

Senate Policy

200.0 Responsibilities of the Student Association Senate Chair and Vice Chair

- 200.1 The responsibilities of the Chair and Vice Chair of the Student Association Senate shall be as stated in Article II, Section 5. (Student Association Constitution)
- 200.2 The Chairman of the Student Association Senate shall vote last on all bills and-resolutions
- 200.3 The Chair may recommend the removal of a Committee Chair if the Committee Chair fails to comply with the committee "Chair Responsibilities" section listed under sections 209.4, 210.3, 212.3, and 213.3.
- 200.4 Election of a Chair and Vice Chair of the Student Association Senate
- 200.4.1 The Chair and Vice Chair of the Student Association Senate shall be elected at the first meeting of the Student Association Senate in the spring.
- 200.5 In accordance with Article II, Section 1 of the by-laws of University Auxiliary Services at Albany, Inc. the Student Association Senate Chairperson, or if he or she so designates, the Vice Chairperson shall serve on the UAS Board of Directors.

201.0 Student Association Senate Member Responsibilities

- 201.1 Regular Meeting Attendance
- 201.1.1 It shall be the duty of each Senate member to attend each Senate meeting.
- 201.1.2 The attendance roll call shall be called at least twice meeting; the first time being immediately after the Chair calls the meeting to order, the last at its conclusion.
- 201.1.2.1 Each member who is not present for an attendance roll call shall be counted as having one-half of an absence, not to exceed one full absence per meeting.
- 201.1.2.2 There will be a fifteen-minute grace period beginning upon the call to order. Any member who arrives during this period shall be counted as being present at attendance roll call.
- 201.1.2.3 The following shall be the attendance limits for elected Student Association Senate members for regularly scheduled Senate meetings.

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By Andrew Ziegelstein
Student Association Senate Vice Chairman

201.1.2.3.1 At-Large Senate representatives elected in the regular spring elections shall be permitted no more than four (4) absences per term of office.

201.1.2.3.2 All representatives elected in the Fall elections shall be permitted no more than three (3) absences per term in office.

201.1.2.3.3 Any Student Association representatives elected in the By-elections shall be permitted no more than two (2) absences per term in office.

201.1.2.4 No Senate member shall be permitted to miss more than three (3) consecutive meetings from Senate and/or Committee.

201.1.2.5 Absences shall be counted from the first regular Senate meeting after election results are declared official, regardless of whether the member has been sworn into office.

201.1.2.6 Absences from special meetings shall not count toward the number of absences permitted.

201.1.2.7 An excused absence may be defined as an academic conflict (i.e. exams, papers, teacher meetings and/or family emergencies).

201.2 Committee Membership

201.2.1 All Senate members shall be appointed to at least one standing committee of Student Association Senate.

201.2.2 Student Association Senators shall be permitted to become full voting members of a committee to which they are not assigned if they attend three consecutive meetings of that committee.

201.2.3 The following shall be the attendance limits for elected Student Association Senate members for meetings of standing committees.

201.2.3.1 At-Large Senate representatives elected in the regular Spring elections shall be permitted no more than four (4) absences per term of office.

201.2.3.2 Representatives elected in the fall elections shall be permitted no more than three (3) absences per term in office.

201.2.3.3 Any Student Association representatives elected in the By-elections shall be permitted no more than two (2) absences per term in office.

201.3 Leadership/Diversity Workshop

201.3.1 All Senate members shall be held responsible for attending an annual workshop to be presented by the Multicultural Affairs Office.

201.3.2 Senate members may be absent from the workshop upon legitimate excuse presented to the Vice Chair of the Student Association Senate or his/her designee.

201.4 Residence

201.4.1 All Student Association Senate members must be registered fee paying students of the University at Albany

201.4.2 All Living Area Senate members must reside in the living area from which they are elected.

201.5 Enforcement

201.5.1 The Vice-Chair shall inform the Rules and Operations Committee when there is an infraction of sections 201.1, 201.2, 201.3, 201.4, 201.5, 201.6 and/or their subsections.

201.5.2 The Rules and Operations Committee shall investigate the matter.

201.5.3 If an infraction of section 201.1 has occurred, the Rules and Operations committee shall investigate and decide whether or not to remove the member. The Rules and Operations Committee Chair shall report their decision to the Senate no later than the next meeting. Two-thirds of the Senate can vote to override due to extenuating circumstances. The representative who is to be removed cannot bring up his/her own override nor vote on the matter.

201.6 Attendance Records

201.6.1 The attendance sheets from both the Vice Chair shall be filed with the Rules and Operations Committee no later than 48 hours after each Senate Meeting, along with any written excuses of any members not present.

201.6.2 The Rules and Operations Committee has the power to review excuses if they become excessive for any particular Senate members.

201.6.3 The Rules and Operations Committee shall report to Senate if the committee feels the excuse is unreasonable or unfair after an investigation has taken place.

201.6.4 The Student Association Senate shall have ability to overturn the decision of an excused absence with a two-thirds vote.

