

# STUDENT SENATE BYLAWS

## ARTICLE 3: OBSERVANCE OF RULES

**Section 3.01: University Rules and Regulations.** The Senate and its officers shall properly observe the rules and regulations established by the University.

**Section 3.02: Open Meeting Law.** The Senate, commissions, committees and all subgroups thereof shall comply with the provisions of the Wisconsin Open Meeting Law.

**Section 3.03: Closed Meetings.** In accordance with Sec. 3.02, the Student Senate may enter closed session only if the matter being discussed is relating to personnel issues, (removal, impeachment, individual payment and compensation issues, student collective bargaining, etc.), or legal issues (involvement in a lawsuit/legal proceedings).

**(3.03.1) Agenda:** If closed session will be required at the next meeting, the presiding officer must, in accordance with Wisconsin Open Meetings Law, include the notice in the public agenda that the body will enter closed session and include the matter being discussed in closed session **with the statutory exception listed**. If closed session is on the agenda, it is entered automatically once that item is reached.

**(3.03.2) Closed Session Entry:** During a meeting, the presiding officer may **only announce the entry to closed session if the statutory exception to the open meetings requirement was on the public agenda at least two hours prior to the meeting in the case of an emergency, or 24 hours normally.** ~~move for closed session at any time, while stating~~ **The public announcement prior to entry must include** the purpose of entering closed session with the specific matters to be discussed in closed session. If there is an objection to entering closed session, a majority vote of members present will override the presiding officer's decision to enter closed session **and the matter will be considered in open session.** ~~If another voting member moves for closed session, a two-thirds vote shall carry the entry into closed session.~~

**(3.03.3) Procedures for Starting Closed Session:** At the agenda item for entering closed session, the presiding officer will instruct all who are not elected or appointed members of the full Senate (Senators, Executives, and Directors) or the advisor will be instructed to leave the room with enough distance to not be able to hear the proceedings. This includes members of the media. No minutes will be taken, except motions and the record of results of any votes. Any recording media must be turned off and the presiding officer will instruct all members they are prohibited from using electronic media and telecommunications during this period. **The Senate is permitted to invite non-members into the closed session as needed for informational purposes, the non-members being told of the conditions of the closed session. Any voting member may motion to bring a non-member into the closed session, requiring a second and majority vote.**

**(3.03.4) Procedures within Closed Session:** If certain matters were moved to be in closed session, at the conclusion of those matters the body will return to open session. Votes on matters considered in closed session must be made in open session, unless such public voting will hinder the reason for entering closed session. After entering closed session, if members feel as though the matter is inappropriate for closed session, it may be moved to open session with a motion, second, and 2/3 vote of present members. **Upon the ending of closed session, the presiding officer or designee shall announce outside of the meeting room that the meeting has returned to open session and invite interested parties to return. All motions and votes made in closed session must be announced prior to resuming other business.**

# STUDENT SENATE BYLAWS

**The results of roll call votes in closed session will be published, but individual members' votes shall remain undisclosed unless requested under Open Records Law.**

**(3.03.5) Frequency of Closed Session:** Closed session, in accordance with state statute, must be invoked sparingly. Anyone entering closed session unnecessarily is subject to state fine.

**(3.03.6) Closed Session Infractions:** If anyone is found to have violated the privacy of the closed session, this matter will be referred to the Parliamentarian. If the Parliamentarian determines that the infraction is serious, this may be grounds for removal under (5.02.2) which will be initiated by the President. If the President is found to have violated closed session privacy, the matter will be referred to the Senate by the Parliamentarian.

---

**(4.05.4) Petition for Office:** The completed petition must be returned to the Student Senate Program Assistant. Once the petition is returned to the Student Senate office, the student will become an official candidate providing that the student meets the credit and grade point criteria stated above.

- (a) Petitions are to be given out by the Student Senate Program Assistant, Student Body President and Vice-President if they are not running for office, Elections committee members and office assistants who are not running for office.
  - (b) Students participating in an off-campus program (including but not limited to Study Abroad and National Student Exchange) during elections may run for office if they will return in the following semester. They must provide evidence that they are participating in an off-campus program sponsored by UW-Eau Claire (a letter or email from the Center for International Education or the appropriate educational department will suffice). They must also contact the Student Senate Program Assistant to get information on the procedure for running for office from off-campus ("abroad"). In these cases, petitions may be filed electronically using a method determined by the Elections Committee, in consultation with Learning and Technology Services. If elected, absences at meetings while "abroad" are excused.
  - (c) A student may campaign and file a petition for both a Student Senator position and an executive ticket.
  - (d) An executive ticket will consist of a Presidential and Vice Presidential candidate and will require only one petition.
  - (e) A student winning both an executive and senatorial position must resign their senatorial position at the same meeting they are appointed to the executive position.
  - (f) The petition for President/Vice President shall require 125 signatures per ticket. The petition for Senator shall require 50 signatures per candidate.**
- 

## ARTICLE 5: SENATORS

**Section 5.01: Appointments.** When vacancies arise in the contingent of the thirty senators, they shall be filled in accordance with Article III, Section 1, Paragraph F of the Student Senate Constitution.

