2006-2007 ASUCSD COUNCIL
MEETING # 25
Wednesday, April 4, 2007
Price Center, Ballroom A, 6:30 p.m.

Agenda

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. MOMENT OF SILENCE

V. PUBLIC INPUT

VI. SPECIAL PRESENTATIONS
   A. UCSA Lobby Conference and USSA Legislative Conference Debrief. Submitted by Long Pham.

VII. ITEMS OF IMMEDIATE CONSIDERATION
   A. Allocation of $3080.00 from Stu Org Travel Unallocated to Taiwanese American Student Association for TASA 2007 West Coast Conference to take place from 4/12 - 4/15/07 at Palo Alto, CA. Submitted by Conrad Ohashi.
   Finance Committee: __________________ Council Action: __________________
   B. Allocation of $779.56 from Stu Org Travel Unallocated to Phi Lambda Rho Sorority Inc for Phi Lambda Rho National Conference to take place from 4/13 - 4/15/07 at Stanislaus, CA. Submitted by Conrad Ohashi.
   Finance Committee: __________________ Council Action: __________________

VIII. REPORTS
   • President, Harry Khanna
     Instead of washing the chancellor's car I will be bringing breakfast to the Vice Chancellors' meeting. The athletics fee was approved by the UC Office of the President last week. Leaders brunches are going well.

   • Associate Vice President College Affairs, Tanya Piyaratanaphipat

   • Associate Vice President Academic Affairs, Rabia Paracha

   • Associate Vice President Advocacy, Lindsay Root

   • Vice President Student Life, Janine Dellomes
• Assistant Vice President Programming, Di Lam
• Assistant Vice President Diversity Affairs, Marco Murillo
• Assistant Vice President Athletic Relations, Kari Gohd
• Vice President Finance & Resources, Conrad Ohashi
• Assistant Vice President Student Organizations, Andrew Guichet
• Assistant Vice President Enterprise Operations, Sydney Goldberg
• Assistant Vice President Student Services, Kaveh Cyrus
• Vice President External Affairs, Long Pham
• Assistant Vice President Local Affairs, Aida Kuzucan
• Campus Organizing Director, Long Pham
• Legislative Liaison, Dorothy Young
• Senators
  • Senate Chair, Daniel Palay
• Committees members
• Ex-Officio members
• Associate members
• Commissioner of Communications, Leo Bondar

IX. QUESTION TIME

X. COUNCIL CAUCUS

XI. OLD BUSINESS

A. Allocation of $10,000.00 from General Unallocated to Senator Projects for the Graduation May Ball to take place on 12 May 2007 at UC San Diego. Submitted by Michelle E. Yetter. Co-sponsored by Ellen Almirol, and Erik Rodriguez-Palacios.
Finance Committee: ____________ Council Action: ________________

B. Allocation of $548.00 from General Unallocated to Senators Project for Fireworks Show Debt. Submitted by Conrad Ohashi.
Finance Committee: ____________ Council Action: ________________

C. Resolution Opposing Action of Student Regulations and Revisions Committee to read as follows:
Resolution Opposing Suggested SCC Policy (6 March 2007)

Whereas, The Student Regulations and Revisions Committee (SRRC) is considering the extension of jurisdiction of the Student Conduct Code (SCC) to Registered Student Organizations (RSOs) and,

Whereas, The SRRC is considering the following policy: “any event involving alcohol, sponsored by an RSO, during recruitment, would be required to occur in a state license facility or an ABC licensed facility,”

Whereas, The intention of the policy is to “eliminate the promotion of underage drinking, the peer pressure of the hazing ritual and to limit Registered Student Organizations to hosting events at facilities/locations that are licensed by ABC.” (SRRC Agenda Jan. 30th 2007)

Whereas, The SCC already prohibits the “manufacture, distribution, dispensing, possession, consumption, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol which is unlawful or otherwise prohibited, or not in compliance with, University policy or UCSD regulations (SCC 17.11.12), therefore the SRRC proposed policy is redundant in its intention,

Whereas, The SCC is designed to “apply to all UCSD organizations and all persons on UCSD properties or elsewhere specified,” (10.11) yet the proposed policy would only be applicable to organizations that have a specified recruitment, which would directly contradict the clause that the SCC applies to all UCSD organizations,

Whereas, The SCC already does not condone hazing by RSOs (17.11.12 (1) Hazing or any method of initiation or pre-initiation into a UCSD organization, or any activity engaged in by the organization or members of the organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or any person). The intention of the policy is also already covered within the SCC, therefore, be it,

Resolved, The Associated Students (ASUCSD) recommends SRRC does not adopt of this policy to the SCC.