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By Andrew Ziegelstein
Student Association Senate Vice Chairman

201.7 Senate Meeting Minutes

201.7.1 Minutes shall be taken by the Legislative Aide.

201.7.1.1 The Legislative Aide shall be appointed by the Senate Chairperson and approved by a 2/3 Senate vote.

201.7.1.2 The Legislative Aide shall serve at the discretion of the Chair.

201.7.2 Minutes should be submitted 48 hours prior to the meeting.

201.8 The Student Association Senate Chair in conjunction with the University Outreach, Constituent Accountability, and Student Rights Committee Chair shall designate each Senator of the University Outreach, Constituent Accountability, and Student Rights Committee as a liaison to one of the following clusters as defined by the Student Association budget.

201.8.1 Service organizations ("1000s").

201.8.2 Cultural organizations ("2000s").

201.8.3 Political organizations ("3000s").

201.8.4 Media and Entertainment organizations ("4000s").

201.8.5 Athletic organizations ("5000s").

201.8.6 Religious organizations ("6000s").

201.8.7 Pre-professional organizations ("7000s").

201.8.8 Social and miscellaneous organizations ("8000s").

201.8.9 Temporarily Recognized organizations.

201.8.10 Permanently Recognized / No Budget ("9000s").

201.9 Responsibilities of a liaison

201.9.1 Will serve as a resource for their designated organizations.

201.9.2 Will determine if organization is fulfilling their purpose, and adhering to their Constitution.

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201.9.3 Liaisons shall report their findings to the University Outreach, Constituent Accountability, and Student Rights Committee.

201.9.4 Liaisons are required to meet with their respective organization at least once (1) per semester.

201.10 Student Association Service

201.10.1 Senators are required to attend four RSO meetings throughout the year to become acquainted with their business and affairs, and to demonstrate the Senate's concern and involvement in our campus community.

201.10.2 All service opportunities will be proposed to, and accepted by, the Vice Chair.

201.10.3 Record of meeting attendance and the nature of said attendance must be retained by the Office of the Senate Chair. Decisions of the Vice Chair and the validity of those decisions and records may be appealed to the Senate as a whole.

201.10.4 If a member of the Senate is an active member of an RSO according to that groups activeness policy, that member cannot receive credit for attending that meeting.

201.10.5 Aforementioned must take place with four different RSO's.

201.10.6 Two of the four aforementioned meetings must take place in the Fall Semester.

201.11 Constituency Meetings

201.11.1 The Senate as a whole is required to hold one (1) "town hall" meeting in the fall semester and one (1) "town hall" meeting in the spring semester. This is to be organized by the Senate Chair or the University Outreach, Constituency Accountability, and Student Rights Committee.

201.11.2 All constituency meetings must be advertised for a minimum of two weeks.

201.12 Session Conduct

201.12.1 A member, officer, or employee of the Student Association shall conduct themselves at all times in a manner which shall reflect creditably on the Student Association Senate.

201.12.2 A member, officer, or employee of the Senate shall adhere to the spirit and the letter of the Rules of the Senate bylaws and to the rules of duly constituted committees thereof.

201.12.3 Any member, officer, or employee of the Student Association outside of the Senate who violates the Session Conduct Code detailed below will be summoned by the Rules and Operations Committee, and referred to the Supreme Court for further proceedings.

201.12.3.1 A breach of the Session Conduct Code is an act viewed as demeaning, disruptive, and unnecessary, that specifically targets a fellow and individual present at session.

201.12.3.1.1 This shall in no way extend to political speech and/or senators' ability to call into question the integrity of an officers', employees', or senators' actions, decisions, or behavior pertaining to official business.

201.12.3.2 An act in which profanities and/or derogatory language are direct in a defamatory manner towards any person during Senate session.

201.12.3.3 At the discretion of the chair, any attendee of the session may be removed for actions out of line and disruptive to the session.

202.0 Committee Organization

202.1 The following shall be considered standing committees of the Student Association Senate:

202.1.1 Appropriations- shall deal with matters regarding supplemental and new funding to Student Association groups.

202.1.2 Rules and Operations - shall deal with internal organization of the Student, investigate the enforcement of Student Association policies, and ensure action is taken by the appropriate Student Association agency.

202.1.3 University Outreach, Constituent Accountability, and Student Rights - shall ensure that the Student Association and all its officers remain (first and foremost) accountable to the student body and all groups operating under its jurisdiction, as well as protect the interest and rights of the student body. Shall be responsible for analyzing University and governmental policies that affect the students of the

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University at Albany. Shall make recommendations and policy proposals to the Student Association Senate concerning the aforementioned directives. In addition, this committee shall oversee the Student Association's Marketing and Public Relations Office. This committee will also be charged with the duty of engaging the students and administration of the University, looking for concerns or desires from both, as well as serving as a liaison for the senate to both of these groups.

202.1.4 Governmental Affairs - shall be responsible for making sure that the voice of the students at UAlbany is heard within the number of governance bodies on this campus, locally, and state-wide. Members of this committee will serve as a University Senators, and as such they are responsible for attending the monthly meetings of the University Senate as well as the University Council meetings as stipulated in section 212 of this policy. This committee will also serve as the Senate's liaison to the state-wide SUNY Student Assembly.

202.2 Any member of the Student Association Senate shall have the power to request the formation of an ad hoc committee and outline its functions. The formation of an ad hoc committee is subject to a majority vote of those Senate members present and voting.

202.2.1 Student Association Senators shall be permitted to become full voting members of a committee to which they were not assigned after attending three consecutive meetings and with approval by signature from three of the following four Senators; current Committee Chair, new Committee Chair, the Senate Chairman and the Senate Vice Chair.