**(5.01.1) Definition and Process of Senate Confirmation or Advice and Consent:** After the appointments list has been read by the President, only Senators can motion to object. Once a motion to object has been made, the Senator is given one minute to state the reasoning of the objection. After the Senator states the reasoning for the objection, the Senate will immediately vote as to whether the objection will be heard with a majority vote in the affirmative needed to proceed. A speakers list is then opened and exhausted using the same parliamentary

# STUDENT SENATE BYLAWS

procedure as a resolution. Once the speakers list is closed, a vote must eventually be taken on whether to uphold the objection with a 2/3 vote in the affirmative to negate the appointee from receiving the position.

- (a) If a person's appointment is successfully stopped, that person may not be put up for appointment in that position for the remainder of the session.
- (b) Objections should predominately entail experience, qualifications and nothing of a personal nature.

**(5.01.2) Vacancy Appointments:** If when fall or spring terms are not in session (not including weekends), the need for appointments to University Committees such as search and screens or other administrative **committees** may arise. In this case, the President may appoint members to these committees as a vacancy appointment. This appointment shall only be valid until the first meeting of the Student Senate, where the appointment must be approved with its inclusion on the appointments list. If the appointment is not approved, the member is removed from the committee. Vacancy appointments on committees that only do work during the period outside of fall and spring term need not be approved, though the Senate may undo the appointment by calling an emergency session and following the normal advice and consent process.

---

**Section 5.02: Removals.** Only Senators (aside from the President) may initiate the removal process. Removal is a very serious matter that must entail a violation of a person's duties as assigned in the Student Senate Bylaws or Student Body Constitution. Personal matters are not **grounds** for removal. Any member of Student Senate is subject to removal from their position.

---

**(5.04.2) Service Hours:** Each senator shall be required to perform a service hour once per week during semesters, exclusive of final examination week. Each missed service hour shall be considered the equivalent of one unexcused Senate absence.

- (a) The Treasurer, in consultation with the executive board shall determine an appropriate activity for Senators to accomplish that furthers the goals of the Student Senate. Multiple options for service hours are permitted. These options must be presented in the Treasurer's report or in announcements for the general body to hear.
- (b) If a Senator is unable to complete their service hour and wishes to have it be excused from counting as an absence, they must contact the Treasurer within the week the service hour is due. Special consideration should be given to class obligations or emergencies. Alternative activities may be suggested by the Treasurer for completion of the Senator.
- (c) If a Senator or Senators feel they should be excused from an office hour and were denied by the Treasurer they may appeal to the President. If the President does not grant an excused absence, they may appeal to the Student Senate in New Business. This motion will require a second and is open to debate. **The Senate will enter closed session if such a motion is made, as it pertains to personnel matters. If the Senate desires to go into closed session, they may vote to do so, however due to Wisconsin Open Meetings Law, the discussion of the excused absence will wait a full week so it may be placed on the agenda.** This requires a simple majority vote of the Student Senate to grant an excused absence. Both the Treasurer and Senator(s) appealing must abstain on such a measure for purposes of conflict of interest.

# STUDENT SENATE BYLAWS

---

## **ARTICLE 6: EXECUTIVE BOARD AND OFFICERS**

**Section 6.01: Executive Board.** The Executive Board shall have the following responsibilities;

1. Function as the primary advisory body to the president.
2. Hear ethics ~~and election~~ complaints against officers, senators, commission members, and candidates, and recommend disciplinary action(s) to the president or Senate, as appropriate.
3. Consistent with Article III, Section 1 of the constitution, apports Senate seats between the on-campus and off-campus communities, and schedule general and special elections.
4. Perform such other duties as the Senate or president may direct.

**(6.01.1) Membership:** Membership of the board shall consist of the President, Vice President, Treasurer, **Secretary, Web Coordinator**, ~~Secretary/Webmaster~~, Parliamentarian, and commission directors. **The Student Senate Advisor shall also attend these meetings.**

- (a) The president shall chair the Executive Board unless he/she designates in writing another board member as chair.