Submitted by Lindsay Root.
Internal Committee: __________________ Council Action: ________________

XII. NEW BUSINESS
A. Dissolution of ASUCSD Council Bylaws and ASUCSD Senate Bylaws and amendment to the Standing Rules to add Title VI, Title VIII, and Appendix A. (See attachment 01) Submitted by Harry Khanna.
   Referred: __________________
B. Adoption of Special Rules of Order (see attachment 02) Submitted by Harry Khanna.
   Referred: __________________
C. Allocation of $2,544.00 from General Unallocated to President’s Office/USES Initiatives for Banners around campus. Submitted by Harry Khanna. Co-sponsored by Conrad Ohashi.
   Referred: __________________
XIII. ANNOUNCEMENTS

XIV. ROLL CALL

XV. ADJOURNMENT
Chapter 1. Meetings of the Council

§1.1. Time and Location of Regular Meetings
(a) The Council shall meet every Wednesday at 5:30pm during the ten academic weeks of the Fall, Winter, and Spring Quarters, except that the Council may, by a majority vote, cancel a regular meeting.
(b) The location of the regular meetings shall be the Price Center Ballroom A. The President may, with a good cause, change the location before the start of the regular meeting to any place on the UCSD campus by notifying the Clerk and the members of the Council at least half an hour before the start of the meeting. The Clerk shall make a reasonable effort to notify members of the public interested in attending the meeting of the change in location.

§1.2. Calling of Special Meetings
(a) Call By the President
(1) The President may call a special meeting of the Council by notifying the Clerk in writing of the time of, location of, and the topics that will be considered during the special meeting at least forty-eight hours in advance of the special meeting.
(2) The Clerk will arrange the meeting and notify the membership of the Council that the special meeting is to take place. This notification must take place at least twenty-four hours before the start of the special meeting.
(3) Only the topics specified by the President in the President’s notification to the Clerk may be considered during the special meeting.
(b) Call by a Majority of the Voting Membership of the Council
(1) If a majority of the voting membership of the Council desires to call a special meeting, they may sign their names on a petition that contains the time of, location of, and topics to be considered during the proposed special meeting. This petition must be delivered to the Speaker at least forty-eight hours in advance of the special meeting.
(2) Upon receipt of a petition, the Speaker shall notify the Clerk in writing of the information on the petition.
(3) The Clerk will arrange the meeting and notify the membership of the Council that the special meeting is to take place. This notification must take place at least twenty-four hours before the start of the special meeting.
(4) Only the topics specified by the petition may be considered during the special meeting.

§1.3. Order of Business and Processing of Bills
(a) Submission of Bills
(1) Any member of the Council may sponsor a bill for consideration and action. Any number of members of the Council may sponsor a bill.
(2) To submit any bill other than an appointment, the member shall email the Clerk with the text of the bill.
(3) To submit an appointment that requires the consent of the Council and therefore must be processed as a bill, the sponsor must follow the process for appointments outlined in Title VIII.

(4) The deadline for submission of bills for regular meetings is 10am on the Friday preceding the meeting. The deadline for submission of bills for special meetings is thirty hours before the start of the special meeting. If the Council, by a majority vote, suspends the time requirements described in this Chapter and allows a bill to be submitted late, the Clerk shall treat the bill as if it were submitted on time.

(5) For all bills other than appointments, the Clerk shall respond by email confirming receipt of the bill.

(b) Submission of Member Reports.
(1) To submit a written member report, the member shall email the Clerk with the report.

(2) The Clerk shall respond by email confirming receipt of the member’s written report.

(3) The deadline for submission of written reports shall be the same as the deadline for submission of bills.

(c) Publication of Order of Business and Referral of Bills to Committee
(1) The Order of Business shall be published and distributed to the members of the Council no later than the Friday preceding a regular meeting and no later than twenty-four hours before a special meeting.

(2) The Speaker shall review the submitted bills and refer them to the appropriate committee or the Council Floor for consideration before the Order of Business is published.

(3) The published order of business shall include the Order of Business for the Council and the text of all bills being considered by the Council or by any committee that meeting.

