

ASCMC Senate Operating Procedures

2022-2023

I. Senate Procedures

A. Membership:

1. (Section 6.02) The Senate shall be composed of Senators. A Senator is any member that attends the first Senate of the academic semester or administration, or gains Senator status by attending three consecutive regular meetings.
 - a) Senators lose their senator status by missing three consecutive meetings.
 - b) Guests are welcome to participate in discussions but hold no voting power
2. No member of the Board of Directors shall serve as a Senator,
3. Nothing in this section shall be construed as to limit the constitutional duties, privileges, and responsibilities of the Executive Vice President or the Chief Ethics and Procedural Officer;

B. ASCMC Standing Committee Appointments:

1. At the first Senate of the Fall semester The Executive Vice President will announce senator vacancies in Budget Committee, Elections Committee, and the Senate Secretary Position.
 - a) The Executive Vice President will clearly present the responsibilities of each position allowing adequate time for questions
 - b) Senate Chairs may not run for these positions
 - c) Members of Elections Committee may not simultaneously serve on elections committee and run for ASCMC elected positions, apply for ASCMC Executive Board Office, or Apply for Senate Staff positions,,
2. The next regular Senate meeting, The Executive Vice President shall solicit candidates for the vacancies
 - a) Budget and Elections Committee candidates will be allowed a small speech
 - b) The Senate Secretary will be appointed according to Section 11.01 (g) of the Constitution
 - c) All candidates must hold Senator status
3. All special elections to fill vacancies on these committees shall be held in a similar fashion when the vacancy occurs, unless said committee is scheduled to meet before the process could be concluded, in which case it may be expedited while otherwise adhering to the same guidelines;

C. Recusals:

1. No regular member who is a member of any club or organization that would be impacted by a funding request shall be present during the debate and voting on said funding request, unless their presence is specifically requested by the Chief Ethics

and Procedural Officer in order to address concerns or answer questions regarding the funding request,

2. Members should also recuse themselves from debates and discussions in any other situation in which they feel they have a conflict of interest;

D. The Senate shall follow the most recent edition of Robert's Rules of Order in situations not addressed by the Operating Procedures.

~~1. The only exception: when voting on a particular issue, multiple motions may be recognized and passed. The last motion to pass stands regardless if it contradicts a previous motion.~~

2. Any member of the Board of Directors may not motion or vote in Senate

a) If the CEPO is serving as Acting EVP, then they may vote to break a tie

II. Duties and Privileges of the Executive Vice President:

A. The Executive Vice President of the Associated Students of Claremont McKenna College (ASCMC) shall serve as the President of the Senate and shall chair Senate meetings;

B. If the Executive Vice President is unable to fulfill their duties, the Chief Ethics and Procedural Officer shall temporarily serve as the President of the Senate and take over the duties of the Executive Vice President;

C. The Executive Vice President shall not vote on any matter before Senate except in the case of a tie;

D. Committee Chair Appointments:

1. The Executive Vice President shall solicit applications from all Regular Members,

2. All Committee Chair Appointments shall be conducted through the Appointed Officers and Staff Procedure, as per in the ASCMC Constitution and appropriate Bylaws

3. Standing Committee Chairs and the Senate Secretary shall advise the Executive Vice President on issues related to Senate;

E. The Executive Vice President shall have the ability to create temporary Senate committees and appoint chairs and members to such committees:

1. Temporary committees must be re-established after a duration of one calendar year

2. Chairpeople and members must be Senators for the duration of their terms;

III. Standing Committees:

A. The Administrative and Affairs and Appropriations (AAA) shall be responsible for handling administrative affairs of the Senate, including but not limited to reviewing Constitutional Amendments, Resolutions, Bylaw Amendments, and Operating Procedure amendments as established in these Operating Procedures. The AAA shall also oversee the Budget of the Senate, and shall make a recommendation to Senate on each request for an allocation from the Senate Budget:

1. The Chief Ethics and Procedural Officer of the Student Senate shall be an automatic non-voting member of the AAA,

2. The Chair of the AAA shall serve as Chief in the absence of the Chief Ethics and Procedural Officer. If the Chair will be serving in a long term capacity, they must be confirmed by a majority vote of Senate called for by the Executive Vice President;

