

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

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Key Terms and Definitions

Constituents- The students that a senator represents

Certify- to officially approve a Senate seat or Senate member

Liaisons- A senate representative to a Committee, Board, or task force for another entity or organization

ASUW member- A UW student who is registered as an ASUW member

Nominations- when senators can place other senators on the ballot for an election to a liaisonship or leadership position (if the senator accepts the nomination)

Designee- someone who is asked to complete a specific task for someone else (i.e. the person a primary sponsor asks to read their legislation to Senate for them)

Vote of No Confidence- A vote by the Senate body to remove the Speaker, Vice Speaker, or Membership Coordinator

Adopt- to officially accept or pass a proposal or legislation

Provisionally passed legislation- legislation that was passed without quorum

Ratify- To officially approve any decision that was made without quorum

Proxies- senators who vote in the place of an absent senator

Quorum- The number of present and voting senators needed to call a meeting to order, and vote on any action item on the senate agenda

Commendations- Resolutions thanking a person or persons for their accomplishments

Ex-officio member- someone who has a seat on a committee because of their role, but may not vote

Delineated committee- an ASUW committee named in the ASUW Constitution Article XI Section 1A

Standing committee- The six permanent committees in Senate that is in charge of reviewing legislation introduced in senate: On-Campus, Off-Campus, Academic and Administrative Affairs, General Affairs, Oversight, and the Committee for Resolution Follow-up

Task force- A group created by the Board of Directors to address a specific issue

Parliamentary authority- powers given to the Senate by the Senate Rules

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 will be the Associated Students of the University of Washington Student Senate and will be referred to as the "Senate."
- B. The Associated Students of the University of Washington will 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"), overseeing the functioning of the ASUW, and serving as a place where students and campus

organizations can participate in ASUW affairs.

Section 3. Authority

- A. The Senate is an independent entity within the ASUW, and its authority is described in the ASUW Constitution, Article IX.

Article II. Membership

Section 1. Senate Seats

- A. Senate Seats are described in the ASUW Constitution, Art. IX, Section 3, and explained in greater detail in these bylaws.

- B. All Senate seats will be labeled as one of two types of seats.

- 1. Full Voting Senators. Senators who hold voting seats will have all privileges given to them by the governing documents of Senate, which include priority to speak in Senate meetings, voting rights in Senate, the right to sponsor all types of legislation within the Senate, and the right to run for positions within the Senate, such as Senate leadership, liaisons, committee chairs, and committee vice chairs.

- 2. Non-Voting Senators. Senators who are non-voting will have all the privileges held by voting senators, except the right to vote in Senate and to run for a position within the Senate. These seats will be held by the ASUW Board of Directors members, except the ASUW President, who is a voting senator.

- C. All Senate seats must first be approved before being filled, using the approval process described for that seat in these Bylaws.

- 1. Protected Senate Seats. Senators who fill protected seats will not be required to gather constituents and their seats will be approved every quarter that Senate is in session. The senators who fill protected seats will be voting senators and will be given all of the privileges and rights that are given to voting senators. The voting rights of senators who hold protected seats do not depend on the senators' attendance, and senators who hold protected seats are not subject to the attendance policy outlined by the

Membership Coordinator. Protected Senate seats will be granted to the following organizations and in the following numbers:

- 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
- ix. One (1) Senate seat for an appointee from the ASUW Office of Inclusive Design
- x. One (1) Senate seat for an appointee from the ASUW Office of International Student Advocacy

2. Designated Senate Seats. Senators who fill designated seats will not be required to gather constituents, and their seats will be approved every quarter that Senate is in session with the qualifications listed below. The senators who fill designated seats will be considered voting senators and will be granted all of the privileges and rights afforded to voting senators. The voting rights of senators who hold designated seats depend on the senators' attendance as decided by the Membership Coordinator. Designated Senate seats will be granted when the following requirements are met by a Registered Student Organization (RSO), which includes all registered clubs, fraternities, and sororities at the University of Washington:

- i. The RSO must hold a membership of fifteen (15) students and be registered with the SAO office. The Committee on Steering will set the number of

registered members required, but will set a uniform number for all interested RSOs.

ii. If a student wants to represent a specific RSO in Senate, that organization's leadership must approve that student to fill their seat.

iii. If the Committee on Steering increases the number of required members an RSO must have by more than 10 during a one month period, the increase will be approved by the Senate.

iv. At the beginning of a new Senate session, all RSOs will have to reapply to fill a designated seat even if they had a designated seat in the past.