(d) Expiration of Bills in Committee
(1) If a committee does not report on a bill referred to it at the following meeting of the Council, the bill shall expire unless the committee reports that they will be considering the bill at a future date, in which case the bill shall expire when that date has passed if the committee has not reported on it at that time.

(2) A bill that has expired in committee shall not appear on the published order of business and shall not be subject to further consideration by the committee.

(e) Sponsor Withdrawal or Amendment of a Bill
(1) The sponsor of the bill may withdraw the bill until it has been considered by a committee.

(2) The sponsor of the bill may amend the bill until the Order of Business has been published.

(f) Any bill adopted by the Council shall become an Act and be properly executed by the Clerk.

Chapter 2. Standing Committees
§2.1. Committee on Rules and Contracts
(a) Membership
(1) The Speaker shall appoint the chair and membership of the committee. Only Senators are eligible to be appointed by the Speaker.
(2) The Speaker is ineligible to serve as chair.
(3) The President and Vice-President Finance and Resources shall be ex-officio members of the committee.
(4) There shall be up to six Senators on the committee, including the chair.
(b) Duties
(1) Consider any bill referred to it by the Council or the Speaker and report any findings or desired action to the Council in a timely manner.
(2) Determine the rules and procedures for the committee
(3) Regularly review the existing rules and contracts of the ASUCSD

§2.2. Committee on Finance
(a) Membership
(1) The Speaker shall appoint the chair and membership of the committee. Only Senators are eligible to be appointed by the Speaker.
(2) The Speaker is ineligible to serve as chair.
(3) The President and Vice-President Finance and Resources shall be ex-officio members of the committee.
(4) There shall be up to seven Senators on the committee, including the chair.
(b) Duties
(1) Consider any bill referred to it by the Council or the Speaker and report any findings or desired action to the Council in a timely manner.
(2) Determine the rules and procedures for the committee
(3) Regularly review and audit the finances of the ASUCSD

§2.3. Committee on Appointments
(a) Membership
(1) The Speaker shall appoint the chair and membership of the committee. Only Senators are eligible to be appointed by the Speaker.
(2) The Speaker is ineligible to serve as chair.
(3) The President and Vice-President Student Life shall be ex-officio members of the committee.
(4) There shall be up to six Senators on the committee, including the chair.
(b) Duties
(1) Consider any bill referred to it by the Council or the Speaker and report any findings or desired action to the Council in a timely manner.
(2) Determine the rules and procedures for the committee

§2.4. Committee on Campus and Public Affairs
(a) Membership
(1) The Speaker shall appoint the chair and membership of the committee. Only Senators are eligible to be appointed by the Speaker.
(2) The Speaker is ineligible to serve as chair.
(3) The President, Vice-President Student Life, and Vice-President External Affairs shall be ex-officio members of the committee.
(4) There shall be up to six Senators on the committee, including the chair.
(b) Duties
   (1) Consider any bill referred to it by the Council or the Speaker and report any
       findings or desired action to the Council in a timely manner.
   (2) Determine the rules and procedures for the committee

§2.5. Committee on Standards, Ethics, and Protocol
(a) Membership
   (1) The Speaker shall appoint the chair and membership of the committee.
       Only Senators are eligible to be appointed by the Speaker.
   (2) The Speaker is ineligible to serve as chair.
   (3) The President shall be an ex-officio member of the committee.
   (4) There shall be up to four Senators on the committee, including the chair.
(b) Duties
   (1) Consider any bill referred to it by the Council or the Speaker and report any
       findings or desired action to the Council in a timely manner.
   (2) Determine the rules and procedures for the committee
   (3) Review Council member attendance and adherence to rules
   (4) Hear informal complaints about members of Council and suggest
       appropriate solutions

Chapter 3. Special Committees
§3.1. Establishment of Special Committees by Charter
(a) The Council may establish a special committee by approving a charter for the
    committee that should contain:
    (1) the name of the committee;
    (2) the membership of the committee or the manner in which the membership
        is to be selected;
    (3) the purpose and responsibility of the committee, including if and when the
        committee is to report back to the Council; and
    (4) when the special committee will dissolve.
(b) If the Council does not specify when a special committee is to dissolve, it shall
    automatically dissolve one academic year from the date of its creation.

