director.
2. If a complaint has been filed alleging that an Officer has failed to comply with their job requirements, a meeting with the Personnel Director, the Senate Speaker - or the ASUW President, if the Speaker is the officer in question - and the officer in question will be called to review the matter. During this meeting a plan will be developed to ensure compliance with job requirements.
3. If the Speaker, or President if the Speaker is the officer in question, determines that the officer has failed to follow the agreed upon plan, the ASUW Personnel Director will review the conduct of the Officer in question.
4. The Officer in question shall be notified no later than three days in advance of the Committee meeting. The Committee meeting shall be conducted under the same confidentiality requirements as required by ASUW Personnel Policies.
5. The Committee may recommend three courses of action:
  - i. find no fault with the officer and dismiss the complaint;
  - ii. find the officer in violation and recommend that the Board of Directors freeze the officer's pay until further notice; or
  - iii. find the officer in egregious violation and draft an Organic Act for removal, listing the

specific complaints and only including failures in specified job requirements, to be submitted to the Senate.

6. If the Committee dismisses the complaint, a senator may still draft an Organic Act to remove the officer for consideration. It shall be noted in the act that the Personnel Director previously dismissed the complaint.
  - ii. If the Committee recommends that the Board of Directors freeze the officer's pay, the Board of Directors shall consider the merits of the recommendation and act accordingly. Pay shall only be reinstated after the Committee on Senate Officer Review finds the officer to be in compliance, recommends that the Board of Directors reinstates pay, and Board of Directors votes to do so.
  - iii. If the Committee drafts an Organic Act for removal, the Senate shall consider this Act at its next meeting. If the Speaker is the officer to be removed, the Speaker shall step down as presiding officer for the period of debate on the Organic Act.
  - iv. Should the Organic Act attain the necessary simple majority approval, the officer shall be removed from office and the procedure to replace that officer shall be initiated.

## Section 8. Vote Of Confidence

### A. Calling a Vote

1. Any senator may request a vote of confidence in the Speaker, Vice Speaker, or Membership Coordinator during a Senate meeting. A request regarding an officer not currently present shall only be in order if the officer was absent at the previous meeting of the Senate.
2. The public support of at least ten (10) other senators shall be required in order for the vote to be scheduled.
3. The vote of confidence shall be placed on the agenda for the immediately subsequent Senate meeting as the first order of business.

## B. Procedure

1. Prior to the vote of confidence, the requester and the officer in question shall each have ten minutes to present arguments.
2. A discussion period shall be held after the presentations.
3. Following the discussion period, the Membership Coordinator shall conduct a roll-call vote on the question.
4. Should the officer fail to receive a simple majority vote of confidence, they shall immediately step down and may not stand for reelection to the post during the current session without the prior consent of the Senate.

## **Article IV. Legislative Powers**

### Section 1. In General

- A. Legislation that has received a majority vote on the question of final passage shall be promptly certified by the Speaker, engrossed, and transmitted to the ASUW Board of Directors.
  1. The majority required for final passage of legislation will be a simple majority of present, voting senators unless otherwise specified by the ASUW Constitution or the Senate Bylaws.
  2. In the event of a Board veto, a 3/4s majority of present and voting senators shall be required to override the unamended legislation.
- B. Legislation that has become final pursuant to the Constitution, by Board of Directors approval or otherwise, shall be promptly certified by the Speaker and enrolled.

### Section 2. Classification

- A. Resolutions shall be the instrument used to exercise the Senate's power to establish official student opinion.
- B. Senate Bills shall be the instrument used to make policy recommendations to the ASUW Board of Directors regarding any aspect of ASUW operations or in any other area in which the Board of Directors is empowered to act, and shall have the same force and effect as a Board Bill

upon approval by the Board of Directors.

C. Organic Acts shall be the instrument used to exercise the Senate's inherent power of self-governance, and may be used for matters under the full control and discretion of the Senate.

D. Senate Orders shall be the instrument used to exercise powers delegated to the Senate with regard to ASUW governance including but not limited to creating ballot measures.