**Section 6.02: Appointments of Directors, Chairs and Commission Members.** The President will appoint the ~~Executive Board~~ **Board of Directors** by the third week after a change in session by including the appointees on the appointments list, which is subject to Senate confirmation.

- (a) Any appointment of a ~~member of the Board of Directors~~ **Director** shall require a confirmation hearing by the Student Senate. Each appointee shall be given no more than five minutes to explain their merits for appointment and plans for the position. After this, a minimum of five minutes shall be given for questions from members of Student Senate to be answered by the appointee. Once questioning is finished, there will be an up or down vote on the appointee requiring a simple majority. If approved, there will be no objections permitted on the appointment. If rejected, the appointee is removed from the consideration.
- (b) Appointment of Chairs, Commission and Committee Membership; The President will appoint all Chairs and members of Commissions and Committees with the recommendation of the respective Director or nomination process by including the appointees on the appointment list, which is subject to Senate confirmation.

---

**Section 6.06: Attendance.** All officers and directors of the Senate will be required to attend the general Senate meetings from Roll Call through Special Reports. Officers that are senators will be required to stay through adjournment.

- (a) Student Senate officers are to be in attendance when legislation is brought out of, or directly relates to, their commission or committee.

~~(b) Chairpersons must attend the first meeting of every month from roll call to special reports.~~

**Section 6.07: Offices and Responsibilities.** No member of Student Senate may hold more than two executive positions at once. Executives, except the President and Vice President, are permitted to hold a Senate seat in addition to their executive position.

# STUDENT SENATE BYLAWS

~~(6.07.1) Secretary/Webmaster: The Secretary/Webmaster of the Senate shall keep the minutes of Senate meetings and be responsible for the distribution of minutes, bills, resolutions, and reports to all senators and officers and such other related duties as the president, vice-president and chief of staff may direct. The secretary/webmaster and the Senate shall maintain and update weekly the Student Senate Web site. He/she will report to and serve as a resource to the Executive Board and General Student Senate meetings.~~

~~(a) A Secretary/Webmaster shall be appointed by the President subject to Senate confirmation.~~

~~(b) The secretary/webmaster will report directly to the President and Vice President and work closely with the commission Directors. The secretary/webmaster will consult the Public Relations Commission, Information Technology Commission and Learning and Technology Services to ensure a Web site of high quality.~~

**(6.07.1) Secretary: The Secretary of the Senate shall keep the minutes of Senate meetings and be responsible for the distribution of minutes, bills, resolutions, and reports to all senators and officers and such other related duties as the President, Vice President, and Chief of Staff may direct. The Secretary shall work closely with the Web Coordinator to ensure all minutes, agendas, bills, resolutions, and documents are available to add to the website. The Secretary shall be a member of the Executive Board.**

**(6.07.2) Web Coordinator: The Web Coordinator of the Senate shall maintain and update weekly the Student Senate website and other web presences, maintain email distribution lists, coordinate office technology maintenance, and any other duties assigned. The Web Coordinator shall directly report to the Public Relations Director to better coordinate public relations efforts. The Web Coordinator shall work closely with the secretary to keep all the minutes, agendas, bills, resolutions, and documents up to date on the website. The Web Coordinator shall be a member of the Executive Board and the Public Relations Commission. The President will consult with the Public Relations Director and Vice President on the appointment of the Web Coordinator, subject to Senate confirmation.**

**(6.07.3) Treasurer/Chief of Staff:**

**(a) The Treasurer/Chief of Staff shall be appointed by the President subject to Student Senate approval.**

**(b) The Chief of Staff position is limited to individuals who have held an office been active in the previous session.**

**(c) Has the responsibility in formulating, with the President, the Student Senate General Operations budget and the Legal Services budget.**

**(d) Review the financial records of the Student Senate and shall given preference in becoming be a member of Student Senate Finance Commission.**

**(e) Has budgetary discretion, along with the President, for purchases at or below \$50 from the General Operations and Foundation accounts.**

**(f) Monitor attendance of Senators through, among other things, the minutes, and to enforce the attendance set forth in Article 5, Sections 3 and 4.**

**(g) Plan the Executive Board and general Senate's retreat as well as the end of session banquets.**

**(h) Plan at least one social activity a semester for general Senate.**

~~(i) Has the responsibility to attend the budget processes of the Academic Affairs Commission, Finance Commission, and Information Technology Commission.~~

**(j) Hold weekly meetings with the President and Vice-President to discuss current issues and concerns both they and directors have.**

# STUDENT SENATE BYLAWS

- (k) Arrange regular meetings between the President, Vice-President, Chief of Staff, and the individual directors.
- (l) Hold at least two office hours a week in order to be accessible for Directors to express concerns.
- (m) Meet annually with the Finance Director and Information Technology Director, prior to formation of the Student Senate Operations and Legal Services Budgets to discuss and plan for the costs of the technology rotation for the upcoming fiscal year.