§3.2. Establishment of Special Committees by an Officer
(a) Any Officer may establish a special committee by writing a charge letter to the
    membership of the committee. The Officer should determine the membership
    before writing the charge letter. This charge letter should be copied to the
    Clerk for recordkeeping. The charge letter should contain:
    (1) the name of the committee;
    (2) the membership of the committee;
    (3) the charge to the committee, including the purpose and responsibility of the
        committee and if, when, and to whom the committee is to report back to;
        and
    (4) when the special committee will dissolve.
(b) If the Officer does not specify when a special committee is to dissolve, it shall
    automatically dissolve one academic year from the date of its creation.

§3.3. Establishment of Special Committees by Standing Rule
(a) The Council may, through the Standing Rules, establish that special committees automatically come into existence at specified times for specified purposes. The language in the Standing Rules should specify:
(1) the name of the committee;
(2) the membership of the committee or the manner in which the membership is to be selected;
(3) the purpose and responsibility of the committee, including if and when the committee is to report back to the Council; and
(4) when the special committee will come into existence, and when the special committee will dissolve.
(b) If the language in the Standing Rules does not specify when the special committee is to dissolve, it shall automatically dissolve one academic quarter after it comes into existence.

Chapter 4. Attendance
§4.1. Requirement
(a) Council Meetings. The voting members of the Council and the members of the Cabinet are required to attend all regular and special meetings of the Council. If a member that is required to attend is not present during a roll call, it is counted against the member as half an absence. The Speaker or a majority vote of the Council may excuse a member required to attend. The attendance of each member of the Council is recorded by the Clerk even if that member is not required to attend.
(b) Committee Meetings. The members of a committee are required to attend all meetings of the committee. If a member is not present during a roll call, it is counted against the member as half an absence. The chair of the committee or a majority vote of the Council may excuse a member.
(c) Mandatory Events. The President may make an event related to Council development mandatory and compel the attendance of the members of the Council, except that the Council, by a majority vote, may reverse the decision of the President. The President shall designate someone with the authority to excuse members and record the attendance. That person should transmit that record of attendance to the Clerk for recordkeeping.
§4.2. Unsatisfactory Attendance. The attendance of a member shall be considered unsatisfactory for the purposes of removal from office when a member has accrued more than three unexcused absences.

Chapter 5. Non-voting Membership
§5.1. Members of the Cabinet, except the Officers
§5.2. Advocate General
§5.3. Election Manager if any is currently appointed
§5.4. College Council Chairs or equivalent
§5.5. Alumni Association President
§5.6. Graduate Student Association (GSA) Representative appointed by GSA

Chapter 6. Advisor
§6.1. The Director of Associated Student Administration shall serve as the advisor to the Council.
§6.2. The Advisor shall have all the rights and privileges of membership on the Council, except that of voting.

Chapter 7. Clerk
§7.1. The Associated Students Executive Assistant shall serve as the Clerk of the Council, herein referred to as the “Clerk.”
§7.2. Responsibilities
(a) Properly assemble and distribute the agenda for meetings of the Council and Standing Committees
(b) Take, distribute, and maintain the minutes for the Council meetings
(c) Keep an updated roster of the membership of the Council
(d) Maintain the integrity of the documents containing the rules of the Association
(e) Check and report the eligibility of the members of the Council
(f) Any other duties applicable to the position as assigned by the Council

Chapter 8. Minutes of Council Meetings
§8.1. In addition to what is required by the parliamentary authority, the minutes of the Council meeting shall include:
(a) the list of attendance for both roll calls.
§8.2. The minutes of a meeting of the Council shall be distributed to the members of the Council no later than four academic days after the meeting.
§8.3. After the minutes have been approved by the Council, they shall be signed by the Clerk and the President and made available to the public.

Chapter 9. Responsibilities of Senators
§9.1. College Senators
(a) Attend all required meetings of their respective College Council
(b) Carry out at least three projects every year that benefit the students of their respective College
(c) Serve on one standing committee
§9.2. Academic Division Senators
(a) Attend all required meetings of their respective academic division council, if one exists; if none exists, meet regularly with the administration of the academic division
(b) Serve on at least one Academic Senate committee
(c) Carry out at least three projects every year that benefit students of their respective academic division
(d) Serve on one standing committee
§9.3. UCSD Senators
(a) Serve on at least two campus-wide committees
(b) Carry out at least six projects every year that benefit the student body
(c) Serve on one standing committee
§9.4. Freshmen Senators
(a) Serve on at least two campus-wide committees
(b) Carry out at least six projects every year that benefit the freshmen class
(c) Serve on one standing committee
§9.5. Transfer Senator
(a) Serve on at least two campus-wide committees
(b) Carry out at least six projects every year that benefit transfer students
(c) Serve on one standing committee

