

Intergovernmental Affairs Commission Bylaws

Drafted: 10/4/2012

Article 1: Purpose

Section 1.01 - Purpose

The Intergovernmental Affairs Commission (IGA) is a standing commission of the Student Senate of University of Wisconsin- Eau Claire. The IGA Commission shall analyze and research the public policy priorities of UW-EC students, and organize advocacy of these issues on behalf of UW-EC Student Senate through direct governmental relations at the local, county, and state level. Further, the IGA Commission shall develop and support civic engagement opportunities for students on the UW-EC campus.

Article 2: Organization and Responsibilities

Section 2.01 - Composition

The Intergovernmental Affairs Commission shall be comprised of staff, commission members, and a Committee on Policy Formulation, and shall be charged with:

- (a) Informing and involving students in the electoral and legislative process of the city, county, state, and federal governments.
- (b) Work to encourage non-partisan voter registration.

Section 2.02 - Staff

The staff of the Intergovernmental Affairs Commission shall be comprised of one Director, and one Intergovernmental Affairs Intern under the Director's authority.

(2.02.1) The Intergovernmental Affairs Commission Director shall be appointed by the UW-EC Student Senate President, with the advice and consent of the Senate.

(2.02.1.1) The Director shall 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.

(2.02.1.2) During those years UW-Eau Claire is a member of United Council of UW Students, the Director shall, with the approval of the Student Senate President,:

- (a) Coordinate logistical arrangements in preparation for United Council functions and events.
- (b) Attend UC conventions and events.
- (c) Coordinate any campus-wide votes on United Council membership.

(2.02.2) The IGA Director shall have the responsibility of soliciting applications, interviewing candidates, and recommending a candidate for the position of Intergovernmental Affairs Intern by the last Student Senate meeting in September. The IGA Intern will be appointed by the Student Senate President, with the advice and consent of the Senate.

(2.02.2.1) The Intergovernmental Affairs Intern shall have primary responsibility for assembling research summaries on the issues and policies at the local, county, and state levels featured in the Legislative Priority Summary (see Article 3).

(2.02.2.2) The IGA Intern shall serve as a liaison between UW-EC Student Senate and local and county governing authorities. This duty includes:

- (a) Attending City Council and County Board meetings.
- (b) Taking comprehensive notes on issues effecting UW-EC students at City Council and County Board meetings.
- (c) Briefing the UW-EC Student Senate executive team on pertinent local and county issues at weekly Executive Board meetings.

(2.02.2.3) The IGA Intern shall receive compensation equal to 50% of the IGA Director's salary.

Section 2.03 - Membership

A maximum of 11 voting members may serve on the Intergovernmental Affairs Commission. The commission membership must be majority Student Senators.

(2.03.1) The Intergovernmental Affairs Director shall be counted as either a Senator or Non-Senator voting member as determined by their current status.

(2.03.2) The Intergovernmental Affairs Intern shall serve in a non-voting capacity, and their commission participation shall not count towards the 11 member cap.

(2.03.3) All student members of the commission must maintain compliance with the Student Senate constitution requirements for senator involvement

(2.03.4) All members (excluding the Director and IGA Intern) are recommended to the President for appointment by the Director through a process of the Director's determination. At the start of a new Student Senate session after a new Director is appointed, the new Director shall inform all members that they must re-apply to be considered for re-appointment.

(2.03.5) Participants in the Committee on Policy Formulation are not considered members of Intergovernmental Affairs Commission unless otherwise appointed through the process outlined in 2.03.4.

Article 3: Direct Governmental Relations

Section 3.01 – Committee on Policy Formulation

The Committee will exist as a sub-unit of the Intergovernmental Affairs Commission for the purpose of bi-annually drafting UW-Eau Claire Student Senate's Legislative Priority Summary.

(3.01.1) The Committee on Policy Formulation shall be comprised of the President, Vice President, Chief of Staff, and Intergovernmental Affairs Director of UW-EC Student Senate.