E. Legislative Directives shall be the instrument used to adopt or amend the ASUW's Legislative Agenda.

### Section 3. Sponsorship

#### A. Prime Sponsor Qualifications

1. Any member of the ASUW, ASUW entity, or standing committee of the Senate is eligible to sponsor Resolutions.

2. Any senator or standing committee of the Senate is eligible to sponsor Senate Bills, Organic Acts, and Senate Orders.

3. Any senator or standing committee of the Senate, member of the ASUW Board of Directors, or ASUW entity (explicitly including the Legislative Committee on Steering) is eligible to sponsor Legislative Directives. In the event of a Board recommittal, a simple majority of present and voting senators shall be required to override the unamended legislation.

#### B. Procedural Requirements

1. Each item of legislation must have one prime sponsor, but may have an unlimited number of secondary sponsors.

2. Prime and secondary sponsors must be identified by their first and last name, or, in the case of sponsorships by a group, by the name of the committee or entity.

### Section 4. Legislative Continuity

A. If at any time a Primary Sponsor wishes to no longer be the Primary Sponsor for a piece of legislation,

they must notify Senate Leadership that they wish to vacate the Primary Sponsorship of said legislation and must have at least one Secondary Sponsor to take their spot as Primary Sponsor. The Secondary Sponsor shall assume Primary Sponsorship of the legislation within a reasonable amount of time after Senate Leadership is notified by the Primary Sponsor that they wish to no longer be the Primary Sponsor. If there are multiple Secondary Sponsors, the previous Primary Sponsor shall notate who they wish to be the new Primary Sponsor.

B. If the ASUW Board of Directors vetoes or recommits passed legislation after the final regular meeting of a session, said legislation shall be placed on the agenda anew for the first regular meeting of the following Senate session.

C. In the event that it appears there may be unpassed legislation at the end of the Senate Session, the Primary Sponsor can take the following steps if they wish for the legislation to be discussed in the following Senate Session:

a. The Primary Sponsor shall file a proposal to the Committee on Steering to be reviewed and to have said proposal be placed on the Senate agenda under Old Business, so as to be considered ratified by the Senate Body. The proposal shall include the following pieces:

- i. Name and contact Information of the designated Primary Sponsor for the legislation in the following Session, and confirmation from said designated Sponsor that they plan to be a Senator and the Primary Sponsor for said legislation the following year.
- ii. Copy of the legislation
- iii. Summary of legislation (approx. 3-5 sentences)
- iv. Indication of legislation's Progress (first readings, in Committee, or second readings)
- v. If the legislation is in second readings, any comments, rulings, or proposed amendments provided by the Committee
- vi. Time relevance of the legislation, and if the issue discussed will still be relevant to future Senate Sessions.

b. The Committee on Steering shall provide feedback and discharge said proposals within two Steering meetings of submission, along with a written statement outlining the positive and negative

consequences of the continuation of the legislation in question. Discharged proposals will be added to the Old Business section at the Senate meeting immediately following discharge from Steering. All proposals must be submitted to Steering by the last Steering meeting of the Senate Session prior to the final senate meeting, so as to allow for the possibility of ratification by the Senate Body.

- c. Proposals must be ratified by two thirds of the Senate body; if a proposal is still in Old Business when the last Senate Meeting of the Session ends, it will automatically pass. Passed proposals will be added to the transition documents for the next Senate Session's leadership and the legislation in said proposal/s notated as continuing legislation.
- d. Continuing legislation shall be added to the first Senate agenda of the next Senate Session under New Business, regardless of its previous progress and shall still be named according to the Session during which it was originally submitted.
- e. If the listed Sponsor is not a voting Senator within the first three meetings of the next Senate Session and has not communicated with the Senate Membership Coordinator that they are attempting to become a voting Senator, the continuing legislation of which they are a Sponsor shall be terminated and must be resubmitted in order to be considered.

## **Article V. Other Powers & Functions**

### Section 1. Requests For Information

#### A. General Provisions

1. Requests for Information may be issued to Board of Directors members by standing committees, authorized special committees, the Committee on Steering, or the Senate.
2. All Requests for Information must include a specific topic and may either specify a particular Board of Directors member or request that the Board of Directors select a member to respond.

3. Upon the issuance of a Request for Information, the Senate Vice Speaker shall communicate it to the Board of Directors at the immediately following Board of Directors meeting.

#### B. Responses

1. A Board of Directors member may, unless otherwise indicated, elect to respond by written response. The written response must provide sufficient information regarding the topic in question as to meet the expectations of the petitioners.

2. A Board of Directors member may respond by personal appearance. During a personal appearance, the Board of Directors member may give an initial presentation on the specified topic, followed by questions from the Senate or the Committee on Oversight. The Speaker shall disregard any question deemed outside the scope of the specified topic.