Chapter 10. Appointment of Freshmen and Transfer Senators
§10.1. Special Committee to Select the Freshmen Senators.
(a) The membership of the committee shall consist of:
   (1) the President or designee, who shall chair the committee;
   (2) four members of the Council, at least one of whom must be a freshman senator appointed by the President; and
   (3) a College Council Chair appointed by the Associate Vice-President College Affairs.
(b) The membership of the committee shall be appointed by second week of Fall Quarter, at which time the committee shall come into existence.
(c) The committee shall solicit applications for the position of Freshman Senator, screen and interview candidates for the position, and make a recommendation to the Council on the appointment of the Freshmen Senators.
(d) The recommendation should be made to the Council by fifth week of Fall Quarter, at which time the committee will dissolve.

§10.2. Special Committee to Select the Transfer Senator.
(a) The membership of the committee shall consist of:
   (1) the President or designee, who shall chair the committee;
   (2) three members of the Council appointed by the President;
   (3) the Transfer Senator or designee; and
   (3) All Campus Transfer Association President or designee.
(b) The membership of the committee shall be appointed by second week of Fall Quarter, at which time the committee shall come into existence.
(c) The committee shall solicit applications for the position of Transfer Senator, screen and interview candidates for the position, and make a recommendation to the Council on the appointment of the Transfer Senator.
(d) The recommendation should be made to the Council by fifth week of Fall Quarter, at which time the committee will dissolve.

Chapter 11. Vacancies in the Voting Membership of the Council
§11.1. Officers and UCSD Senators
(a) Within fifteen academic days of when the vacancy occurs, the President shall convene a special committee to fill the vacancy.
(b) The members of the committee shall consist of
   (1) the President or designee, who shall chair the committee; and
   (2) four members of the Council appointed by the President.
(c) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the
appointment. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.

(d) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.

(e) The committee shall dissolve upon the approval of the appointment by the Council.

(f) This section shall not apply to interim appointments of Officers, which the President may make without the advice of a committee or the approval of the Council.

§11.2 Academic Division Senators
(a) Within fifteen academic days of when the vacancy occurs, the President shall convene a special committee to fill the vacancy.

(b) The members of the committee shall consist of
   (1) the President or designee, who shall chair the committee;
   (2) four members of the Council appointed by the President; and
   (3) representative from the appropriate Academic Division Council, if one exists, appointed by the Associate Vice-President Academic Affairs.

(c) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.

(d) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.

(e) The committee shall dissolve upon the approval of the appointment by the Council.

§11.3 College Senators
(a) Within five academic days of when the vacancy occurs, the President shall notify the appropriate College Council of the vacancy and request a permanent replacement.

(b) Upon the appointment of a permanent replacement by the College Council, the College Council Chair shall properly file an “A.S. Appointment Form” naming the new Senator.

(c) The person appointed by the College Council may not take the Oath of Office until procedures outlined in this section have been properly completed.

§11.4 Freshmen and Transfer Senators
(a) Within fifteen academic days of when the vacancy occurs, the President shall convene a special committee to fill the vacancy.

(b) The composition of the committee shall be the same as the appropriate selection committee described in the previous Chapter.

(c) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.

(d) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.
(e) The committee shall dissolve upon the approval of the appointment by the Council.

Chapter 12. Oath of Office
§12.1. Upon the election or appointment of any member to the Council, before that member may exercise any of the rights or privileges of membership, the member shall take the Oath of Office.

§12.2. The Oath of Office shall be administered by the President. If the President is absent or unable to administer the Oath of Office, the oath shall be administered by the presiding officer, unless the Oath of Office is not being administered during a meeting, in which case the member may select the person to administer the Oath of Office.

§12.3. All elected members of the Council shall take the Oath of Office at the first meeting of the Council after their term begins.

§12.4. When the Clerk is notified of an appointment to the Council, the Clerk shall make the Oath of Office of the appointee a Special Order for the beginning of the next regular meeting, unless an appointment to the Council is approved by the Council during a meeting, in which case the member shall the take the oath of office immediately upon appointment.