3. Hall Senate Seats. Senators who fill hall seats will not have to gather constituents, and their seats will be approved every quarter that Senate is in session. The senators who fill hall seats will be considered voting senators and will be granted all of the privileges and rights given to voting senators. The voting rights of senators who hold hall seats depend on the senators' attendance as decided by the Membership Coordinator. Hall Senate seats will be granted to the following organizations and in the following numbers:

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

Section 2. Approval Process

A. Approval of Senate Membership

1. The following rules will apply only to students seeking membership in the Senate who are not filling a protected, designated, or hall Senate seat.
 - i. Any student seeking membership will submit an online Senate seat approval form.
2. Each student must register fifteen (15) students as their constituents to be approved as a senator. This number may only be changed by an Organic Act to amend the Senate Bylaws, and the act must set a uniform number for all interested students.
3. Once a student has gathered the number of required constituents, their Senate membership will be approved by the Membership Coordinator, who will confirm that the student completed all necessary requirements, including that no student who signed up as their

constituent has signed up as a constituent for any other student who wants to join Senate. If any of the registered constituents are found not to be meeting the requirements described in these Bylaws, that Senator in question will lose their status as a voting senator by the Membership Coordinator until more constituents are gathered.

4. Any Senator who falls below the required number of constituents during their time as a senator will lose their status as a voting senator until the required number of constituents is reached again.
5. At the beginning of a new Senate session, all senators will be required to re-gather fifteen (15) constituents.
6. All approved senators will be listed on the Senate membership list.

B. Approval of Non-Voting Seats

1. The Membership Coordinator will approve each of the seats filled 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 filled by the ASUW President. The two non-voting liaisons will be the Director of Internal Policy and the Director of University Affairs unless the Board of Directors decides differently.
2. The Membership Coordinator will confirm the identity of the SAO Adviser to the Senate at the beginning of fall quarter.

C. General Provisions

1. No ASUW member can fill more than one approved Senate seat at the same time.
2. No voting member of the ASUW Board of Directors can be a senator unless it is specifically allowed by the ASUW Constitution.
3. The Membership Coordinator will approve Senate seat approval forms if they meet all necessary requirements. Once a form has been approved, that ASUW member will be a senator.
4. Any senator can resign their seat by giving written or electronic notice to the Speaker or the Membership Coordinator. Once this notice is given, (a) the senator will also give up all other Senate-related elected positions; and (b) the senator's constituents will be cleared.

Section 3. Membership Forms

A. General Provisions

1. All forms described in this article and the following rules will be created by the Membership Coordinator. Approved forms will be available online and in the Senate office.
2. All information submitted through the senator approval process will be made publicly available on the Senate website.

Section 4. Attendance

- A. The Membership Coordinator, with the approval of the Committee on Steering, will set an attendance policy and :
 1. take attendance at least once per meeting and tell senators which vote will be used for attendance
 2. set a clear number of allowed absences, and
 3. tell senators if they have broken the attendance policy and tell them how they can become an active senator again
- B. If a senator breaks the attendance policy, the Membership Coordinator will tell the senator they have broken the attendance policy, and the senator will be non-voting until they meet with the Membership Coordinator or another member of Senate leadership to review the attendance policy. After this meeting, the Membership Coordinator may decide whether or not to make them active again.