### Section 3. Request for Proposal

#### A. General Provisions

1. The Board of Directors may submit a Request for Proposal so that a Standing Committee is able to fulfill an inquiry which the relevant Director is unable to fulfill.
2. The relevant Director must notify the Student Senate Vice Speaker with a specific topic, adequate context for the request, and a set of recommendations on courses of action to select from.
3. Recommendations for courses of action can include, but are not limited to, senate resolutions, organic acts, senate orders, senate bills, legislative directives and reports of research
4. Upon issuance of a Request for Proposal, the Senate Vice Speaker shall communicate it to the Committee on Steering.
5. The Committee on Steering shall determine an appropriate committee for the request to be delegated.

#### B. Responses

1. Either the relevant Director, if present, or the delegated committee chair shall present the request for proposal to the delegated committee during committee meetings.
2. The delegated committee may, unless otherwise

- indicated, elect to draft a response to the request.
3. The delegated committee shall follow normal procedure if the chosen response is already delineated within the ASUW Senate Bylaws and ASUW Senate Rules.
  4. If the delegated committee determines the response to be a report of research or declines to fulfill the request, it must provide updates to the relevant Director and the Committee on Steering.

## Section 2. Recall

### A. General Provisions

1. The Senate may order a recall of any Board of Directors member subject to the provisions of the ASUW Constitution.
2. The motion for a recall must be submitted in the form of a Senate Order.
3. The recall order shall not be considered unless it has been co-sponsored by at least ten (10) other senators
4. If the Committee on Oversight shall sponsor or cosponsor a Senate Order containing a recall motion, clause 3 of this subsection shall be considered satisfied and the Senate Order will be placed on the top of the agenda for the next Senate meeting.

### B. Grounds for Recall

1. No recall order shall be considered unless it lists specific charges against the Board of Directors member and provides verifiable facts concerning the charges.
2. The following shall constitute proper grounds for a recall:
  - (i) intentional violation of the ASUW Constitution or Bylaws;
  - (ii) negligent violation of the ASUW Constitution or Bylaws without necessary steps taken to rectify violation;
  - (iii) intentional violation of a Senate Resolution;

(iv) negligent violation of a Senate Resolution without necessary steps taken to rectify violation;

(v) failure to appear or adequately respond to a Request for Information after proper notification; or

(vi) continued failure to complete tasks assigned by the ASUW Constitution, ASUW Bylaws, or a Board Bill.

### C. Procedure

1. Upon submission, a Senate Order for Recall shall be automatically referred to the Committee on Oversight, unless the Senate Order originated from, and is sponsored by the Committee on Oversight, in which case it will be referred to the Committee on Steering.

2. The Committee shall have two weeks from the date of submission to consider the allegations made in the recall order and determine their validity and if they are sufficient grounds for recall. The Committee must vote by simple majority to send the order to the Senate for consideration.

3. In the event that the Committee does not send the Order to the full Senate, a motion to discharge the Recall Order from the Committee and consider it on the floor shall be in order.

4. The Board of Directors member named in the recall order shall be granted the opportunity to address the Senate before the final vote is taken, for a period of time not to exceed twenty (20) minutes. If the Board of Directors member elects to address the Senate, a period of not less than ten (10) minutes shall be provided for the Senate to ask questions.

## Section 3. Special Meetings Of The Senate

### A. Requirements

1. Special meetings convened for any other purpose must be approved by a simple majority of the Senate, or

by 2/3rds of the voting members present at a meeting of the Committee on Steering.

2. A quorum must be present to conduct business during a special meeting.

3. Absent a quorum, the Senate may only provisionally pass legislation of an urgent matter which must be ratified during the next Senate meeting that meets quorum.

## **Article VI. Meetings**

### Section 2. Regular Meeting Schedule

- A. The first meeting of the regular session shall occur no later than the second full week of autumn quarter.
- B. Meetings shall be held at least weekly during the instructional periods of autumn, winter, and spring quarters, not including the first full week of autumn quarter and any week in which emergent conditions shall necessarily preclude the assembly of the Senate.
- C. Meetings shall be once a week. The location will be announced at the start of each quarter during the session. The Senate shall always be in session, with the new session starting simultaneously with the end of the previous ASUW Student Senate session.
- D. The ASUW Senate leadership shall implement open public meetings procedure, by making the senate meeting agenda available for senators and UW students to access 24 hours before the scheduled regular meeting. ASUW senate leadership shall determine a designated location in an open student area where the hard copy of the meeting agenda shall be posted every week.