§12.5. The Oath of Office shall read “I do solemnly affirm that I will faithfully execute the duties of my office, and will to the best of my ability, uphold the Constitution of the Associated Students of the University of California, San Diego.”
Chapter 1. Processing of Appointments
§1.1. A person authorized to make the appointment should properly complete an “A.S. Appointment Form” and file the form with the Clerk. If it is a group or a committee making the appointment, the authorized representative of the group or committee shall complete and file the form.

§1.2. Stipended Appointments. If the appointment carries a stipend, the Clerk shall present the form to the Vice-President Finance and Resources for a signature approving the stipend.

§1.3. Appointments Requiring the Consent of the Council. If the appointment requires the consent of the Council, the Clerk shall process the appointment as a bill. The appointment form must be filed with the Clerk by the deadline for a bill to be considered at that meeting. If the bill is approved by the Council, the Speaker shall sign the form with the date the appointment was approved by the Council and the appointment becomes effective on that date unless a later date is specified on the form.

§1.4. Appointments Not Requiring the Consent of the Council. If the appointment does not require the consent of the Council, the appointment becomes effective when the form is received by the Clerk unless a later date is specified on the form. An appointment not requiring the consent of the Council may be dismissed by written notification to the Clerk. The Clerk shall report to the Council all appointments or dismissals made that do not require the consent of the Council.

§1.5. Contradiction of Term Beginning and Ending Dates. If an appointment is made with term beginning or ending dates that contradict the rules of the Associated Students, the appropriate date specified in the rules shall take precedence.

Chapter 2. Maintenance of the Rules Documents
§2.1. Accessibility of Rules. All adopted, active rules of the Associated Students, including the Constitution, the Standing Rules, the Special Rules of Order, Judicial Board Rules and Procedures, and any special committee charters shall be available in PDF format on the Associated Students website.

§2.2. Clerk’s Authority to Properly Maintain Rules
(a) The Clerk shall maintain the approval and amendment dates of every rules document on the first page of the document and update it accordingly.
(b) The Clerk shall have the authority to modify any document except the Constitution to ensure proper and consistent formatting provided that any modifications do not affect the meaning or substance of the document.

§2.3. Organization and Formatting of the Standing Rules
(a) The Standing Rules shall be organized in the following hierarchy of descending order:
   (1) Title, designated by a roman numeral
   (2) Chapter, designated by a number
   (3) Section, designated by § followed by two numbers separated by a period.
      The first number shall be the number of the Chapter it is under. The second
number shall begin at 1 and describe the Section number within that Chapter.

(4) Subsections designated by either a lowercase letter or a number surrounded by parentheses. The first Subsection under a Section shall be a lowercase letter, the Subsection under that Subsection shall be a number. For each further nested Subsection, it shall alternate between lowercase letter and number.

(b) Formatting and Numbers of the Standing Rules

1. Page breaks between Titles
2. Two line breaks between Chapters
3. One line break between Sections or Subsections
4. One inch margins on each side
5. No tab for Chapter or Section
6. Subsections should be tabbed with the tab stop set to the first letter of the parent Section or Subsection
7. The hanging indent should be set to always align with the first letter of the Chapter, Section or Subsection.
8. All phrases are capitalized

Chapter 3. Correspondence

§3.1. All correspondence out of any office of the Associated Students shall be copied to the Clerk for filing unless the correspondence is confidential.
This glossary provides references to the current edition of *Robert’s Rules of Order Newly Revised* to the definitions of various terms used in the rules. Nothing in this appendix substantively creates any rule or definition.

*ex-officio members*: “persons who are members...by virtue of some [other] office...” (RONR 10th ed., p. 466, l. 22). Members designated as ex-officio are not required to attend, but have all the rights of membership, including the right to vote, unless explicitly stated otherwise.

*executive session*: “any meeting...or a portion of a meeting, at which the proceedings are secret” (RONR 10th ed., p. 92, l. 25-26)
SPECIAL RULES OF ORDER
OF THE ASSOCIATED STUDENTS COUNCIL
OF THE UNIVERSITY OF CALIFORNIA, SAN DIEGO

[Ap (date of approval)]

The meetings of the Associated Students Council, herein referred to as “the Council,” are run according to the current edition of Robert’s Rules of Order Newly Revised (RONR) with the exception of these special rules of order adopted by the Council. As prescribed by RONR, these special rules of order may be suspended by a two-thirds vote and may be amended by previous notice and a two-thirds vote or a majority of the entire membership.

Rule 1. Session and Annual Election of Speaker
Each session of the Council shall begin and end concurrently with the terms of the Officers.