Article III. Officers

Section 1. Senate Officers And Employees

- A. Definitions of Officers and Employees
 1. The officers of the Senate will be the Speaker, the Vice Speaker, and the Membership Coordinator. The Senate will employ one ASUW member as the Clerk to the Senate.
- B. Period of Service
 1. Senate officers will be elected during spring quarter for the following academic year. Their term will begin when the previous officer's term ends. The Senate Clerk will be hired and will begin working their hours with the direction of the ASUW Personnel Director. The Clerk will coordinate their schedule with the ASUW Personnel Director to complete a set number of hours approved by the Personnel Committee.

C. Election Process

1. Nominations for officer positions will happen at the first Senate meeting after the completion of the ASUW general election each spring quarter.
2. Any member of the ASUW, except members of the incoming Board of Directors, can be nominated for a Senate office.
3. Senate officers will be elected in a manner that follows the Senate selection process defined in Article IX of these Bylaws.

D. Hiring Senate Employees

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

E. Compensation

1. Senate officers and the Clerk will be paid in a manner that follows the ASUW Personnel policy.

F. Expected Absence of a Senate Officer

1. If the Speaker is absent, the Vice Speaker will take on the role of the Speaker. The Vice Speaker will do both roles until the Speaker returns. If the Vice Speaker is absent, the Membership Coordinator will take on the role of the Vice Speaker until the Vice Speaker returns. If the Membership Coordinator is absent, the Vice Speaker will take on their role until the Membership Coordinator returns. Finally, if the Senate Clerk is absent, the Membership Coordinator will take minutes until the Clerk returns.

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.

JOB DESCRIPTION:

1. The Speaker will 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 will 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 a manner that follows the ASUW Personnel Policy.
 - iii. Maintain budget records in a manner that follows the ASUW Financial Policy.

3. The Chair will 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 will 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.

JOB DESCRIPTION:

1. The Vice Speaker will 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 will complete the following tasks as needed throughout the quarter:
- i. Organize Senate forums, public speakers and public events
 - ii. Supervise/Coordinate with the Clerk 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 will 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 will complete the following tasks on a yearly basis:
- i. Train the Clerk 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 will 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 will 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 will 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 will 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 will 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 Clerk 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 Clerk

JOB SUMMARY:

The Clerk 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 follow 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 accusing them of misconduct based on the ASUW Constitution, ASUW Bylaws, or Personnel Policies will be handled according to the ASUW Personnel Policies. This process could end with their termination as an ASUW employee, but it can 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 their job performance and how well they completed their assigned responsibilities. After the quarterly reviews are finished, the Speaker will be reviewed by the ASUW President. Each officer and any employees will also fill out a job review sheet every month.
2. If, after a quarterly review or the submission of a monthly review sheet, the reviewer finds that the officer or employee has not completed all their responsibilities, the reviewer will 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 complete their job requirements with the Personnel Director.
2. If a complaint has been filed, claiming that an Officer has failed to complete their responsibilities, 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 talk about the

complaint. During this meeting a plan will be developed to make sure the employee completes their responsibilities in the future.

3. If the Speaker, or President if the Speaker is the officer in question, determines that the officer has not followed the agreed-upon plan, the ASUW Personnel Director will review the actions of the Officer in question.
4. The Officer in question will be notified no later than three days before the Committee meeting. The Committee meeting will be held under the same confidentiality requirements as required by ASUW Personnel Policies.
5. The Committee may recommend three responses:
 - i. find no fault with the officer and dismiss the complaint;
 - ii. find that the officer violated the ASUW Personnel Policies and recommend that the Board of Directors freeze the officer's pay until further notice; or
 - iii. find the officer in severe violation and draft an Organic Act for their removal, listing the specific complaints and only including failure to complete specific responsibilities , 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. The Organic Act must say 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 will discuss the recommendation and decide whether or not to freeze the pay. Pay will only begin again after the Committee on Senate Officer Review finds that the officer has been completing their responsibilities, recommends that the Board of Directors start their pay again, and the Board of Directors votes to do so.
 - iii. If the Committee drafts an Organic Act for removal, the Senate will discuss this Act at its next meeting. If the Speaker is the officer to be removed, the Speaker will not lead the meeting for the debate on the Organic Act.