### Section 3. Assumption Of The Chair

#### A. Qualifications of the Chair

1. The Chair is the senator who leads Senate, also known as the Speaker. No person, except the Speaker, shall assume the Chair unless they are currently a voting senator; provided, that the ASUW President shall not be qualified to assume the Chair.

2. No person having a personal or pecuniary interest in a question under consideration shall assume or hold the Chair without unanimous consent Senate. For the purposes of this Section only, sponsorship or cosponsorship of a piece of legislation shall give rise to a personal interest.

3. No person shall assume the Chair except upon their own presence in the chamber and desire to assume the Chair. Proxies shall not be allowed to assume the position of the chair.

4. In the event that the Speaker is not qualified to assume the Chair pursuant to clauses A(1) or A(2) of this Section, such disqualification shall extend to the designee of the Speaker.

#### B. Succession of the Chair

1. The following shall be the order of succession to chair a Senate meeting: Speaker, Vice Speaker, Membership Coordinator, the most senior Senate standing committee chair. Committee chair seniority shall be determined by the first item in the following list which does not result in a tie:

- i. Greatest years of service, or portions thereof, as the chair of a standing committee or officer of the Senate.
- ii. Greatest years since the lesser of the senator's first meeting served as a senator or a break in the senator's service of five (5) of more meetings.
- iii. Greatest years of service, or portions thereof, as the vice chair of a standing committee.
- iv. The greatest sum of the total years of service, or portions thereof, for each elected Senate liaisonship held.
- v. Greatest quarters enrolled as a UW student.
- vi. Lowest UW student identification number.

2. In the event that no senator in the order of succession shall qualify to assume the Chair, the Administrative Assistant of the Senate shall temporarily assume the Chair for the purpose only of

electing an interim Speaker. If the Administrative Assistant of the Senate shall be absent, any willing senator may assume the Chair for the purposes of this clause only.

3. The Chair shall be yielded immediately upon the demand of a senator higher in the order of succession and qualified to assume the Chair.

4. Succession of the Chair shall not pass to a person holding the vote of a senator by proxy.

#### Section 4. Quorum

##### A. Defined

1. Quorum of the Senate shall consist of the present, either in person or by proxy, of at least 50% plus one (1) of the voting seats in the Senate; provided, that 20 senators must be present for a quorum to exist.

##### B. Absence of a Quorum

1. Senate shall not conduct business in the absence of a quorum, except:

(i) To receive reports from Senate officers, committee chairs, the Board of Directors liaisons to the Senate, the GPSS liaisons to the Senate, or the ASUW President;

(ii) To conduct special forums;

(iii) To allow senators to make announcements; or

(iv) To adjourn or recess.

#### Section 5. Addressing The Senate

A. All members of the ASUW shall have the opportunity to address the Senate regarding any Resolution under consideration upon proper recognition by the Speaker.

#### Section 6. Voting and Related Definitions

A. Only senators with vote shall be permitted to vote on motions before the Senate and shall only be entitled to do

so if present, either in person or by proxy.

B. The term "simple majority," when it appears in these Bylaws or the Senate Rules, means the affirmative vote of greater than fifty-percent of the voting and present senators.

C. For the purposes of these Bylaws and the Senate Rules, a senator abstaining from voting is not a "voting senator".

## Section 7. Proxy

### A. Proxy Rights

1. Any senator may proxy their vote to another ASUW member twice per quarter without repercussion. After the second proxy in a quarter, the absence shall be counted as an unexcused absence.

### B. Form

1. All proxies shall be in writing, utilizing the Senate proxy form or an electronic version thereof, and shall include the name of the person executing the proxy, the name of the person to whom the proxy is given, the time period for which the proxy is valid, and instructions, if any, on the voting of the proxy. This form must be given to the Membership Coordinator prior to the Senate meeting to be missed, at a time and date determined by the Membership Coordinator.

### C. Restrictions

1. A proxy shall only be valid for one meeting of the Senate.

2. In the case of an extended absence by a senator, and with prior notification, the Membership Coordinator shall have the discretion to approve a proxy for a period up to but not exceeding ninety (90) days. This must receive prior approval from the Membership Coordinator.