## **(6.07.4) Directors:**

- (a) One director each for Academic Affairs, Environmental Endeavors, Finance, Information Technology, Intergovernmental Affairs, Organizations, Public Relations, Student Life and Diversity, Student Services, and UAC Programming (under the UAC Programming director, one deputy director each for Communications and Public Relations) shall be appointed and may be removed or replaced in a manner detailed in 3.01. Unless provided in these bylaws, no other director shall have a deputy.

**(1) The President and Vice President shall consult with the University Activities Commission Advisor prior to appointment of the UAC Programming Director.**

- (b) Each director, by virtue of office, shall serve as chairperson of his/her jurisdiction's respective commission and shall, under the supervision of the president and consistent with Senate and Commission policies, be responsible for the proper performance of the managerial functions of planning, organizing, directing, and controlling within his/her jurisdiction. Each director shall have the right to vote in his/her respective commission at all times.
- (c) ~~Except for the UAC programming director and the two deputy directors, The terms of office of directors shall be as provided in Article III, Section 2 of the Constitution. The terms of the programming director and his/her two deputy directors shall be from the first Senate meeting of March to the first Senate meeting of March of the next year or until a successor is appointed and confirmed, whichever occurs first.~~
- (d) All directors and chairpersons must submit a revised copy of their prospective handbooks by the second Monday in February. Each commission shall evaluate and provide recommendations to the Student Senate. Changes may be made with Senate approval.

## **(6.07.5) President:**

- (a) The President, in accordance with the Constitution, shall be the presiding officer and chief representative of the Student Senate and the student body.
- (b) The President shall make all appointments of students to governance posts and committees within or outside of Student Senate unless otherwise granted in the Constitution or bylaws to another officer.
- (c) The President shall be an automatic, ex-officio and non-voting member of every Senate Commission or Committee, unless otherwise appointed formally as a full member.
- (d) The President shall have budgetary authority over the Student Senate General Operations and Foundation accounts. Transactions made by the President must be submitted in writing to the Treasurer within 24 hours of the expenditure.
- (e) The President shall seek regular meetings with the Chancellor, University Senate Chair, and the Student Senate Advisor.
- (f) The President or their designee shall attend all University Senate meetings.
- (g) The President, along with the Vice President and Chief of Staff will oversee and direct the activities of the Board of Directors.

# STUDENT SENATE BYLAWS

(h) The President will preside over general Student Senate Meetings and Executive Board meetings, as well as the Vacancies Committee.

**(j) The President shall not hold any Directorship or other executive position. The President may be the chair of a committee or a chairperson within a Commission.**

**(k) The President, in consultation with the Treasurer and remainder of the executive board, shall establish guidelines for travel and reimbursement within the Student Senate general operations budget.**

## **(6.07.6) Vice President:**

(a) The Vice President shall be the second highest ranking representative of the student body and the Student Senate.

(b) The Vice President shall assist the President in the running of general Student Senate meetings.

(c) The Vice President shall have budgetary discretion for expenditures at or below \$50 **from both the General Operations and Foundation accounts.** Transactions made by the Vice President must be submitted in writing to the Treasurer within 24 hours of the expenditure.

(d) The Vice President or their designee shall attend all Residence Hall Association meetings.

(e) The Vice President shall serve in the place of the President in their absence.

---

**(6.08.2) Officers:** All stipends for other officers shall be a percentage, rounded down to the nearest dollar, of the President's stipend. They shall be paid equally over weeks in the fall and spring semesters.

(a) The Vice-President shall receive an amount equal to 75% of the President's stipend.

(b) The Treasurer/Chief of Staff shall receive an amount equal to 50% of the President's stipend.

~~(c) The Secretary/Webmaster shall receive an amount equal to 40% of the President's stipend.~~

**(c) The Secretary shall receive an amount equal to 20% of the President's stipend.**

**(d) The Web Coordinator shall receive an amount equal to 20% of the President's stipend.**

(d) Directors shall receive an amount equal to 50% of the President's stipend.

(e) The Parliamentarian shall receive an amount equal to 25% of the President's stipend.

(f) The Chief Justice of the Student court shall receive an amount equal to 25% of the President's stipend.