(3.01.2) The Intergovernmental Affairs Intern shall serve as a non-voting advisory member.

Section 3.02 – Legislative Priority Summary

The Legislative Priority Summary is to be a comprehensive documentation of the issues and policies at the local, county, and state levels affecting UW-EC students, as well as UW-EC Student Senate's official policy positions on those issues. The Legislative Priority Summary shall also serve as a coordinating guide for the lobbying priorities of UW-EC Student Senate officials to various applicable governing authorities.

(3.02.1) The Legislative Priority Summary must be formulated by the Committee on Policy Formulation and submitted to Intergovernmental Affairs Commission for approval by simple majority no later than the third Student Senate meeting in September.

(3.02.2) A revised and updated Legislative Priority Summary must be formulated by the Committee and submitted to the Intergovernmental Affairs Commission for simple majority approval no later than the second Student Senate meeting in February.

(3.02.3) Before submission of the Legislative Priority Summary to the Intergovernmental Affairs Commission, the Committee on Policy Formulation will solicit advisory input from administration and student government officials. These officials shall include the Chancellor of UW-EC, the University Senate of UW-EC, the Presidents of other UW System student governments, and UW System administrative leadership.

(3.02.4) Following passage by the Intergovernmental Affairs Commission, the IGA Director shall submit the Legislative Priority Summary in the form of a resolution for introduction at the next possible Student Senate meeting.

(3.02.5) Following UW-EC Student Senate's passage of the Legislative Priority Summary, the Committee on Policy Formulation shall seek endorsements from parties who provided advisory input (see 3.02.3).

(3.02.6) Each Legislative Priority Summary shall remain in effect from the time of its passage by the UW-EC Student Senate until the passage of the new Legislative Priority Summary by the UW-EC Student Senate.

(3.02.7) Prior to the drafting of a new Legislative Priority Summary, the Committee on Policy Formulation shall assess the success and weaknesses of the current Summary, and present to the IGA Commission on anticipated revisions for the next.

(3.02.8) Following the assessment presentation (see 3.02.7) by the Committee on Policy Formulation, the IGA Director shall present the findings and anticipated revisions to the full

Student Senate at the next possible meeting.

Section 3.03 – Agency Liaison Reporting

The Intergovernmental Affairs Director shall submit an “Agency Liaison to the Legislature” form to the Wisconsin state Government Accountability Board by the second Student Senate meeting of each new session, and submit updated information to the GAB on changes in status when necessary.

(3.03.1) The UW-EC Student Senate President and Vice President shall be classified as “Key Officials” who are legislative liaisons.

(3.03.2) The UW-EC Student Senate Chief of Staff and IGA Director shall be classified as “Other Employees who are Legislative Liaisons.”

(3.03.3) Any other representative of UW-EC Student Senate to the legislature shall be classified as “Other Employees who are Legislative Liaisons” following approval by the UW-EC Student Senate President, with advice and consent of the UW-EC Student Senate.

Section 3.04 – Governmental Relations Requirements

The UW-EC Student Senate President, Vice President, Chief of Staff, and IGA Director shall be required to make three trips per semester to directly lobby members of the Wisconsin state legislature, and others, on material presented in the Legislative Priority Summary.

(3.04.1) The UW-EC Student Senate IGA Director shall coordinate all necessary travel and lodging accommodations, as well as schedule meetings with legislators.

(3.04.2) The IGA Director shall be strongly encouraged to schedule meetings with the Chair(s) or representatives, of the Wisconsin state legislature’s Joint Committee on Finance, Senate Committee on Education, and Assembly Education Committee.

(3.04.3) The IGA Director shall be strongly encouraged to schedule meeting with Eau Claire-area Senators and Assemblymen, and UW-Eau Claire alumni serving in the state legislature. \

(3.04.4) The IGA Director shall be strongly encouraged to schedule meetings with the UW System President, as well as any relevant UW System administrators.