3. No individual may hold more than one proxy or otherwise be entitled to more than two votes as a result of holding a proxy.

4. Senate leadership may not act as a proxy under any circumstance.

#### D. Approval

1. Proxies must be presented to the Membership Coordinator by the start of the meeting for which they are valid.
2. If the Membership Coordinator determines that a proxy is in proper order, the person holding that proxy shall be entitled to vote on behalf of the proxied senator.
3. The attendance record for the senator executing the proxy shall be noted that the senator was present by virtue of a proxy.

#### E. Violations

1. Proxies may not be utilized in a manner inconsistent with any instructions or restrictions included with the proxy.
2. Should the Speaker or Membership Coordinator discover that a proxy has been utilized in violation of the proxy instructions, that proxy shall be discarded and cannot be used for any purpose other than recording the attendance of the person who executed the proxy and the person who held the proxy, if a sitting senator, shall be sent to the Committee on Publicity, Outreach and Membership for review of their actions.

### **Article VII. Committees**

#### Section 1. Standing Committees Of The Senate

##### A. Legislative Committees

1. On Campus Student Life
  - i. This Committee is empowered to consider and write legislation that relates to Student life on campus, including issues related to the residence halls, RSOs, and other non-academic issues.
2. Off Campus Student Life
  - i. This Committee is empowered to consider and

write legislation that relates to Student life off campus, including issues related to commuters, tenant and landlord relations, and other issues.

### 3. Academic and Administration Affairs

i. This Committee is empowered to consider and write legislation that relates to academic issues on or off campus, including how students interact with the administration.

### 4. General Affairs

i. This Committee is empowered to consider and write legislation that relates to commendations of persons, organizations, or entities the Senate deems worthy, as well as issues relating to other issues that students wish to formulate opinion on.

## B. Non-Legislative Committees

### 1. Committee on Oversight

i. This Committee is responsible for overseeing the internal functions of Senate, including but not limited to; monitoring liaisons, ensuring elected positions are abiding by their job descriptions, submit requests for information, and review the Senate Bylaws and Senate Rules at the discretion of the Vice Speaker. The Vice Speaker will sit on this committee.

ii. The Chair of the Committee will communicate with Senate liaisons a minimum of once per month, or more frequently at the discretion of the Speaker. The Chair will reach out to all liaisons, collecting a brief report regarding any meetings the liaison attended, while also ensuring that the liaison is fulfilling their duty to represent Senate. The Chair will then compile these reports at a regularly scheduled Senate meeting and make it available to all Senators. The Speaker or Senate can request more frequent reports.

iii. The Committee also is granted certain privileges as a whole, including the ability to submit a request for information from the Board of Directors, as well as creating a recall motion. A recall motion can be called by a 50% vote of the committee, and will be

placed at the top of the agenda at the next regularly scheduled Senate meeting.

## 2. Committee on Resolution Follow-Up

i. This committee is primarily responsible for reviewing resolutions from previous Senate Sessions. The committee will decide on a block of resolutions to review, including but not limited to those from a certain date or about a certain topic, then conduct research about how successful this resolution was. The chair will conduct all email research, consulting with the speaker first, for purposes including but not limited to; determining how effective the resolution was, what are the lasting effects, what is needed to continue follow-up, and if changes were made based on the resolutions determining what made the resolution successful. The Senate Speaker will sit on this committee.

ii. The membership of this committee will be gathered via two methods. Preferably at least 5 Senators from the previous session, excluding the chair, will be chosen through a self selection process. The remaining membership will be chosen by the second meeting of the new session, not to exceed 15 people. If there are vacancies at anytime, the speaker will reopen the self selection process. Determining how the self selection process will proceed will be at the discretion of the speaker.

## Section 2. Committee on Steering

### A. Formation & Duration

1. The Committee on Steering shall exist permanently as a Committee of the Senate with the powers set forth in these Bylaws and in the Rules.

### B. Membership

1. The voting membership of the Committee on Steering shall consist of the following ex-officio members:

(i) the Speaker, Vice Speaker, and Membership Coordinator;

(ii) the chair of each Standing Committee;

(iii) the ASUW President;

(iv) one of the two senators designated as GPSS liaisons to the Senate.

2. The non-voting membership of the Committee on Steering shall consist of the following ex-officio members:

(i) Up to two members of the Board of Directors designated as liaisons to the Senate by the ASUW Bylaws;

(ii) A representative from the Student Activities Office.