## **ARTICLE 7: SENATE SESSIONS AND MEETINGS**

**Section 7.01: Senate Sessions.** A session of the Senate shall run annually from the start of the first executive board meeting after the Student Senate elections to the executive board meeting after the Student Senate elections the following school year.

**Section 7.02: Meetings.** A flag of the United States of America shall be present at all regular meetings of the Student Senate.

**(7.02.1) Emergency Meetings:** In an emergency situation, a special Student Senate meeting may be

# STUDENT SENATE BYLAWS

called for by ~~ten senators~~ **seventeen voting members** of Student Senate, or may be moved for in a regular meeting of Senate. The motion to hold a special meeting shall be a majority.

**(7.02.2): Order of Business:** The order of business for Senate meetings shall be as follows:

- I. Call to order by presiding officer
- II. Pledge of Allegiance to the Flag
- III. Roll Call by the Secretary
- IV. Open Forum for 15 minutes
- V. Approval of Minutes
- VI. Report of the President
- VII. Report of the Vice President
- VIII. Report of the Treasurer
- IX. Departmental Reports
- X. Special Business
- XI. Unfinished Business
- XII. New Business
- XIII. Personnel Matters
- XIV. Announcements
- XV. Adjournment

**(7.02.3) Removing Reports:** There may be a time when it is necessary to dispense with reports. This can be done by moving to suspend the rules so that Senate can move directly to Unfinished Business. This motion requires a 2/3 vote to carry. All directors shall still turn their reports in to the Secretary ~~Webmaster~~.

## **Section 7.03: Debate and Motion Privileges.**

**(7.03.1) Executive Privileges:** The Senate extends the privileges of debating and introducing motions on the Senate floor, but not voting, to the Treasurer/Chief of Staff, Secretary/~~Webmaster~~ **Web Coordinator**, Parliamentarian, Directors, **Vice Chairpersons**, Deputy-Directors, and Chairpersons.

**(7.03.2) Residence Hall Association and University Senate:** The Senate, ~~while asserting its own autonomy and recognizing the autonomy of the Residence Hall Association and the University Senate,~~ extends the privileges of debating and introducing motions, but not voting, to the President of Residence Hall Association and the **Chairman** of the University Senate, respectively, for all such time as the Residence Hall Association and University Senate, respectively, shall extend these same privileges to the **president of the student body or their designee.**

**(7.03.3) Speaking Turns:** Student Senate allows two speaking turns of 10 minutes each on main motions and two turns of 10 minutes each per amendment. ~~{They are not transferable except to members of the gallery}.~~ The author of a bill is allowed an introduction plus the two speaking turns. **Introductions are to explain points within the legislation and background and are not to persuade on merits.**

- (a) A speaker who wishes to yield his or her speaking turn to a member of the gallery must begin his or her speaking turn with the phrase, "I reserve my right to act procedurally."
- (b) Using the phrase, "I reserve my right to act procedurally" allows speakers to make motions within their speaking turns without having to yield the floor. Making a motion within a speaking turn ends that speaking turn.

**(7.03.4) Members of the Gallery:** Members of the Gallery can speak if called upon directly by the presiding officer or if a speaking turn is transferred to them from a member of Student Senate.

**Section 7.04: Roll Call Votes.** A roll call vote may be requested by any member of Student

# STUDENT SENATE BYLAWS

Senate. The presiding officer may deny the request or any Senate member may object the consideration of the roll call at which time the presiding officer must rule on the matter. If the roll call vote is denied by the presiding officer, a **placard** vote of 1/3 in the affirmative shall carry the roll call.

## **Section 7.05: Special Rule for Budget Deliberations in Senate.**

**(7.05.1) Rules for the Organized Activities Budget:** During Senate deliberations on the Organized Activities Budget the following special rules shall go into effect. During deliberations on these matters, the Finance Commission Director shall be given ten minutes to introduce the bill. During debate, ~~all those present~~ **members** shall have the opportunity to speak no more than ~~five~~ **three** times on the main motion with each turn not to exceed ten minutes.

- (a) Speaking time on amendments shall be limited to ~~three~~ **two** turns for each person present wishing to speak, which shall not exceed five minutes each time. Votes on all amendments to the Organized Activities Budget shall be roll call votes and passed by a majority.
- (b) The final vote on the Organized Activities Budget shall be a roll call vote and passed by a majority.
- (c) In the event the budget bill does not receive a majority vote, it will be immediately referred back to the Finance Commission for reconsideration with the intention that the budget bill will be re-introduced by the last Senate meeting in February.