202.3 Committee Procedures.

202.3.1 Committee meetings shall be open to the general public.

202.3.2 Each committee has the authority to determine its own procedures for conduct of committee business.

202.3.3 Any procedures that require policy changes, including By-Law changes, must be put in bill form and referred to the Committee on Rules and Operations for recommendations. The Senate Chairman may introduce policy changes to the Senate.

202.3.4 The Committee Chair or a designated representative shall present a report of committee proceedings at each Senate meeting including, but not limited to, bills passing their respective committees.

202.3.5 A bill may be called out of committee by a two-thirds vote of those Senate members present and voting.

202.4 Senate Appointments

202.4.1 Committee Chair Appointments

202.4.1.1 Committee Chair appointments shall be made by the Student Association Senate Chair in consultation with the Vice-Chair. These appointments are subject to confirmation by a two-thirds vote of The Student Association Senate.

202.4.1.2 Revocation of a committee chair may be instituted by a two-thirds vote of Senate.

202.4.2 Committee member appointments

202.4.2.1 Shall be made by the Senate Chair, in consultation with the Vice-Chair, with the approval of a majority of Senate.

202.4.2.2 Relocation of a committee member may be instituted by the Senate Chair, upon recommendation of the committee chair, in consultation with the member.

203.0 **Legislative Procedure**

203.1 Introduction of Legislation

203.1.1 Bills or Resolutions may only be introduced by official voting Members of the Student Association Senate

203.1.2 Ex-officio Members of Senate may request that a voting Member of the Senate introduce legislation in their behalf.

203.1.3 The Student Association President has the power and authority to introduce following pieces of legislation only:

203.1.3.1 Executive Re-Organization- presented to the Student Association Senate in Plenary session.

203.1.4 All legislation must be submitted to the Chair in proper form, with the Sponsor's name, date of introduction, and Title of the Bill no later than 5pm the Monday before the Senate meeting.

203.1.5 The Chair will assign a Bill Number and refer the Bill to the appropriate committee.

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203.1.6 Student Association Senate Bills shall be numbered as follows:

203.1.6.1 The first part of the number shall be the final two digits of the years of the current academic cycle.

203.1.6.2 The second part of the number shall be the bill number of the Session.

203.1.6.3 The two parts shall be separated by a hyphen.

203.1.6.4 Resolutions will have the letter "R" following the Bill Number, designating them as such.

203.1.6.5 The Secretary of the Senate shall keep an accurate and up-to-date index of all legislation of that Session, organized by the second part of the Bill Number.

203.1.7 Legislation may also be introduced at Committee meetings, at the discretion of the Committee Chair.

203.2 Legislation in Committee

203.2.1 All legislation referred to a Committee by the Chair of the Senate, must be placed on the Agenda at the Committee meeting following its receipt, unless otherwise directed by the Sponsor of the Legislation.

203.2.2 All bills passed by the Committee must be reported by the Committee Chair to the Student Association Senate, no later than the next senate meeting, unless otherwise noted by the Student Association Vice Chair.

203.3 Legislation in Plenary Session

203.3.1 The Senate may begin and conduct business in the absence of a quorum. Any action taken by the Senate, however, may be overturned by a majority vote of the Senate, once a quorum is present. A quorum shall consist of the total voting membership of the Senate.

203.3.2 Bills for consideration shall be introduced and read, as a motion, by the Chairperson. The Sponsor of the Bill, the Committee Chair, or designee, shall then be available to answer questions regarding the Bill. When there are no more questions on a bill Senate will move to debate.

203.3.3 New Business may only be introduced under extenuating circumstances and with special permission of the Student Association Senate Chairman.

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- 203.3.4 A legislative motion may be withdrawn from the Floor of Senate with the consent of the motion's sponsor and second, provided that it has not been burdened by a passed subsidiary motion which affects the text of the legislation.
- 203.3.5 All motions from the Floor of the Senate may be made by present and voting Members of Senate, only.
- 203.3.6 Voting on legislation shall be by roll call taken by the Vice-Chair of the Student Association Senate. For a motion not requiring a roll call vote, one may be conducted at the request of five (5) Members of Senate.
- 203.3.7 There shall be no absentee or proxy voting.
- 203.3.8 Passage of legislation shall be in accordance with guidelines set forth in Robert's Rules of Order, Newly Revised, with the exception of the following:
- 203.3.8.1 . All bills amending Student Association Policy shall require a two-thirds majority of those Members present and voting for passage.
- 203.3.8.2 All appropriations bills require a two-thirds majority of those Members and voting for passage.
- 203.3.9 All Bills passed by the Student Association Senate shall be delivered to the Student Association President within 24 hours of passage, by the Vice Chair of the Student Association Senate or his/her designee.

204.0 Transparent Policy-Making Directives

- 204.1 All votes recorded in the Student Association Senate, individual members' voting records and their statements of justification for their votes shall be made available to the public, properly archived, and displayed on the Student Association Senate website, in order to ensure that the public and all Senators' constituents are fully aware of how they are being represented and where their representatives stand on issues.
- 204.2 Individual members shall be permitted to submit oral or written justifications for their vote on bills or resolutions during Senate meetings, or within 48 hours following a meeting. This information shall be made public in accordance with the aforementioned clause.
- 204.3 Transparent Policy Editing

204.3.1 All bills shall reflect the following format in order to ensure that Senators fully understand where and in what fashion proposed policy changes are occurring in certain instances:

204.3.1.1 All additional/new language added to a policy/bill must be written in bold, italicized font.

204.3.1.2 All deleted text (I.E. text being eliminated from a policy by any given bill) must be reflected as strikeout font in the bill.