3. Quorum shall be a simple majority of voting members. Approved proxies will count towards quorum.

4. Absent committee members may designate a present senator or member of the Board of Directors to act as their proxy, and such designation shall be noted in the minutes; provided, that no individual shall act as the proxy for more than one senator. A member of steering, voting or non-voting, may not act as a proxy for another member of steering.

#### C. Steering Committee Chair

1. The Committee on Steering shall be chaired by the Senate Speaker, or by the Senate Vice Speaker in the absence of the Speaker.

#### D. Meetings

1. The Committee on Steering shall meet at the call of the Speaker or the petition of a majority of its voting membership, and at least once before each Student Senate meeting. The Committee must meet before the start of a session in order to set an agenda, and must meet after the end of a session in order to approve minutes.

#### E. Powers & Functions

1. The Committee on Steering shall have the authority to:

- (i) arrange and plan all meetings of the Senate
- (ii) review and approve minutes of the Senate and Committee on Steering;
- (iii) Review and approve requests for special forums;
- (iv) issue a Request for Information to a Board of Directors member;
- (v) call special meetings of the Senate during the regular session as needed consistent with the provisions of Article V, Section 4;
- (vi) decide whether standing committees will be meeting in the upcoming week, as well as the duration that they will meet;
- (vii) provide information and assistance to senators as needed; and
- (viii) exercise all other authorities as granted in these Bylaws and Rules.

### Section 3. Standing Committees - General Provisions

#### A. Formation

1. Standing committees of the Senate shall be formed through an Organic Act to amend the Bylaws. Standing committees shall be listed under Section 1 of this Article and must contain a general description of competency.

#### B. Membership

1. Each senator shall be assigned to either a legislative standing committee or a non-legislative standing committee.
2. Committee assignments shall be made by the Membership Coordinator upon certification of becoming a Senator.
3. Only those members assigned to a standing committee shall exercise the right to vote on matters before that committee, as well as count towards quorum.

4. Quorum for standing committees shall consist of at least 50% plus one of the membership of the committee, provided that at least three (3) members of the committee are present.

5. The Membership Coordinator will maintain discretion over the membership of standing committees, and will frequently update each committee roster in order to have accurate quorum

#### C. Committee Chair

1. Each standing committee chair shall be elected in the spring quarter of the session prior to their term of service.

2. Duties of a standing committee chair shall consist of the following:

(i) serve as the chair of the standing committee until the adjournment of the session;

(ii) provide expertise and knowledge in the specific area of the respective committee; facilitate fair and productive discussions of legislation within the committee;

(iii) assist the Membership Coordinator as required in taking attendance at Senate meetings;

(iv) meet with the Senate Speaker each quarter to discuss goals and responsibilities;

(v) attend and participate in meetings of the Committee on Steering; and

3. Standing committee chairs shall be elected by the membership of Senate through the Senate Selection Process outlined in Article IX of these bylaws.

4. Nominations for committee chairs shall begin with the legislative committees in alphabetic order and then non- legislative committees in alphabetical order.

5. In the event that a committee chair position

becomes vacant at any point during the session other than this election, the vice chair of the committee will become the new chair, and an election will be held to fill the vice chair vacancy. Should there not be a vice chair in the committee, a new election process shall occur within two meetings of the vacancy to fill the committee chair position. This includes vacancies that occur before the start of the session or before a Vice Chair is elected, in which case a new election would occur to fill the Chair position.

#### D. Committee Vice-Chair

1. Each standing committee vice-chair shall be elected as expeditiously as possible from among the membership of the committee. Upon election, the Chair will notify Senate Leadership of the new Vice-Chair.

2. Duties of a committee vice-chair shall consist of the following:

(i) Take minutes and attendance of the committee meetings and send them to Senate Leadership and transmit the minutes to the Senate Administrative Assistant within forty-eight (48) hours;

(ii) act as the chair of the committee in the absence of the committee chair;

(iii) attend and vote at meetings of the Committee on Steering in the absence of the committee chair; and

(iv) assist the committee chair as required.