- iv. Should the Organic Act attain the necessary simple majority approval, the officer will be removed from office and ASUW will follow the procedure to find a replacement.

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. The Senate cannot take a vote of confidence on an officer who is not there, unless that officer was not at the previous Senate meeting.
2. Ten (10) other senators must publicly support the request for a vote in order for the Senate to schedule the vote.
3. The vote of confidence will be placed on the agenda for the next Senate meeting as the first order of business.

B. Procedure

1. Before the vote of confidence, the senator who requested the vote and the officer in question will each have ten minutes to present arguments.
2. The Senate will discuss after they hear the arguments.
3. After the discussion, the Membership Coordinator will conduct a roll-call vote of confidence.
4. If the officer does not receive a simple majority of the vote, they will immediately step down and may not run for reelection to the position in the same Senate session unless the Senate allows it.

Article IV. Legislative Powers

Section 1. In General

A. Legislation that passes with a majority vote will be promptly certified by the Speaker, copied, and sent to the ASUW Board of Directors.

1. To pass legislation, a simple majority of present, voting senators must vote to pass it unless the ASUW Constitution or the Senate Bylaws say otherwise.
2. If the Board vetoes a bill, 3/4s of the present and voting senators must vote to pass the legislation without

changes.

B. Legislation that has achieved final passage will be promptly certified by the Speaker and finalized with all amendments.

Section 2. Classification

A. Resolutions will establish official student opinion.

B. Senate Bills will make policy recommendations to the ASUW Board of Directors regarding any aspect of ASUW operations or any other area where the Board of Directors has the power to act, and will have the same force and effect as a Board Bill once they are approved by the Board of Directors.

C. Organic Acts will be used as a tool of self-governance for matters that Senate has complete control over.

D. Senate Orders will use powers given to the Senate regarding ASUW governance, including creating ballot measures.

E. Legislative Directives will adopt or amend the ASUW's Legislative Agenda.

Section 3. Sponsorship

A. Primary Sponsor Qualifications

1. Any member of the ASUW, ASUW entity, or standing committee of the Senate can sponsor Resolutions.

2. Any senator or standing committee of the Senate can 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 (including the Legislative Committee on Steering) can sponsor Legislative Directives. If Board sends a Legislative Directive back to the Senate, a simple majority of present and voting senators is needed to pass the legislation without changes.

B. Procedural Requirements

1. Each item of legislation must have one primary

sponsor, but may have any number of secondary sponsors.

2. Primary and secondary sponsors must be identified by their first and last name, or, if a group is sponsoring, by the name of the committee or entity.

Section 4. Legislative Continuity

- A. If at any time a Primary Sponsor doesn't want to be the Primary Sponsor for a piece of legislation anymore, they must notify Senate Leadership that they want to step down as Primary Sponsor and must have at least one Secondary Sponsor to take their spot. The Secondary Sponsor will become the Primary Sponsor of the legislation within a reasonable amount of time after Senate Leadership is notified by the Primary Sponsor that they are stepping down. If there are multiple Secondary Sponsors, the previous Primary Sponsor will choose who they want to be the new Primary Sponsor.
- B. If the ASUW Board of Directors vetoes or sends back a piece of passed legislation after the final regular meeting of a Senate session, that piece of legislation will be placed on the agenda for the first regular meeting of the next Senate session.
- C. If 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 next Senate Session:
 - a. The Primary Sponsor will submit a proposal to the Committee on Steering asking for their legislation to be placed on the Senate agenda under Old Business in the next Senate Session. The proposal will include the following pieces:
 - i. Name and contact information of the chosen Primary Sponsor for the legislation in the next Session, and confirmation from the chosen Sponsor that they plan to be a Senator and the Primary Sponsor for the legislation the next year.
 - ii. Copy of the legislation
 - iii. Summary of legislation (around 3-5 sentences)
 - iv. Legislation's Progress (first readings, in Committee, or second readings)
 - v. If the legislation is in second readings, any comments, votes, or proposed amendments provided by the Committee
 - vi. Whether or not the legislation is time sensitive and if the issue will still matter by the next Senate Session.