The Council shall elect a Speaker at its first regular meeting.

Rule 2. Proper Handling of Business
The only actions the Council may take are actions related to a bill properly submitted and processed by the procedures described in the Standing Rules.

Rule 3. Power of Speaker to Refer Matters to Committee
When the Speaker, through the process described in the Standing Rules, refers a bill to a standing committee, the matter should be treated as if the Council itself had referred the bill to the standing committee. Consequently, if a bill has not yet been considered by the Council and is awaiting action by a standing committee because the Speaker referred the bill to it, the Council may not consider the bill unless the committee is first discharged of it.

Rule 4. Order of Business
(1) Roll Call
The Clerk of the Council shall call the roll of all members of the Council and record their attendance at the beginning of the meeting.

(2) Approval of Minutes

(3) Public Input
Any individual that is not a member of the Council may address the Council for up to five minutes, except that the total time for Public Input shall not exceed thirty minutes.

(4) Question Time
Any member of the Associated Students may ask up to four concise questions to any member of the Council that relate to the member’s duties. The member shall truthfully respond orally or in writing by the next regular meeting. If the member is not present, the Clerk of the Council shall inform the absent member of the question, and the member shall truthfully respond in writing by or orally at the next regular meeting. The total time for Question Time shall not exceed twenty minutes.

(5) Reports of Members
Any member that properly submits a written report by the prescribed deadline shall have it published under this heading in the Memorandum of the Order of Business circulated to
members before the meeting. The Officers shall each have up to five minutes to give an oral report. Each other member shall have up to two minutes to give an oral report.

(6) Reports of Committees
(7) Special Orders
   The Speaker shall have the power to make any item that is not a bill a Special Order and, if necessary, set the time for the Special Order to be executed. The Speaker shall ask the Clerk to include the item under Special Orders in the Memorandum of the Order of Business circulated to members before the meeting.

(8) Unfinished Business
(9) New Business
   Any bill that has been referred by the Speaker to the Council Floor shall be considered under this heading. Any business that does not belong elsewhere may also be introduced under this heading.

(10) Open Forum
   Any member may speak on any topic an unlimited number of times for up to three minutes. The total time for Open Forum shall be twenty minutes unless extended by a two-thirds vote of the Council.

(11) Roll Call
   The Clerk of the Council shall call the roll of all members of the Council and record their attendance at the end of the meeting.

Rule 5. Power of Speaker to Set Order of Topics Within a Class of Business
The Speaker has the power to determine the order of the topics within a class of business.

Rule 6. Assignment of the Floor
The presiding officer may maintain a speaker list to establish the order in which members are to be recognized for the purpose of discussion or debate. The speaker list shall be organized and applied at the presiding officer’s discretion.

Only members of the Council may be placed on the speaker list; however, upon being recognized by the presiding officer, a member of the Council may yield the time to a person who is not a member of the Council.

Rule 7. Limits of Debate
Each speech shall be limited to three minutes. There shall be no limit on the number of times a member may speak on a debatable question. An adopted motion to limit or extend the limits of debate takes precedence over this rule.

Rule 8. Motions in Writing
The presiding officer shall, upon the request of the Clerk of the Council, require that a motion be submitted in writing.

Rule 9. Executive Session
The Council may, by a majority vote, enter executive session for only the reasons allowed by the Constitution or, by a majority vote, leave executive session. During the executive session, no tape recording or minutes shall be taken of the meeting. After the Council leaves executive
session, the presiding officer shall report and have entered into the minutes any action taken by
the Council during executive session.

Rule 10. Roll Call Voting
The Council may, by a one-third vote, order that a vote be taken by roll call. Each member’s vote
will be recorded in the minutes.

The Council may, by a majority vote, order that a vote be taken by roll call and that the roll
remain open for no longer than two academic days for members to cast or change their vote by
informing the Clerk of the Council. Each member’s vote will be recorded in the minutes.

Rule 11. Elections
In any election that takes place during a meeting of the Council, each candidate shall have an
equal amount of time to speak or respond to questions. This amount of time shall be set by the
presiding officer. While one candidate is speaking or responding to questions, the other
candidates shall leave the room. After all the candidates have finished, they all must leave the
room and there shall be no more than fifteen minutes of discussion.

At the end of the discussion, the candidates shall be called back in and a vote shall be taken by
secret ballot. The voters should rank their preferences, and the winner is elected by Single
Transferable Vote.