



## ASCMC Senate Operating Procedures

*Approved 04/09/2017*

### I. Senate Procedures:

#### A. Membership:

1. A Senator shall be any regular member who was present at the first regular Senate meeting of the academic semester, or who has attended three consecutive regular meetings in the current semester,
2. No person shall be a Senator who has missed three regular meetings in a row and has not re-completed the requirements of clause I.A.1 since doing so,
3. No member of the Board of Directors shall serve as a Senator,
4. Nothing in this section shall be construed as to limit the constitutional duties, privileges, and responsibilities of the Executive Vice President or President Pro Tempore;

#### B. ASCMC Standing Committee Appointments:

1. At the first and/or second regular meeting of the Senate in each semester, the Executive Vice President shall announce that there are vacancies in the Elections Committee and in the Budgeting Committee which the Senate must fill;
2. When doing so, the Executive Vice President shall give a full description of the duties, composition, and responsibilities of the Elections and Budgeting Committees, which shall include but is not limited to including:
  - a) Listing the other officers serving on the Committees per the Constitution,
  - b) Mentioning that members running for seats on the Elections Committee should not be interested in running for other ASCMC office during their terms on the Committee,
  - c) Describing the duties and powers of the two committees in accordance with the Constitution,

3. The Executive Vice President shall solicit candidates for the vacancies on the committees at the next regular meeting of the Senate,
4. No earlier than one regular meeting after the Executive Vice President solicited candidates, the Senate shall hear speeches from the candidates and vote on such candidates' appointments in accordance with the ASCMC Constitution,
5. 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. Senate Secretary:

1. The Senate Secretary is responsible for recording the minutes of Senate,
2. The Senate Secretary shall keep a list of all current members of Senate and shall be responsible for administering sign in and voting procedures,
3. The Senate Secretary shall be selected by a simple majority vote at the first regular meeting in an academic semester;

D. 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 President Pro Tempore 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;

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

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 fulfil their duties, the President Pro Tempore 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 appoint the Chairs of the Standing Committees of Senate within three weeks of Spring Break, who will serve a term of one calendar year at the discretion of the Executive Vice President,
  2. The Executive Vice President must consult with the President Pro Tempore on the appointment process,
  3. The Executive Vice President shall solicit applications from all Regular Members,
  4. 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. Chairmen and members must be Senators for the duration of their terms;
- F. The Executive Vice President shall recommend appointments to Trustee Committees to the Senate:
1. The Executive Vice President shall solicit applications from all Regular Members to fill the seats on the committees outlined below. The Executive Vice President shall then present the list of nominations to Senate for review, before submitting the list to DOS for final approval,
  2. With the exception of the ASCMC President and Executive Vice Presidents, no member may hold more than two seats,
  3. Those who serve on the committees need not be Senators,
  4. All appointments, with the exception of mid-year vacancies, are from July 1 – June 30 of each year.

### III. Standing Committees:

- A. The Administrative and Affairs and Appropriations (AAA) shall be responsible for handling administrative affairs of Senate, including but not limited to reviewing Constitutional 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 President Pro Tempore of the Student Senate shall be an automatic non-voting member of the AAA,
  2. The Chair of the AAA shall serve as President Pro Tempore in the absence of the President Pro Tempore. 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 Campus Improvement Committee (CIC) shall lead Senate in pursuing specific projects aimed at improving the lives of CMC students:
  - 1. The CIC shall gather information from the student body once per year, towards the end of each fall semester, in collaboration with the Student Engagement Committee, on the state of student life,
  - 2. The CIC shall create projects that will address student needs and improve life for the students of CMC, at the discretion of the Chair;
- C. The Student Engagement Committee (SE) shall work with the other Senate committees and relevant ASCMC bodies and organs to promote and further inclusive student participation and enfranchisement:
  - 1. The SE committee shall be in charge of sending out surveys and otherwise gathering data from the student body that ASCMC may better fulfil its mission,
  - 2. At the direction of the Chair, the SE committee shall work on other projects that are aimed at facilitating the engagement of the student body;
- D. The Consortium Affairs Committee (CAC) shall facilitate connections and collaboration between ASCMC and the student governments of the consortium:
  - 1. At the direction of the Chair, each committee member shall be assigned one college to focus on,
  - 2. Committee members shall be expected to attend the open meetings of that college's Senate (or version thereof) and report back to the committee and the Senate,
  - 3. The committee shall pursue further projects at the discretion of the Chair;
- E. The Tech, Innovation & Student Affairs (TISA) Committee shall oversee all matters pertaining to the use of technology and examine how student affairs can be further enhanced.
  - 1. The committee shall collaborate with the Senate Secretary to ensure that records of Senate attendance are accurate, up to date, and accessible by the student body,
  - 2. The TISA committee shall pursue other projects that can improve experience of students at CMC as they pertain to different offices, institutions & initiatives
- F. The Environmental Affairs Committee (ECC) shall work to minimise 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;

G. The Alumni Relations Committee (ARC) shall work to foster and maintain a positive relationship between the student body and the alumni of the college by:

1. Assisting students in the transition to being alumni post-graduation.
2. Regularly seeking to update alumni on the status of the college and ASCMC;

H. 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) All applications shall be reviewed by the Chairs, the Executive Vice President, and the President Pro Tempore,
  - c) 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,
3. All funding requests shall be presented to Senate for discussion and voting by the AAA 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 authorised 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 Budgeting Committee, including all re-budgeting thereof, shall be reviewed by the Senate,
2. The Budget shall be presented to Senate for discussion by the President Pro

Tempore, with the assistance of the CFO and the Senators who served on Budgeting Committee immediately after being submitted by the Budgeting Committee, but final debates and voting shall not occur until the following Senate meeting,

3. The President Pro Tempore 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 Budgeting 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, unless the AAA has not made a recommendation on the amendment two weeks after being presented to the AAA Chair,
2. The AAA's recommendation on what action should be taken on a constitutional amendment shall be presented to Senate by the AAA Chair at the next regular meeting after the AAA makes a recommendation.

VI. Associated Students of the Claremont Colleges:

- A. The Chair of the Consortium Affairs Committee of the Senate shall serve as the official ASCMC Liaison to the Associated Students of the Claremont Colleges (ASCC);
- B. If the Chair of the CAC is unable to make an ASCC meeting they will appoint a member of their committee to serve as their proxy for that meeting;
- C. The Chair of the CAC shall promptly update the Executive Board and the Senate on the activities of the ASCC following each meeting;
- D. The Chair of the CAC shall coordinate with the Executive Board and all relevant ASCMC officers on any pertinent ASCC activities;
- E. The Chair of the CAC shall be empowered to vote on substantive matters in the ASCC only if the Executive Board has voted by a simple majority to authorise a vote on the matter and instructed the Chair of the CAC how to vote;
- F. The Executive Board and/or the Senate shall retain the authority, through a simple majority vote, to rescind a vote submitted by the Chair of CAC in the ASCC for seven days after the vote has been cast.

VII. Amendments and Ratification:

- A. Amendments to the Operating Procedures shall be reviewed and presented to Senate by the AAA in the same manner as Constitutional Amendments;
- B. Any amendment to the Operating Procedures requires a  $\frac{2}{3}$  vote of the Senate in favour to come into effect;

C. The Operating Procedures shall be ratified every academic year, between Spring Break and the end of the spring semester, and shall be handled in the same manner as an amendment to the Operating Procedures.