204.3.1.3 All unchanged existing text must be reflected as regular Times New Roman font.

204.3.2 All bills that alter a given policy in its entirety or consist of more than three pages of legislation shall include a memorandum explaining all changes to legislation and the justification for doing so, to be provided by the bill sponsor.

204.3.3 Any bill that fails to comply with the following shall be regarded as null and void.

204.3.4 It shall be the responsibility of the Senate Vice Chair to submit this information to all parties responsible for placing the information online and into the appropriate archives.

205.0 Student Association Senate Term of Office (See Student Association Constitution)

205.1 Out-of-Session-Emergency Powers Act (See Student Association Constitution Article II, Section 2.f).

205.2 In-Session

205.2.1 Regular meetings of the Student Association Senate shall be held Wednesday at the discretion of the Chair and the approval of those Senators present and voting.

205.2.2 Chair shall inform Senate of the agenda via email 24 hours prior to the beginning of the meeting. This agenda shall include full-text copies of every proposed piece of legislation on the agenda for the purposes of full review and analysis by Senators prior to the meeting. Any piece of legislation not included in the agenda provided to the Senators at least 12 hours prior to the Senate meeting shall be null and void, as every Senator shall be entitled to legislative vetting prior to Senate meetings. A paper copy of the agenda shall be available no later than the beginning of the meeting:

205.2.2.1 The Chair shall call the meeting to order.

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- 205.2.2.2 The attendance roll call shall be taken by the Vice Chair.
- 205.2.2.3 The Chair and Vice Chair may make introductory remarks.
- 205.2.2.4 The reports of the standing committees shall be given on a rotational schedule, at the discretion of the Chair;
- 205.2.2.4.1 Appropriations Committee
- 205.2.2.4.2 University Outreach, Constituent Accountability, and Student Rights Committee
- 205.2.2.4.3 Rules and Operations Committee
- 205.2.2.4.4 Governmental Affairs Committee
- 205.2.2.5 Subcommittees can be created by the Student Association Senate Chair and Chair of the committee for special purposes. This report shall be given after the original committee.
- 205.2.2.6 Special or ad hoc committee reports shall be given in alphabetical order.
- 205.2.2.7 There shall be time for public comment. .
- 205.2.2.7.1 No speaker during public comment may exceed five (5) minutes in their remarks to the senate.
- 205.2.2.7.2 Senators may not address the Senate or respond to comments made by the speakers during public comment.
- 205.2.2.7.3 Exceptions to these rules may be made by a majority of Senate Members present and voting.
- 205.2.2.7.4 The Chair is empowered to ensure that all comments made to the Senate be relevant and germane to issues that the Student Association is empowered to handle or finds pressing and important to the undergraduate student population as found and backed by a two-thirds majority of Senate Members present and voting.
- 205.2.2.8 Reports by student groups shall be given.

205.2.2.8.1 The time allotted per student group shall not exceed (3) minutes total.

205.2.2.8.2 The report shall consist of:

205.2.2.8.2.1 Mission Statement

205.2.2.8.2.2 Membership Overview

205.2.2.8.2.3 Organizational Activities and Events

205.2.2.8.2.3.1 A written report in addition shall be submitted to the Legislative Aide no later than twenty four (24) hours before the Student Association Senate meeting.

205.2.2.8.2.4 Budgetary Activities

205.2.2.9 The executive report shall be given.

205.2.2.10 The judicial report shall be given.

205.2.2.11 The legislative report shall be given

205.2.2.12 Old Business

205.2.2.12.1 The Chair shall bring to the floor old business as outlined in the agenda.

205.2.2.12.2 The Chair shall call for any other old business.

205.2.2.13 Announcements shall be made.

205.2.2.14 The Chair, the Vice Chair, and other members of the Student Association Senate may make closing remarks.

205.2.2.15 The attendance roll call shall be taken.

205.2.2.16 A senate member shall make a motion to adjourn the meeting

205.2.2.17 The Chair shall adjourn the meeting

205.2.3 The agenda may be changed at the discretion of the Chairman.

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By Andrew Ziegelstein
Student Association Senate Vice Chairman

205.2.4 Special Meetings

205.2.4.1 The President, the Chair or a majority of Senate, either in a meeting, or by a signed petition while outside a meeting may call a special meeting of Senate.

205.2.4.2 The Chair shall be responsible for informing Senate members of the time and purpose of the special meeting.

205.2.4.3 The only business that shall come to the floor of Senate shall be the item of business for which the meeting was intended.

205.2.5 There shall be no smoking, or alcoholic beverages in the meeting room while Senate is in session.

205.2.6 There shall be no wearing of SA election campaign buttons (or any campaign paraphernalia) at Student Association Senate meetings.

205.3 Adjournment of Senate members' term of office shall be after the President has signed the budget and the new Senate has commenced.