- b. The Committee on Steering will provide feedback and vote on the proposals within two Steering meetings of when the proposals are turned in, along with a written statement outlining the positive and negative consequences of continuing with the legislation in question in the new Session. The proposals Steering has decided to send to Senate will be added to the Old Business section at the Senate meeting immediately following the vote in Steering. All proposals must be submitted to Steering by the Steering meeting before the final Senate meeting to allow for the Senate body to vote on them.
- c. Proposals must be approved 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 these proposals will be marked as "continuing legislation."
- d. Continuing legislation will be added to the first Senate agenda of the next Senate Session under New Business, regardless of its previous progress and will 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, their continuing legislation 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 sent 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 name a particular Board of Directors member or request that the Board of Directors select a member to respond.

3. When a Request for Information is asked for, the Senate Vice Speaker will tell the Board of Directors at the next Board of Directors meeting.

B. Responses

1. A Board of Directors member may, unless otherwise indicated, choose to respond by written response. The written response must provide enough information regarding the topic in question that it meets the expectations of those who sent the Request.

2. A Board of Directors member may respond in person. If they choose this, the Board of Directors member may give a presentation on the specified topic, followed by questions from the Senate or the Committee on Oversight. The Speaker will not take any questions they decide are not related to the topic.

Section 2. 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 do research that the Director cannot do.
2. The Director must submit a form to the Student Senate Vice Speaker with a specific topic, adequate context for the request, and a set of recommendations for the standing committee.
3. Recommendations can include, but are not limited to, Senate Resolutions, Organic Acts, Senate Orders, Senate Bills, Legislative Directives and Research Reports
4. When a Request for Proposal is received, the Senate Vice Speaker will share it with the Committee on Steering.
5. The Committee on Steering will determine an appropriate committee to work on the Request.

B. Responses

1. Either the Director who submitted the Request, if present, or the chosen committee chair will present the request for proposal to the chosen committee during committee meetings.
2. The chosen committee may decide to respond to the request.
3. If the chosen response is described in the ASUW Senate Bylaws and ASUW Senate Rules, the committee will follow those guidelines.
4. If the committee decides to do a research report or decides not to respond to the request, it must provide updates to the relevant Director and the Committee on

Steering.

Section 3. Recall

A. General Provisions

1. The Senate may ask for a recall of any Board of Directors member who is held to standards laid out in the ASUW Constitution.
2. The motion for a recall must be submitted as a Senate Order.
3. The recall order will not be considered unless it has been co-sponsored by at least ten (10) other senators.
4. If the Committee on Oversight sponsors or cosponsors a Senate Order with a recall motion, the need for ten (10) other senators will be met 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 will be considered unless it lists specific charges against the Board of Directors member and provides verifiable facts supporting the charges.
2. The following are reasons for a recall:
 - (i) intentional violation of the ASUW Constitution or Bylaws;
 - (ii) unintentional violation of the ASUW Constitution or Bylaws without necessary steps taken to fix the violation;
 - (iii) intentional violation of a Senate Resolution;
 - (iv) unintentional violation of a Senate Resolution without necessary steps taken to fix the violation;
 - (v) failure to appear or adequately respond to a Request for Information after being notified; or
 - (vi) continued failure to complete tasks assigned by the ASUW Constitution, ASUW Bylaws, or a Board Bill.

C. Procedure

1. Once submitted, a Senate Order for Recall will be automatically sent to the Committee on Oversight, unless the Senate Order is sponsored by the Committee on Oversight, in which case it will be sent to the Committee on Steering.
2. The Committee will have two weeks from the date of submission to consider the claims made in the recall order and determine if they are true and if they are enough for a recall. The Committee must vote by simple majority to send the order to the Senate.
3. If the Committee does not send the Order to the full Senate, a motion to consider it on the floor will be in order.
4. The Board of Directors member named in the recall order will be allowed to address the Senate before the final vote is taken, for no more than twenty (20) minutes. If the Board of Directors member decides to address the Senate, the Senate will have no less than ten (10) minutes to ask questions.