3. In the event of a vacancy of the vice chair the committee will conduct a new elections as soon as possible.

#### E. Powers & Functions

1. Standing committees shall have the authority to:

(i) consider legislation that has been referred to them and to recommend legislation to the floor for further consideration;

(ii) formulate and draft legislation and submit it on behalf of the committee;

(iii) issue Requests for Information to Board of Directors members, and where necessary, petition the Senate for a personal appearance of a Board of Directors member before the committee; and

## Section 5. Select Committees - General Provisions

### A. Formation

1. Select committees of the Senate shall be formed through an Organic Act. The Senate Vice Speaker shall maintain the list of all current select committees. Membership shall be defined in the Organic Act and committee chairs shall be elected by the membership of the Senate immediately following passage of the Organic Act

### B. Competency

1. Select committees are only authorized to consider specific issues of a timely nature and must have a specified task.

### C. Duration

1. Select committees shall exist as specified in the Organic Act and shall dissolve as specified.
2. The Senate may extend the committee's period of operation.

### D. Meetings

1. Select committees must meet as specified in the Organic Act.
2. If no meeting schedule is specified, the committee shall meet at the call of the committee chair.

### E. Powers & Functions

1. Select committees shall only be empowered to formulate recommendations for consideration by the full Senate.
2. Select committees may not issue Requests for Information, unless granted authority by the full Senate.

## **Article VIII. Liaisons**

### A. General Provisions

1. The Student Senate shall appoint active senators as liaisons to each ASUW delineated and standing committee, task force, and any other committee or organization as authorized by the ASUW Constitution and ASUW Bylaws, with the exception of the EAC.
2. In the situation where the committee has open membership, multiple senators may be appointed provided that one senator is designated as the reporting liaison to the Senate.
3. Liaisons are required to act in accordance with Senate opinion. This includes all current and previous Senate legislation. In the case that no Senate opinion exists, the liaison should act in the manner they think best fits with what they believe Senate would wish.
4. Liaisons shall be required to submit quarterly reports to the Chair of the Committee on Oversight, as well as monthly updates.
5. If requested by the Committee on Oversight, liaisons shall report to the next meeting of the Committee on Oversight.

### B. Elections

1. Nominations and elections of Senate liaisons shall be conducted before the full Senate as expeditiously as possible at the start of each session. However, liaisons to SAF, F&B Committee, and Legislative Steering shall be elected at the last meeting of the session to start their term at the start of the next session.
2. If at any time or for any reason there is an unfilled liaison position, the Senate shall hold

nominations and elect a replacement liaison at the next Senate meeting.

3. Senate liaisons shall be elected in accordance with the Senate selection process as defined in Article IX of these Bylaws.

C. Absence

1. In the event that an elected Senate liaison is not able to attend a specific meeting, either by way of absence or position vacancy, the Senate Speaker shall be authorized to serve on their behalf or designate another senator as proxy.

D. Suspension or Removal

1. Liaisons shall serve at the pleasure of the Senate and may be removed by the Senate at any time.

2. The Committee on Oversight may, with the concurrence of the Speaker, suspend the service of any liaison; provided, that the Senate may overturn any suspension or provide for a liaison's immunity from suspension by the Committee.

3. Liaisons shall be removed immediately upon loss of their membership in the Senate. Liaisons shall be removed if they fail to abide by the rules set forth for liaisons.

**Article IX. Senate Selection Process**

1. Defined

1. The Senate selection process governs the elections for all elected positions within the Senate. This includes but is not limited to the Speaker, Vice Speaker, Membership Coordinator, Committee Chairs, and liaisons.

2. Procedure

1. Unless otherwise specified, elections shall occur over a span of at least two (2) Senate meetings.

i. Nominations shall be taken at both the first and second meetings, and the election shall be held

immediately following the close of the nominating period at the second meeting.

ii. In the event that expediency is required, the Senate may, choose by simple majority to hold a special election in which nominations and elections happen concurrently during one meeting.

2. The Senate Speaker shall take nominations or ask for volunteers from the floor.

3. Following the close of nominations, candidates for the position in question shall each have the opportunity to make a statement in the order in which they were nominated. The Senate Speaker shall set a uniform time for candidate statements in accordance with meeting demands, which may be modified by order of the Senate.

4. For the election of Senate officers, each candidate for each office shall be given time to present an introduction, then will be asked a prepared question by the outgoing officer in that position, and finally given time to present a closing statement. All of the times given to speak will be timed, which shall be determined by the Speaker. In the event that the outgoing officer is running for an additional term, the question shall be prepared by the other officers. At the discretion of the Speaker, or as ordered by the Senate, a discussion period shall occur once all candidates have cast their votes and left the meeting room. The Senate Speaker shall take special care to maintain decorum during discussion and shall place time restrictions on the discussion period in accordance with meeting demands.