206.0 **Parliamentary Authority**

206.1 The rules contained in Robert's Rules of Order, Newly Revised shall govern the Senate in all cases in which they are applicable, and in which they are not inconsistent with Senate Rules.

206.1.1 The following rules will override Robert's Rules of Order, Newly Revised on the Senate floor:

206.1.1.1 All debate points will be less than 5 minutes per person.

206.1.1.2 Senators shall be granted the opportunity to explain either their affirmative or negative votes in rights, directly after the vote.

206.1.1.2.1 Rights shall extend 2 minutes or less, except in the event that there is a motion to extend them beyond that.

206.1.1.3 The minutes shall include a short summary of what each speaker stated during recognized speeches to the best of the ability of the Chief Legislative Aide.

206.2 The Chair, in consultation with the Vice Chair, shall nominate a Senate Parliamentarian with the approval of a majority of those Senate members present and voting.

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Student Association Senate Vice Chairman

207.0 Succession of Student Association Senate Officers

- 207.1 In the absence of the Chair of Student Association Senate, the Vice-Chair shall assume all the duties and responsibilities of the Chair.
- 207.2 In the event of the absence of the Vice-Chair of Student Association Senate, the Rules and Operations Chair shall assume all the duties and responsibilities of the Vice-Chair of the Student Association Senate. In the absence of the Rules and Operations chair, the Appropriations Committee Chair shall then assume those duties, followed then by the Governmental Affairs Committee Chair, and then by the University Outreach, Constituent Accountability, and Student Rights Committee Chair.

208.0 Supreme Court Cases

- 208.1 The Student Association Senate Chair must make available copies of any Supreme Court filing to the Student Association Senate representatives at the expense of the Student Association Senate.

209.0 University Senate

- 209.1 The University Senators shall give a monthly report to the Student Association Senate pertaining to the University Senate's legislation, and pending work.
- 209.2 Grounds for removal from a University Senate position shall include but not be limited to failure to attend a University Senate meeting, failure to attend a University Senate Council meeting, or failure in presenting thorough reports to the Student Association Senate

210.0 Bylaws of the Appropriations Committee of the Student Association Senate

- 210.1 Responsibilities
- 210.1.1 To consider all supplementary budget requests.
- 210.1.2 To consider all initial budget request during the fiscal year.
- 210.1.3 To review finance policy and recommend changes. Recommended changes shall take place as a bill to Senate. This bill shall be referred to Rules and Operations Committee for suggestions as per 202.3.3.
- 210.1.4 All bills pertaining to allocations of money, submitted as a bill to the Student Association Senate from Appropriations Committee, shall be itemized.

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210.1.5 To consider the investigation of SA Funded groups as the committee warrants in financial matters.

210.1.6 To properly conduct investigation hearings for each examined group.

210.1.7 All financial bills presented to the Student Association Senate must be submitted through the Appropriations Committee.

210.2 Voting membership

210.2.1 All Student Association Senate members appointed by the Student Association Senate Chair are voting members.

210.2.2 Voting rights will be revoked after absence from three consecutive meetings. To be counted as present a member must attend at least half of the meeting.

210.2.3 The Appropriations Committee may introduce bills on behalf of the Board of Finance or Comptroller.

210.3 Introduction of Bills

210.3.1 Requests will be put into the Appropriation's committee box in the Student Association office.

210.3.2 Requests must be received by 5 p.m. two business days prior to the Appropriation's Committee meeting in order for the Appropriations committee to consider any proposal.

210.3.3 Either the Appropriation Committee Chair or his/her appointee will contact the requesting group at least 24 hours prior to the meeting.

210.3.4 The Appropriation Committee chair or his/her appointee will present the bill to the Student Association Senate on the following Wednesday unless the following Wednesday is less than 48 hours away. In this case, the Committee chair or his/her designee will present the bill the following Wednesday.

210.3.5 All proposals submitted to Appropriation Committee must be itemized in accordance with their budget and be signed by a group officer, in order for any proper committee consideration.

210.3.6 Legislation may be introduced at the discretion of the Chair.

210.3.7 Proposals will be introduced by the Chair or his/her designee into the agenda.

210.3.8 A representative from the group must be present at the Senate meeting.

210.4 Chair's Responsibilities

210.4.1 To attend all Appropriation Committee meetings.

210.4.2 To meet with groups at their request, for advisement and viability of need, or to delegate the responsibility to a committee member.

210.4.3 To be totally familiar with the Finance Policy and the Board of Trustees Guidelines, and implement the policy in every applicable situation. To provide a copy of the budget for each voting member of the committee.

210.4.4 The Chair shall have a current copy of the Board of Trustee Policy.

210.4.5 The Chair may create ad hoc committees as needed.

210.5 Ranking Member's Responsibilities

210.5.1 The Ranking Member shall assume all duties and responsibilities of the Chair or Vice Chair in his/her absence

210.6 Vice Chair's Responsibilities

210.6.1 In the absence of the Chair and the Ranking Member, the Vice-Chair shall assume all duties and responsibilities of the Chair.

210.6.2 The Vice-Chair shall be responsibilities for maintaining weekly attendance records in addition to a list of all voting members.

210.6.3 The Vice-Chair shall take minutes of every meeting.

210.7 Rules

210.7.1 The meetings will be governed by Robert's Rules of Order Revised at the discretion of the Chair.

210.7.2 All groups seeking funding at a meeting may be asked to leave at the Chair's discretion during the debate of any appropriation bill.