Section 3. Special Meetings Of The Senate

A. Requirements

1. Special meetings 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 do business during a special meeting.
3. Without a quorum, the Senate may only provisionally pass legislation of an urgent matter; this legislation 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 will happen no later than the second full week of autumn quarter.
- B. Meetings will be held at least weekly during autumn,

winter, and spring quarters, not including the first full week of autumn quarter and any week when sudden conditions prevent the Senate from meeting.

- C. Meetings will be once a week. The location will be announced at the start of each quarter during the session. The Senate will always be in session, with the new session starting when the last session ends.
- D. The ASUW Senate leadership will follow open public meetings guidelines by making the Senate meeting agenda available for senators and UW students to access 24 hours before the scheduled regular meeting. ASUW Senate leadership will determine a place in an open student area where the hard copy of the meeting agenda will 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. The ASUW President cannot become the Chair.
2. No one that has a personal or financial interest in an issue being discussed will become the Chair without unanimous consent of the Senate. The Chair should not lead the meeting during the discussion of legislation they sponsored.
3. No person will become the Chair unless they are present and want to become the Chair. Proxies will not be allowed to assume the position of the chair.
4. In the event that the Speaker is not qualified to assume the Chair, according to clauses A(1) or A(2) of this Section, they will not be allowed to designate a Chair to take their place.

B. Succession of the Chair

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

- i. Greatest years or partial years of service

as the chair of a standing committee or officer of the Senate.

ii. Greatest years since the senator's first meeting as a senator or the last time they missed five (5) or more meetings.

iii. Greatest years or partial years of service as the vice chair of a standing committee.

iv. The greatest sum of the total years or partial years of service 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 qualifies to become the Chair, the Clerk of the Senate will temporarily become the Chair for the purpose only of electing an interim Speaker. If the Clerk of the Senate will be absent, any willing senator may assume the Chair for the purposes of this election only.

3. If a senator higher in the order of succession and qualified to be the Chair demands to be the Chair, the Chair will be given to them immediately.

4. A person who is voting for a senator by proxy, may not become the Chair.

Section 4. Quorum

A. Defined

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

B. Absence of a Quorum

1. Senate will 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 will have the opportunity to address the Senate regarding any Resolution under consideration when allowed by the Speaker.

Section 6. Voting and Related Definitions

A. Only senators with voting rights will be permitted to vote on motions before the Senate and will only be allowed 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 "yes" 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. After the second proxy in a quarter, the absence will be counted as an unexcused absence.

B. Form

1. All proxies will be in writing, through the Senate proxy form or an electronic form, and will include the name of the person voting by proxy, the name of the person who will be absent, the date when the senator wants a proxy, 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 will only be valid for one meeting of the Senate.

2. If a senator is gone for a long time, the senator must tell the Membership Coordinator ahead of time. The Membership Coordinator can decide to approve a proxy for up to ninety (90) days but no longer than that. This must be approved ahead of time by the Membership Coordinator.

3. No individual may hold more than one proxy vote or have more than two votes as a result of holding a proxy vote.

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 approves a proxy, the person holding that proxy can vote on behalf of the absent senator.

3. The attendance record will note that the absent senator was present by proxy.

E. Violations

1. Proxies must follow any instructions or restrictions included with the proxy.

2. Should the Speaker or Membership Coordinator discover that a proxy has not followed the proxy instructions, that proxy will be discarded and cannot be used for any purpose other than recording the attendance of the absent senator. The person who held the proxy, if a sitting senator, will be sent to the Oversight Committee 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 considers and writes 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 considers and writes 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 considers and writes legislation that relates to academic issues on or off campus, including how students interact with the administration.

4. General Affairs

i. This Committee considers and writes 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 an 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 following their job descriptions, submitting requests for information, and reviewing the Senate Bylaws and Senate Rules when asked by 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 if asked by 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 can also submit a request for information from the Board of Directors and create 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 then conduct research about how successful those resolutions were. 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 the lasting effects are, what is needed to continue follow-up, and 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, no more than 15 people. If there are vacancies at any time, the speaker will reopen the self selection process. The Speaker will decide how the self selection process works.