**(7.05.2) Rules for Student Technology Fee Budget Ranges:** During Senate deliberations on the Student Technology Fee Budget Ranges Bill the following shall go into effect. During deliberations on these matters, the Information Technology Director shall be given ten minutes to introduce the bill. ~~During debate, all those present shall have the opportunity to speak no more than five minutes on the main motion.~~ **During debate, all members shall have the opportunity to speak no more than three times, with each turn not to exceed ten minutes.**

- (a) Speaking time on amendments shall be limited to ~~three~~ **two** turns for each person present wishing to speak, which shall not exceed ten minutes each time. Votes on all amendments to the Student Technology Fee Budget Ranges shall be roll call votes requiring a simple majority for a passage.
- (b) The final vote on the Student Technology Fee Budget Ranges shall be a roll call vote requiring a simple majority vote for passage.

**(7.05.3) Rules for the Differential Tuition Bill:** During Senate deliberations on the Differential Tuition Bill, the following special rules will go into effect. The Academic Affairs Director or their designee will be given ten minutes to introduce the bill. During debate, all members **shall have** ~~have~~ the opportunity to speak no more than three times on the main motion, with five minutes per speaking turn.

- (a) The bill from the Academic Affairs Director will detail all budget items, departments, allocations, detail of the Provost's initiatives, the financial aid package and percentage, and total amount expended. Classifications of projects as on provisional status or other special status will also be listed and are open for amendment.
- (b) Unless moved for unanimous consent, all votes regarding the differential tuition bill will be by roll call. Approval of the differential tuition bill requires a ~~two-thirds~~ **simple majority** affirmative vote.
- (c) In the case that the Student Senate fails to achieve a ~~two-thirds~~ **simple majority** affirmative vote, the bill will be referred to the Funding Analysis Committee for prompt review and resubmission.

# STUDENT SENATE BYLAWS

## **ARTICLE 8: LEGISLATION**

**Section 8.01: Authoring.** The Student Senate extends the privilege of authoring legislation to the ~~P~~resident, ~~V~~ice President ~~vice-president~~, ~~D~~irectors, ~~deputy-directors~~, ~~C~~hairpersons, ~~S~~enators, ~~T~~reasurer, ~~W~~eb Coordinator ~~webmaster~~, ~~P~~arliamentarian, and ~~S~~ecretary, ~~commissions, special committees, and select committees.~~

**Section 8.02: Numbering.** Each piece of legislation and every amendment shall be assigned a number upon preparation. The number for main motions shall first indicate the Senate session number, followed by a dash, a letter indicating its form ("R" for Resolution, "B" for Bill, "M" for Motion), and finally a number indicating its chronological order for the session. Amendments shall be chronologically numbered when prepared and shall indicate the number of the main motion which they amend.

**Section 8.03: Form.** The presiding officer shall rule out of order any bill or resolution not submitted in appropriate written form to senators and officers at least 24 hours prior to Senate consideration unless, in the opinion of the presiding officer, an emergency condition exists or the Senate votes to suspend this rule by a two-thirds vote. **Even those matters considered in an emergency fashion must have at least two hours notice on the publicly posted agenda.**

**(8.03.1) Personal Matter:** The presiding officer shall also rule out of order any resolution of a personal matter which could more appropriately be dealt with in the form of a letter. Letters on behalf of the Senate shall be brought up through a motion on the floor. These letters shall be authored by the maker of the motion, the vice- president and all concerned parties.

**Section 8.04: ~~Amendments~~ Consideration of Bills.** ~~No amendments, other than editorial, may be made to a~~ **A bill may not be discussed or voted on** during the first reading unless the Senate suspends this rule by a two-thirds vote. **It shall be introduced during its first and second reading.**

**Section 8.05: Distribution.** A copy of each piece of proposed legislation shall be distributed to each senator and officer ~~member of the Executive Board in accordance with the Wisconsin Open Meeting Law.~~ A copy of each piece of legislation adopted by the Senate shall be distributed to the Chairman of the University Senate, **Chancellor, Vice Chancellors, Dean of Students** and **others** as appropriate, ~~to the Chancellor, Vice Chancellor, or an Assistant Chancellor of the University.~~

**Section 8.06: Referral.** ~~Any bill already coming out of a commission does not need to be referred. However, if there is an objection, then the bill must be referred to the appropriate committees or commissions.~~

**Section 8.078: Expiration:** Any piece of legislation not adopted by the end of the session in which it was introduced shall expire.

**Section 8.07: Bylaw Amendments:** In accordance with Article V, Section 2 of the Student Body Constitution, amendments to the bylaws must be adopted by a two-thirds vote with a mandatory one week period between introduction and approval.