210.8 Amendments to the Bylaws

210.8.1 Any amendments to the bylaws shall be effective upon approval of two-thirds of the committee (voting members quorum) and a two-thirds of vote the Student Association Senate.

211.0 Bylaws of the Rules and Operations Committee

211.1 Purpose and Responsibilities

211.1.1 To facilitate and oversee the internal operations of the Student Association.

211.1.2 Furthermore, they shall be responsible for enforcing all Student Association Bylaws.

211.1.3 The Rules and Operations Committee shall have the power to meet with and discuss the fulfillment of duties of all Student Association officials, as predetermined in bylaw 201.1, bylaw 201.9, bylaw 201.11 and Constitution Article III, Section 2, part e.

211.1.3.1 The Rules and Operations Committee may choose to question any official on breach of policy, summon, and/or hear on impeachment. The following constitutes the parameters in which the Rules and Operations Committee can proceed in the event of breach of duty. In the event that a violation is heard from a member who is not a Senator, the committee shall make its determination, and defer to the Court to hear on impeachment. The following repercussions pertain specifically to Senators, and will be enforced with successive severity, with consideration of frequency of infractions by individuals at the discretion of the committee.

211.1.3.1.1 Senators will have their words taken down and/or be removed by the Chair.

211.1.3.1.2 Suspension of privileges, with the length of the suspension being determined based on the severity, and successiveness of the given complaints. Only complaints found to be in violation of the Senate Conduct Policy will count towards increasing the severity. All complaints not found to be in violation will be void.

211.1.3.1.3 Officials will be subject to a hearing on impeachment as outlined in Article VII of the Student Association Constitution.
Any decision within committee must come before Senate the following Wednesday requiring a two-thirds vote.

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By Andrew Ziegelstein
Student Association Senate Vice Chairman

211.1.3.2 Any decision within committee must come before Senate the following Wednesday requiring a two-thirds vote.

211.1.4 Upon the filing of a formal or informal complaint against an official of the Student Association whether anonymously or non-anonymously, the complaint shall be reviewed by the Rules and Operations Committee, at which time the committee shall determine as to whether to investigate the complaint, based upon a majority vote of the committee.

211.1.4.1 Should the Rules and Operations Committee choose to proceed with an investigation of the complaint, a 2/3 vote of present committee members may determine a response to the complaint according to the aforementioned options.

211.1.4.1.1 Any decision of the Rules and Operations Committee needs to be confirmed by a 2/3 vote of the Senate with the exception of having your words taken down.

211.1.4.2 To protect the individual accused, if disciplinary action is considered, Rules and Operations Committee hearings shall be conducted in Executive Session and a report shall be given to the full Senate in Executive Session in the event that committee chooses to take disciplinary actions.

211.1.5 Nothing in the aforementioned language or provisions shall be interpreted to limit the scope of authority of the Rules and Operations Committee or choices available to the committee regarding how to proceed on breaches of policy. The committee maintains full discretion regarding all complaints and responses.

211.2 Membership

211.2.1 All members appointed by the Student Association Senate Chair confirmed by a majority of the Student Association Senate are voting members.

211.2.2 Any member of the committee, who accepts a position in the Executive or Judicial branches, shall automatically lose his/her voting right and membership on this committee upon the acceptance of such position in the Executive or Judicial branch.

211.3 Chair and his/her responsibilities

211.3.1 There shall be a Chair, Ranking Member, and Vice Chair appointed by the Student Association Senate Chair.

211.3.1.1 The Chair shall preside over Committee meetings.

Last Update: March 23, 2010

By Andrew Ziegelstein

Student Association Senate Vice Chairman

211.3.1.2 The Chair shall attend all Committee meetings.

211.3.1.3 The Chair shall report all decisions to the Student Association Senate Chair after the Committee meetings.

211.3.2 The Chair shall be responsible for making a weekly report at the Student Association Senate meetings.

211.3.3 The Chair may create ad hoc committees as needed.

211.4 Ranking Member's Responsibilities

211.4.1 The Ranking Member shall assume all duties and responsibilities of the Chair or Vice Chair in his/her absence

211.5 Vice Chair and his/her responsibilities

211.5.1 In the absence of the Chair and the Ranking Member, the Vice-Chair shall assume all duties and responsibilities of the Chair.

211.5.2 The Vice-Chair shall be responsible for maintaining weekly attendance records in addition to a list of all voting members.

211.5.3 The Vice-Chair shall work with all subcommittees of Rules and Operations.

211.5.4 The Vice-Chair shall take minutes of every meeting. Minutes are to be submitted to the senate Vice Chair within 48 hours of the end of the committee meeting.

211.6 Rules

211.6.1 All meetings shall follow Robert's Rules of Order, Revised.

211.6.2 Attendance-voting privileges will be rescinded upon the third consecutive absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Student Association Senate Chair.

211.6.3 The attendance roll call shall be taken at the beginning and at the end of each meeting. A committee member who misses either roll call shall be considered to have a half absence.

211.7 Amendments to the Bylaws

Last Update: March 23, 2010
By Andrew Ziegelstein
Student Association Senate Vice Chairman

211.7.1 Any proposed amendments to the Bylaws shall be reviewed by Rules and Operations Committee prior to being heard on the Senate floor.