B. The Student Life Committee Chair

1. The Student Life Committee Chair shall be responsible for creating and executing projects that will address student needs and improve life for the students of Claremont McKenna College in physical and digital situations;
 2. The Student Life Committee Chair shall solicit feedback from the relevant members of the Corporation in order to update the Corporation's handbook each year;
 3. The Student Life Committee Chair shall serve as an **non-voting** ex-officio member of the Residential Life Committee;
 - a) ~~!! they do not vote~~
- C. The Community Service Committee Chair
1. The Community Service Committee Chair shall strive to increase community service opportunities for all Members through methods including but not limited to:
 - a) Service Weeks, Community Service Calendars, email lists, social media accounts, or other methods of allowing students to subscribe to regularly receive information on service opportunities, partnerships with on-campus service organizations, outreach events to popularize service in the CMC community
 2. The Community Service Committee Chair shall work closely with service-based clubs, the Class Presidents, and campus organizations interested in team volunteering opportunities;;
- D. The Environmental Affairs Committee (EAC) shall work to minimize the environmental footprint of both ASCMC and the college:
1. At the discretion of the Chair, the committee shall pursue projects in line with this vision;
- E. (Section 7.06) Academic Affairs Committee Chair
1. The Academic Affairs Committee Chair shall be responsible for advocating for students on academic issues and maintaining a working relationship between the Senate, Corporation, and the faculty of the College:
 - a) The Academic Affairs Committee Chair shall regularly meet with appropriate College Personnel in the Dean of Students Office and Dean of Faculty Office to ensure that the student body's academic needs are being met;
 - b) The Academic Affairs Committee Chair shall collaborate with relevant parties from the Dean of Faculty Office to ensure a proper line of communication between the Academic Affairs Committee, student body, and faculty;
 - c) The Academic Affairs Committee Chair shall work closely with the relevant Executive Board officers on matters related to the Committee;
 - d) The Academic Affairs Committee Chair must attend all Executive Board meetings per Section 7.01 (c) (i);
- F. General Requirements:
1. All committee Chairs shall provide weekly updates of their activity to the Senate;
 2. Committee members shall be appointed by the Chairs of each respective committee, in accordance with the following stipulations:

- a) Applications shall be solicited from the student body at large
 - b) The Application process is at the discretion of the respective Senate Chair but must be approved by both the Executive Vice President and Chief Ethics and Procedural Officer
3. All applications shall be reviewed by the Chairs, the Executive Vice President, and the Chief Ethics and Procedural Officer,
 4. In the event of vacancies, special appointments shall be carried out in accordance with all other rules herein specified.
- IV. Senate Budget:
- A. Purpose:
 1. The Senate's budget shall be used to enhance the experience of the broader CMC community and to enrich the lives of students by providing financial support to clubs and individual projects;
 - B. Distribution:
 1. Funds shall be distributed from the Senate budget by a majority vote of the Senate,
 2. No funding request shall be considered that has not been reviewed by the AAA Committee,
 3. All funding requests shall be presented to Senate for discussion and voting by the AAA Committee Chair,
 4. No more than 85% of the total Senate budget allocation for an academic year shall be allocated before Spring Break,
 5. All reimbursements authorized by Senate must be filed within 60 days of the last day of the event; funds not spent within that time period will lapse to the Senate fund.
- V. Constitutional Responsibilities:
- A. Budgetary Review:
 1. The ASCMC Budget submitted by the Budget Committee, including all rebudgeting thereof, shall be reviewed by the Senate,
 2. The Budget shall be presented to Senate for discussion by the Chief Financial Officer with the assistance of the Chief Ethics and Procedural Officer and the Senators who served on Budget Committee immediately after being submitted by the Budget Committee, but final debates and voting shall not occur until the following Senate meeting,
 3. The Chief Ethics and Procedural Officer and both Senators who serve on the Budgeting Committee should be present to answer questions and address concerns of the Senate during preliminary and final debates on the Budget while respecting the confidentiality of Budget Committee deliberations;
 - B. Constitutional Amendments:
 1. No constitutional amendments, regardless of origin, shall be discussed or voted on by the Senate which has not been reviewed by the AAA Committee, unless the AAA Committee has not made a recommendation on the amendment two weeks after being presented to the AAA Chair,
 2. The AAA Committee's recommendation on what action should be taken on a constitutional amendment shall be presented to the Senate by the AAA Committee

Chair or AAA Committee member at the next regular meeting after the AAA Committee makes a recommendation.

C. Resolutions

1. No resolutions, regardless of origin, shall be discussed or voted on by the Senate which has not been reviewed by the AAA Committee, unless the AAA Committee has not made a recommendation on the amendment two weeks after being presented to the AAA Chair,
2. The AAA Committee's recommendation on what action should be taken on a resolution shall be presented to the Senate by the AAA Committee Chair at the next regular meeting after the AAA Committee makes a recommendation,
3. All resolutions must originate in the Senate before being distributed to the larger student body;
4. Resolution voting shall open immediately following the the final presentation in senate and shall follow the outlines laid out in section 2.01(c) of the Constitution;
5. No sitting officer may endorse a resolution except in the case that the officer authored the resolution in question

VI. Amendments and Ratification:

- A. Amendments to the Operating Procedures shall be reviewed and presented to Senate by the AAA Committee in the same manner as Constitutional Amendments;
- B. Any amendment to the Operating Procedures requires a $\frac{2}{3}$ vote of the Senate in favor to come into effect;
- C. The Operating Procedures shall be ratified every academic year, between Spring Break and the end of spring semester, and shall be handled in the same manner as an amendment to the Operating Procedures.