# STUDENT SENATE BYLAWS

## **ARTICLE 9: COMMITTEES AND COMMISSIONS**

**Section 9.01: Meetings.** Each commission shall meet at least twice a month during the Senate session and only during the spring and fall academic sessions. Each director shall set a regular day and time for commission meetings and special meetings, with 24-hour notice to members, may be called by the appropriate director or by a majority of the commission.

**Section 9.02: General Commission Membership Guidelines.**

- (a) Members of all commissions shall be appointed and may be removed or replaced by the president subject to Senate confirmation.
- (b) All commission members and all members of standing committees of the University Activities Commission must meet upon appointment and thereafter maintain the eligibility requirements provided in Article III, Section 1, of the constitution.
- (c) Unless otherwise provided for in the constitution or these bylaws, no commission shall have ex-officio members.
- (d) Each commission, except for the University Activities Commission and Finance Commission, shall consist of no less than four members and the maximum quantity is up to the director's discretion. ~~The commission director, however, can set a number of members within this range.~~
- (e) A majority of the appointed voting membership of a commission shall constitute a quorum to conduct business, but a lesser number shall suffice to adjourn or recess from time to time.
- (f) Attendance policies for each commission shall be established in writing and distributed to members by the respective directors.
- (g) Commission members may be removed upon a majority vote of the Senate.
- (h) Resignations of commission members shall be submitted in writing to the president or appropriate director and announced at the next Senate meeting. Unless specified, resignations become effective upon receipt by the president or appropriate director.
- (i) Terms of commission members shall be concurrent with eligibility.

**Section 9.03: Commission Structure.**

**(9.03.1) Vice Chairperson and Secretary:** Except for the University Activities Commission, a vice chairperson and a secretary for each commission ~~shall~~ **may** be appointed and may be removed or replaced by the appropriate director. Consistent with the jurisdiction of the respective commission and from among the membership of that commission, other commission officers may be appointed, removed, or replaced by the appropriate director to positions created by the respective commission or director.

---

**Section 9.04: Standing Commissions.** The Senate shall have the following commissions with respective responsibilities as indicated.

**(9.04.1) Academic Affairs:**

- (a) Review and examine how academic policies proposed by the University Senate Academic Policies Committee and the University of Wisconsin System Regents affect students and the commission shall take appropriate action.
- (b) Serve on the University Senate Academic Policies Committee.
- (c) Collaborate with the Provost and Academic Affairs Staff to evaluate the previous years' Differential Tuition expenditures as well as serve on the Funding Analysis Committee.  
~~For further information regarding the procedures, process, and timeline of Differential~~

# STUDENT SENATE BYLAWS

Tuition, see the Differential Tuition bylaws.

- (d) Monitor the library resources and policies including the hours of operation.
- (e) The Director of Academic Affairs shall recommend the appointment to the President of a chairperson for Graduate Affairs and General Education and for the following colleges: Arts and Sciences, Business, Nursing and Health Sciences, and Education and Human Sciences.
- (f) Work with the University Senate's Faculty Awards Committee to run the nomination process for the Excellence in Advising Award. The process will be as follows:
  - (1) By mid-February, an email goes out to the student body for nominations.
  - (2) By early March, the Academic Affairs Commission will meet and discuss the nominations. The Academic Affairs Commission will narrow the nominations to five faculty or staff nominees. The nominee's names will be submitted to the Faculty Awards Committee.
  - (3) The Faculty Awards Committee then will proceed with surveying all the nominees' advisees. The Faculty Awards Committee will then select a winner from the group nominees based upon the results of the survey sent to the nominees' advisees.
  - (4) By the end of the spring semester, the Faculty Awards Committee will contact the Academic Affairs Commission Director and Academic Affairs Commission with the Excellence in Advising Award Recipient.

## **(9.04.2) Finance:**

- (a) Annually recommend to the Senate in bill form all Segregated Fee allocations for Organized Activities and projected minimum allocations for those Organized requiring them at the first meeting of the spring semester.
- (b) Recommend to the Senate procedures for **in bill form** Senate consideration of Special **allocation** requests **within two weeks of their passage of the Finance Commission.**
- (c) Review and provide recommendations to the University administration on the general operations and auxiliary enterprises budgets of the University.
- (d) Serve on the University Senate Budget Committee, or if not granted membership, attend the University Senate Budget Committee.
- (e) Refer to Finance Commission By-Laws packet for specific details regarding the policies and procedures of the Finance Commission.
- (f) Meet annually with the Information Technology Director and Treasurer, prior to formulation of the Student Senate General Operations and Legal Services Budgets discuss and plan for the cost of the technology rotation for the upcoming fiscal year.
- (g) Finance Commission shall have no more than 15 members and no less than 11. This includes the director. The majority of Finance Commission members must be student senators.