211.7.2 Chair shall present the committee's opinion to the Senate.

211.8 Powers of Investigation

211.8.1 In order to fulfill its responsibilities and purpose under 210.1 of policy, the Rules and Operations Committee shall be empowered to investigate any and all individuals and organizations receiving student activity fee monies.

211.8.2 The Rules and Operations Committee shall report all of its findings to the Senate and shall, in consultation with the Chair, recommend action to the Senate, the Executive, and the Supreme Court.

211.8.3 All individuals shall be guaranteed the right of due process through the impeachment process as outlined in Article VII of the Student Association Constitution.

212.0 Guidelines for Conducting Confirmation Hearings

212.1 General Provisions

212.1.1 There shall be confirmation hearings for all appointments that require the approval of the Student Association Senate. The Committee on Rules and Operations shall conduct these hearings. After conducting hearings, the Committee shall report the appointment, in bill form, to The Student Association Senate with either a recommendation for confirmation or a recommendation for the denial of said confirmation. The committee shall issue a brief written statement explaining the majority decision as well as provide an oral report for presentation at the time the bill is brought for consideration on the floor of the Senate.

212.1.2 The Rules and Operations Chair shall hold hearings no later than two Student Association Senate meetings after the receipt of the proposed appointment from the executive branch.

212.1.3 The Rules and Operations committee shall not hear appointees without one half of its members present. In the event that a quorum of one half can not be present after two Student Association Senate meetings, the nomination shall be released from committee and heard by the Senate upon two-thirds majority vote of the Senate.

212.2 Recordings of Proceedings

Last Update: March 23, 2010
By Andrew Ziegelstein
Student Association Senate Vice Chairman

212.3 The Vice Chair of Rules and Operations shall keep the minutes of all questions, responses, and comments throughout the hearings.

212.4 Committee members may also take additional notes if they wish at the discretion of the Rules and Operations Chair.

213.0 Bylaws of the Governmental Affairs Committee

213.1 Purpose and Responsibilities

213.1.1 To ensure that the voices of UAlbany students are being heard in the various governance bodies that exist at this University and throughout the State of New York.

213.1.2 Shall serve, in conjunction with the SUNY SA delegates, as the Senate's liaison to the state-wide SUNY Student Assembly.

213.2 Membership

213.2.1 All members appointed by the Student Association Senate Chair and confirmed by a majority of the Student Association Senate are voting members.

213.2.2 Members of this committee shall serve as University Senators as outlined in section 211 of this policy, with the committee chairman serving as the "Chief Legislative Liaison"

213.2.3 That the appointee of the Student Association President to the University Senate will serve as an Ex-officio non-voting member of the Governmental Affairs Committee.

213.2.4 Membership of the Governmental Affairs committee shall be maximized at 8 voting members assigned to the committee by the Senate Chair. These members shall automatically be the members of the University Senate.

213.3 Chair and his/her responsibilities

213.3.1 There shall be a Chair, Ranking Member, and Vice Chair appointed by the Student Association Senate Chair.

213.3.1.1 The Chair shall preside over Committee meetings.

213.3.1.2 The Chair shall attend all Committee meetings.

213.3.1.3 The Chair shall report all decisions to the Student Association Senate Chair after the Committee meetings.

213.3.1.4 The Chair shall serve as the Senate Chairman's Chief Legislative Liaison to the University Senate

213.3.2 The Chair shall be responsible for making a weekly report at the Student Association Senate meetings.

213.3.3 The Chair may create ad hoc committees as needed.

213.4 Ranking Member's Responsibilities

213.4.1 The Ranking Member shall assume all duties and responsibilities of the Chair or Vice Chair in his/her absence

213.5 Vice Chair and his/her responsibilities

213.5.1 In the absence of the Chair and the Ranking Member, the Vice-Chair shall assume all duties and responsibilities of the Chair.

213.5.2 The Vice-Chair shall be responsible for maintaining weekly attendance records in addition to a list of all voting members.

213.5.3 The Vice-Chair shall work with all subcommittees of University and Governmental Affairs.

213.5.4 The Vice-Chair shall take minutes of every meeting. Minutes are to be submitted to the senate Vice Chair within 48 hours of the end of the committee meeting

213.6 Rules

213.6.1 All meetings shall follow Robert's Rules of Order, Revised.

213.6.2 Attendance-voting privileges will be rescinded upon the third consecutive absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Student Association Senate Chair.

213.6.3 The attendance roll call shall be taken at the beginning and at the end of each meeting. A committee member who misses either roll call shall be considered have a half absence.

214.0 Bylaws of the University Outreach, Constituent Accountability, and Student Rights Committee

Last Update: March 23, 2010
By Andrew Ziegelstein
Student Association Senate Vice Chairman

214.1 Purpose and Responsibilities

214.1.1 To ensure the Senate oversees the executive branch's marketing office in reaching out to the student body and promoting Student Association Events, while also reaching out to the student body itself.

214.1.2 To ensure that the interests of the student body are the foremost concern when the Student Association makes decisions or takes actions concerning any facet of the operations of the organization, including, but not limited to, advocating on behalf of the students to the University Faculty, Administration, and Community.