### 3. Instant Runoff Voting

1. The Senate shall utilize the following method of instant runoff voting (IRV) to elect candidates for office with a simple majority vote.

3. The voting senator shall rank the candidates in the order of his or her preference, ranking as many or as few candidates as the senator chooses.

4. The Senate Vice Speaker observed by an SAO Adviser, shall be responsible for counting all ballots cast. In the case that the Senate Vice Speaker is a candidate on the

ballot to be counted, the Senate Membership Coordinator, or in the case that they are also on the ballot, they will be replaced by a member of the Committee on Oversight.

5. The ballots are first separated by first preference. If no candidate has a simple majority of the first preference votes, the least preferred candidate is dropped and all votes for that candidate shall be re-apportioned based on the second preference of those ballots.

6. Once a candidate's name is dropped, they are no longer an active candidate for the position. A candidate is active until deemed inactive, regardless of status as a write-in candidate or nominee.

7. The process of removing the least preferred candidate and reapportioning the votes shall continue until one candidate receives a simple majority of the ballots cast.

8. If a ballot's first preference is eliminated and the next preference(s) have already been eliminated, the next active candidate in the order of preference shall receive the vote.

9. Those ballots cast that fail to list an active candidate shall not count in determining a simple majority.

10. Electronic voting devices, used in a manner substantially implementing this procedure, may be used at the discretion of the Speaker. In the case that electronic voting devices are not available, the Vice Speaker will distribute paper ballots, to then be counted by Senate Leadership and an SAO Advisor.

#### 4. Other Methods of Voting

2. If only one candidate is seeking office, a motion to elect by acclamation shall be entertained.

3. Following a round of voting in an election where a hand vote or electronic voting devices are used to tally votes, if there are six or more candidates, the Speaker may decide to eliminate half of the candidates who

received the fewest votes. No more than fifty percent of the candidates may be eliminated following a single round of voting unless there are more than ten candidates.

## **Article X. Governing Documents**

### Section 1. Authority

- A. The Student Senate shall be governed by the ASUW Constitution and, to the extent that they are not inconsistent with the Constitution, the ASUW Bylaws, these Bylaws, and the Student Senate Rules. Any amendments made to any of the above documents shall take effect immediately upon approval.

### Section 2. Senate Bylaws

#### A. General Provisions

1. These Bylaws shall be the governing document of the Student Senate, authoritative in all cases in which it does not conflict with the ASUW Constitution or ASUW Bylaws.
2. The powers and restrictions of the Senate, as set forth in these Bylaws, are derived from the ASUW Constitution and any other powers granted by the ASUW Bylaws.

#### B. Amendment

1. The Bylaws may be amended by the concurrence of two-thirds of the present and voting Senators, via the passage of an Organic Act that outlines every proposed amendment.
2. The Vice Speaker, along with the Committee on Oversight when requested by the Vice Speaker, will review these Bylaws at least once every Senate Session in order to ensure they are accurate.

### Section 3. Senate Rules

#### A. General Provisions

1. The Senate Rules shall be the procedural governing document of the Student Senate, deriving its authority from these Bylaws.

2. The Rules may only expound upon the powers, limitations, and responsibilities found within the other governing documents in this Article and shall yield to the Senate Bylaws in cases of conflict; provided, that the Rules shall be supreme over the parliamentary authority of the Senate.
3. Any portion of the Rules may be suspended by 2/3rds of the present voting membership of the Senate. No committee or other entity may suspend the Rules.

B. Amendment

1. The Rules may be amended by simple majority of present voting membership.
2. The Vice Speaker, along with the Committee on Oversight when requested by the Vice Speaker, will review these Rules at least once every Senate Session in order to ensure they are accurate.

Section 4. Parliamentary Authority

- A. The latest edition of Robert's Rules of Order Newly Revised shall govern all activities of the Senate, and all activities of committees or creations of the Senate, in all cases to which it is applicable and does not conflict with the authorities listed in this Article.

Last modified:

05/18/2016 by Jessa Cameron

05/18/2017 by Nick DeMuro and Almodine Thompson

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5/27/2020 by Bryn Sinclair and Sophie Carter