## **(9.04.4) Intergovernmental Affairs:**

- (a) Research and provide recommendations to the Senate regarding existing and proposed public policies affecting or of interest to students in local, state, and federal governments outside the University.
- (b) Appoint **Chairpersons to serve as** liaisons to legislative bodies and/or neighborhood associations, such as City Council and Eau Claire County Board, as the Director deems **necessary with the advice and consent of the Commission.**
  - (d) Inform, educate, and involve students in the electoral and legislative process of the city, county, state, and federal governments.
- (c) Inform, educate, and involve students in the electoral and legislative process of the city,

# STUDENT SENATE BYLAWS

- county, state, and federal governments.
- (d) Review pieces of legislation regarding the functions of city, state and national governments before Bills and Resolutions go before the general Senate. The Commission will discuss and then vote on the legislation. The passing or failing of the legislation by the commission is not an official vote. The review and vote will merely help to expedite the Senate deliberation process.
- (e) Work to encourage non-partisan voter registration and information in fall and spring elections. The Director must develop a voter registration and get out the vote plan for all fall elections.
- (f) During those years UW-Eau Claire is a member of United Council of UW Students, the Director shall:
- (1) Coordinate logistical arrangements in preparation for United Council functions and events.
  - (2) Attend all UC Conventions and events.
  - (3) Make substantial efforts to recruit students to run for United Council Board positions.
  - (4) Work closely with UC staff and board to coordinate efforts.
  - (5) Actively recruit other students within and outside of Senate to attend United Council events.
  - (6) If the Director is unable to attend a United Council event, they must find another to lead the UW-Eau Claire delegation, with approval of the President and Vice President.
  - (7) Coordinate any campus-wide votes on United Council membership.
- 

## **ARTICLE 10: INTERGOVERNMENTAL RELATIONS**

**Section 10.01: University Student Liaisons.** ~~The Vice-President of the Student Body or his/her designees~~ **their designee** shall attend all meetings of the University Senate and ~~the Vice President or their designee shall attend all meetings of the~~ Residence Hall Association. ~~The Academic Affairs Director or his/her designee shall attend all meetings of the University Senate Academic Policies Committee.~~ These liaisons shall report to the Senate any committee discussions or activities which they view as being of possible interest to the Senate.

**Section 10.02: University Senate Committees.** The Academic Affairs Director or his/her designee shall attend all meetings of the University Senate Academic Policies Committee. The Finance Director or their designee shall attend all meetings of the University Senate Budget Committee. The Information Technology Director shall attend all meetings of the University Senate Technology Committee. These officers shall report to the Senate any committee discussions or activities which they view as being of possible interest to the Senate.

**Section 10.03: University Senate Committees.** ~~The Academic Affairs Director or his/her designee shall attend all meetings of the University Senate Academic Policies Committee.~~ ~~These officers shall report to the Senate any committee discussions or activities which they view as being of possible interest to the Senate.~~

## **ARTICLE 11: REFERENDUM**

# STUDENT SENATE BYLAWS

**Section 11.01:** An original referendum must be voted on by the Student Senate at least 30 days prior to voting on the referendum.

- (a) The method of referendum (online ballot or paper ballot) must be voted on by the Student Senate 30 days prior to the voting on the referendum. Referendum Methods (online ballot or paper ballot) will follow the same procedure as outlined in Article 4, Section 6(J).
- (b) If it is discovered that students who are eligible (eligible as defined in Article 4, Section 6, Paragraph J, Line A of the Student Senate Bylaws) to vote were not allowed to vote, the referendum administration and/or administrator of the referendum will remedy the situation and/or extend the voting period for the same duration the referendum was intended to give. The Student Senate advisor, and the Chief Justice of the Student court shall be the Referendum administrator. The Student Court then will make a recommendation to the full Senate, which shall vote on the legitimacy of the referendum by a simple majority (greater than 50%).

## **Section 11.02: Effect & Reversal**

- (a) Referenda are considered binding upon Student Senate and its subunits subject to these bylaws and Constitution. Referenda may amend the bylaws and constitution, but if they do not, the existing bylaws are considered binding.**
- (b) Referenda that approve fees (not including United Council fees) are to be included in the appropriate budget as submitted to the Board of Regents.**
- (c) The Student Body Constitution may only be amended by the student body in a referendum in accordance with Article V of the Constitution.**
- (d) All non-constitutional referenda may only be undone or rejected by an affirmative vote of 22 voting members of the Student Senate.**