214.1.3 To act as a liaison between the student body, student groups, and the Student Association, including but not limited to assisting in the process of permanent group recognition by acting as group liaisons.

214.1.4 To analyze policies of the University and local governmental entities that affect the affairs of the student body, draw conclusions and make recommendations regarding policies, and direct Student Association advocacy regarding these policies when necessary.

214.2 Membership

214.2.1 All members appointed by the Student Association Senate Chair and confirmed by a majority of the Student Association Senate are voting members.

214.3 Chair and his/her responsibilities

214.3.1 There shall be a Chair, Ranking Member, and Vice Chair appointed by the Student Association Senate Chair.

214.3.1.1 The Chair shall preside over Committee meetings.

214.3.1.2 The Chair shall attend all Committee meetings.

214.3.1.3 The Chair shall report all decisions to the Student Association Senate Chair after the Committee meetings.

214.3.2 The Chair shall be responsible for making a weekly report at the Student Association Senate meetings.

214.3.2.1 The Chair may create ad hoc committees as needed.

214.3.3 Ranking Member's Responsibilities

214.3.3.1 The Ranking Member shall assume all duties and responsibilities of the Chair or Vice Chair in his/her absence

214.3.4 Vice Chair and his/her responsibilities

214.3.4.1 In the absence of the Chair and the Ranking Member, the Vice-Chair shall assume all duties and responsibilities of the Chair.

214.3.4.2 The Vice-Chair shall be responsible for maintaining weekly attendance records in addition to a list of all voting members.

214.3.4.3 The Vice-Chair shall work with all subcommittees of Marketing and Outreach.

214.3.4.4 The Vice-Chair shall take minutes of every meeting. Minutes are to be submitted to the senate Vice Chair within 48 hours of the end of the committee meeting.

214.4 Rules

214.4.1 All meetings shall follow Robert's Rules of Order, Revised.

214.4.2 Attendance-voting privileges will be rescinded upon the third consecutive absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Student Association Senate Chair.

214.4.3 The attendance roll call shall be taken at the beginning and at the end of each meeting. A committee member who misses either roll call shall be considered to have a half absence.

215.0 Permanent/Accurate Record-Keeping Directives

215.1 All Senate meeting minutes, agendas, and bills passed/proposed/failed, as well as edited copies of the Student Association Constitution and Bylaws shall be kept in two redundant locations, permanently, for the duration of the existence of the Student Association.

215.1.1 Location One: The Student Association Senate Office.

215.1.2 Location Two: An off-site record keeping/archiving agency or service, to be contracted by Student Association.

215.1.2.1 The information stored in this archive shall be accessible by the public upon request. Additions to the archive may be made by the Senate Chair or Vice Chair, but no information contained in the archive may be destroyed.

215.2 Funding shall be appropriated during each year's budget meeting according to the estimated cost of off-site record-keeping/archiving services, to be estimated by the Student Association Senate Chair and reported to the Senate. At least three estimates must be provided.

216.0 Senate Communications

Last Update: March 23, 2010

By Andrew Ziegelstein

Student Association Senate Vice Chairman

216.1 The Student Association Senate shall operate an Office of Senate Communications operated by the Senate Communications Aide.

216.1.1 Senate Communications Aide.

216.1.1.1 The Senate Communications Aide shall be charged with documenting Senate meetings with a minimum of videotaping, audio recordings, photography, recording and transcribing events for the records of the Student Association Senate and to be used at the request of members of the Student Association Senate.

216.1.1.1.1 All audio, video, records and documentation gathered by the Senate Communications Aide shall be the property of the Student Association Senate. At no time shall any recorded event be altered or destroyed.

216.1.1.1.2 All audio and video recordings shall be placed into the archives according to provisions in Section 215.

216.1.1.1.3 All audio and video recordings shall be placed on the Student Association Senate website for public viewing.

216.1.1.2 This position shall be appointed by the Senate Chair and voted upon by the Student Association Senate by a 2/3 vote.

216.1.1.3 This aide shall be present at each Student Association Senate meeting.

216.1.1.4 The aide shall be compensated through a stipend to be determined at the annual budget meeting.

216.1.2 Funding for equipment shall be appropriated during each year's budget meeting according to the estimated cost of equipment for usage, to be estimated by the Student Association Senate Chair and reported to the Senate.

217.0 Respect for Early Classes

217.1 Regular meetings shall only extend beyond midnight (12AM) with the approval of two thirds of the full Senate.

217.1.1 All business not attended to before midnight shall be heard at either the beginning of the next Senate meeting in the Legislative Report or in a special session to be held within 7 business days of the original meeting.

217.2 Meetings dedicated to budgetary matters shall be exempt from 217.1.

218.0 Environmental Sustainability Procedures

218.1 All Senate documentation must be made available to each individual Senator by e-mail.

Last Update: March 23, 2010
By Andrew Ziegelstein
Student Association Senate Vice Chairman

- 218.2 Any Senator may opt out of receiving written documentation for the entire semester and may instead receive this information via e-mail. All Senators must have a copy of the agenda in front of them during Senate meetings whether electronically or on paper.
- 218.3 The Vice Chair shall have three (3) copies of the agenda available for the public and any members of the public may request the agenda be e-mailed to them.
- 218.4 All official Senate documentation shall be printed double-sided whenever possible.