Section 2. Committee on Steering

A. Formation & Duration

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

B. Membership

1. The voting membership of the Committee on Steering will 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 will 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 will 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 this will be noted in the minutes. No individual will 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 will be chaired by the Senate Speaker, or by the Senate Vice Speaker if the Speaker is not there.

D. Meetings

1. The Committee on Steering will meet when called by the Speaker or when asked by a majority of its voting members, 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 will 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) send 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 Article V, Section 4;

(vi) decide whether standing committees will be meeting in the upcoming week, as well as for how long they will meet;

(vii) provide information and assistance to senators as needed; and

(viii) use all other powers given to them in these Bylaws and Rules.

Section 3. Standing Committees - General Provisions

A. Formation

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

B. Membership

1. Each senator will be assigned to either a legislative standing committee or a non-legislative standing committee.
2. Committee assignments will be made by the Membership Coordinator when a new senator is certified.
3. Only those members assigned to a standing committee will have the right to vote on matters in that committee, and count towards quorum.
4. Quorum for standing committees will be at least 50% plus one of the members of the committee; at least three (3) members of the committee must be present.
5. The Membership Coordinator will control 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 will be elected in the spring quarter before the session they will be serving in.
2. Duties of a standing committee chair will 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 committee; lead 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

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

4. Nominations for committee chairs will begin with the legislative committees in alphabetical 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. If there is not a vice chair in the committee, a new election process will 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 will be elected as quickly as possible from among the membership of the committee. The Chair will notify Senate Leadership of the new Vice-Chair.

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

- (i) Take minutes and attendance of the

committee meetings and send them to Senate Leadership and send the minutes to the Senate Clerk within forty-eight (48) hours;

(ii) act as the chair of the committee when committee chair is not there;

(iii) attend and vote at meetings of the Committee on Steering when the committee chair is not there; and

(iv) assist the committee chair as required.

3. If a vice chair position becomes vacant, the committee will conduct a new election as soon as possible.

E. Powers & Functions

1. Standing committees will have the authority to:

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

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

(iii) send Requests for Information to Board of Directors members, and ask the Senate for a personal appearance of a Board of Directors member before the committee

Section 5. Select Committees - General Provisions

A. Formation

1. Select committees of the Senate will be formed through an Organic Act. The Senate Vice Speaker will maintain the list of all current select committees. Membership will be defined in the Organic Act and committee chairs will 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 time sensitive issues and must have a

specified task.

C. Duration

1. The Organic Act will say how long the Select Committee will exist for.
2. The Senate may extend the committee's period of operation.

D. Meetings

1. Select committees must meet as detailed in the Organic Act.
2. If no meeting schedule is listed in the Organic Act, the committee chair will decide when to meet.

E. Powers & Functions

1. Select committees can only give recommendations to the full Senate.
2. Select committees may not send Requests for Information to Board of Directors members, unless the full Senate allows them to.

Article VIII. Liaisons

A. General Provisions

1. The Student Senate will 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, except the EAC.
2. When the committee has open membership, multiple senators may be appointed and one senator must be responsible for reporting on the committee to the Senate.
3. Liaisons have to represent and follow Senate opinion. This includes all current and old Senate legislation. If no Senate opinion exists, the liaison should do what they believe the Senate would want.
4. Liaisons must submit quarterly reports to the Chair of the Committee on Oversight, as well as monthly updates.
5. If asked by the Committee on Oversight, liaisons

will report to the next meeting of the Committee on Oversight.

B. Elections

1. Nominations and elections of Senate liaisons will be conducted before the full Senate as quickly as possible at the start of each session. However, liaisons to SAF, F&B Committee, and Legislative Steering will 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 will hold nominations and elect a replacement liaison at the next Senate meeting.

3. Senate liaisons will be elected in a manner that follows the Senate selection process as defined in Article IX of these Bylaws.

C. Absence

1. If an elected Senate liaison is not able to attend a meeting, either temporarily or if they leave the position,, the Senate Speaker can serve on their behalf or choose another senator as proxy.

D. Suspension or Removal

1. Liaisons will serve at the pleasure of the Senate and can be removed by the Senate at any time.

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

3. Liaisons will be removed immediately if they lose membership in the Senate. Liaisons will be removed if they don't follow the rules 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 will take up a span of at least two (2) Senate meetings.

i. Nominations will be taken at both the first and second meetings, and the election will be held immediately following the end of nominations at the second meeting.

ii. In the event that the election must happen quickly, the Senate can choose by simple majority to hold a special election where nominations and elections happen during one meeting.

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

3. After nominations, candidates will each have the opportunity to make a statement in the order in which they were nominated. The Senate Speaker will let them all speak for the same amount of time, which he will choose and the Senate body can change by a motion.

4. For the election of Senate officers, each candidate for each office will be given time to give an introduction, then will be asked a prepared question by the outgoing officer in that position, and finally given time to give a closing statement. All of these speeches will be timed, and the amount of time given will be chosen by the Speaker. If the outgoing officer is running for an additional term, the question will be prepared by the other officers. If chosen by the Speaker, or if asked for by the Senate, there will be a discussion period after all candidates have cast their votes and left the meeting room. The Senate Speaker will take special care to maintain decorum during discussion and will limit the length of the discussion period.

3. Instant Runoff Voting

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

2. The voting senator will rank the candidates in the order of his or her preference, ranking as many or as few candidates as the senator

chooses.

3. The Senate Vice Speaker observed by an SAO Adviser, will be responsible for counting all ballots cast. If the Senate Vice Speaker is a candidate on the ballot that is being counted, the Senate Membership Coordinator will do so. If they are also on the ballot, they will be replaced by a member of the Committee on Oversight.
4. 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 will be redistributed based on the second preference of those ballots.
5. Once a candidate's name is dropped, they are no longer an active candidate for the position. A candidate is active until they are found inactive, regardless of status as a write-in candidate or nominee.
6. The process of removing the least preferred candidate and redistributing the votes will continue until one candidate receives a simple majority of the ballots cast.
7. 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 will receive the vote.
8. Ballots that fail to list an active candidate will not count in determining a simple majority.
9. Electronic voting devices may be used if chosen by the Speaker. If electronic voting devices are not available, the Vice Speaker will pass out 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 senator can make a motion to elect by acclamation.
3. After 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 will be governed by the ASUW Constitution and, if it does not contradict the Constitution, the ASUW Bylaws, these Student Senate Bylaws, and the Student Senate Rules. Any amendments made to any of these documents will take effect immediately upon approval.

Section 2. Senate Bylaws

A. General Provisions

1. These Bylaws will be the governing document of the Student Senate, and be the authority in all cases where it does not conflict with the ASUW Constitution or ASUW Bylaws.
2. The powers and restrictions of the Senate, as listed in these Bylaws, come from the ASUW Constitution and any other powers granted by the ASUW Bylaws.

B. Amendment

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

Section 3. Senate Rules

A. General Provisions

1. The Senate Rules will be the procedural governing document of the Student Senate, getting its authority from these Bylaws.
2. The Rules may only explain the powers, limitations, and responsibilities found within the other governing

documents listed in this Article and will yield to the Senate Bylaws in cases of conflict; however, the Rules will be supreme over the parliamentary authority of the Senate.

3. Any part of the Rules may be suspended by a 2/3rds vote 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 a simple majority of present voting membership.
2. The Vice Speaker, along with the Committee on Oversight when asked by the Vice Speaker, will review these Rules at least once every Senate Session to make sure they are accurate.

Section 4. Parliamentary Authority

- A. The latest edition of Robert's Rules of Order Newly Revised will govern all activities of the Senate, and all activities of committees or creations of the Senate, when it is applicable and does not conflict with the Senate's governing documents.

Last modified:

05/18/2016 by Jessa Cameron

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