

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.

Last Update: September 24, 2008

By Leah Rotella

Student Association Senate Vice Chair

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.

Last Update: September 24, 2008

By Leah Rotella

Student Association Senate Vice Chair

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.

201.5.4 If an infraction of section 201.4 has occurred, that member's seat shall be made available during the next election, and the currently seated member shall serve in their capacity until such time as the newly elected member is sworn in.

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.

Last Update: September 24, 2008

By Leah Rotella

Student Association Senate Vice Chair

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.

201.7 The Student Association Senate Chair in conjunction with the University Outreach Committee Chair shall designate each Senator of the University Outreach Committee as a liaison to one of the following.

201.7.1 Student Association recognized groups (i.e. religious, athletic, etc.)

201.7.2 Temporarily recognized organizations.

201.8 Responsibilities of a liaison

201.8.1 Will serve as a resource for their designated organizations.

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

201.8.3 Liaisons shall report their findings to the University Outreach Committee.

201.9 Student Association Service

201.9.1 Senators are required to do 10 hours of service in the fall semester.

201.9.2 Senators are required to do 12 hours of service in the spring semester.

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

201.10 Constituency Meetings

201.10.1 Senators are required to hold one (1) "town hall" meeting in the fall semester and two (2) town hall meetings in the spring semester. These meetings are to be held on the living area from which the senator is elected.

201.10.1.1 Off Campus Living Area Senators are able to have the meetings on campus.

201.10.2 Senators from the same living area are encouraged to work together on these meetings.

Last Update: September 24, 2008

By Leah Rotella

Student Association Senate Vice Chair

201.10.3 At-Large Senators will be required to participate in – and help plan - each town hall meetings held by the Living Area Senators to which they are assigned.

201.10.3.1 The Senate Chair will assign each At-Large Senator two or three (2-3) Living Area Senators to work with during the semester. At-Large Senators are required to help their respective Living Area Senators plan and execute the “town hall” meetings.

201.10.4 At-Large Senators are required to hold one (1) town hall meeting on both State and Indian Quad during the month of September.

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

201.10.6 In order to receive credit for a meeting, a Senator must turn in the following to the Senate Vice Chair:

201.10.6.1 A sign in sheet of all constituents in attendance

201.10.6.2 Proof of advertisement.

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 – 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

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By Leah Rotella

Student Association Senate Vice Chair

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.

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By Leah Rotella
Student Association Senate Vice Chair

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.

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.

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

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

204.2 In-Session

204.2.1 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.

204.2.2 Chair shall inform Senate of the agenda via email 24 hours prior to the beginning of the meeting. A paper copy of the agenda shall be available no later than the beginning of the meeting:

204.2.2.1 The Chair shall call the meeting to order.

204.2.2.2 The attendance roll call shall be taken by the Vice Chair.

204.2.2.3 The Chair and Vice Chair may make introductory remarks.

204.2.2.4 The reports of the standing committees shall be given on a rotational schedule, at the discretion of the Chair;

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By Leah Rotella

Student Association Senate Vice Chair

204.2.2.4.1 Appropriations Committee

204.2.2.4.2 University Outreach Committee

204.2.2.4.3 Rules and Operations Committee

204.2.2.4.4 Governmental Affairs Committee

204.2.2.5 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.

204.2.2.6 Special or ad hoc committee reports shall be given in alphabetical order.

204.2.2.7 There shall be time for public comment.

204.2.2.7.1 The time allotted per student group for public comment shall not exceed ten (10) minutes total.

204.2.2.7.2 No speaker during public comment may exceed five (5) minutes in their remarks to the senate.

204.2.2.7.3 Senators may not address the Senate or respond to comments made by the speakers during public comment.

204.2.2.7.4 Exceptions to these rules may be made by a majority of Senate Members present and voting.

204.2.2.7.5 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.

204.2.2.8 The executive report shall be given.

204.2.2.9 The judicial report shall be given.

204.2.2.10 The legislative report shall be given

204.2.2.11 Old Business

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By Leah Rotella
Student Association Senate Vice Chair

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

204.2.2.11.2 The Chair shall call for any other old business.

204.2.2.12 Announcements shall be made.

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

204.2.2.14 The attendance roll call shall be taken.

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

204.2.2.16 The Chair shall adjourn the meeting

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

204.2.4 Special Meetings

204.2.4.1 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.

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

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

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

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

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

205.0 Parliamentary Authority

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By Leah Rotella

Student Association Senate Vice Chair

205.1 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.

205.2 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.

206.0 Succession of Student Association Senate Officers

206.1 In the absence of the Chair of Student Association Senate, the Vice-Chair shall assume all the duties and responsibilities of the Chair.

206.2 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 Committee Chair.

207.0 Supreme Court Cases

207.1 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.

208.0 University Senate

208.1 The Student Association Senate Chairman shall nominate eight students to serve on the University Senate. These appointments are subject to a two-thirds approval vote of those members present and voting of the Student Association Senate.

208.2 These Senators shall be considered University Senators, and perform all duties required by the University Senate By-Laws including but not limited to attending University Senate meetings and council meetings. Each Senator shall only be required to be a member on one of University Councils.

208.3 The University Senators shall give a monthly report to the Student Association Senate pertaining to the University Senate's legislation, and pending work.

208.4 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

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By Leah Rotella

Student Association Senate Vice Chair

209.0 Bylaws of the Appropriations Committee of the Student Association Senate**209.1 Responsibilities**

209.1.1 To consider all supplementary budget requests.

209.1.2 To consider all initial budget request during the fiscal year.

209.1.3 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.

209.1.4 All bills pertaining to allocations of money, submitted as a bill to the Student Association Senate from Appropriations Committee, shall be itemized.

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

209.1.6 To properly conduct investigation hearings for each examined group.

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

209.2 Voting membership

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

209.2.2 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.

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

209.3 Introduction of Bills

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

209.3.2 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.

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By Leah Rotella

Student Association Senate Vice Chair

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

209.3.4 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.

209.3.5 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.

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

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

209.4 Chair's Responsibilities

209.4.1 To attend all Appropriation Committee meetings.

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

209.4.3 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.

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

209.4.5 The Chair may create ad hoc committees as needed.

209.5 Ranking Member's Responsibilities

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

209.6 Vice Chair's Responsibilities

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

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

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By Leah Rotella

Student Association Senate Vice Chair

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

209.7 Rules

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

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

209.8 Amendments to the Bylaws

209.8.1 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.

210.0 Bylaws of the Rules and Operations Committee

210.1 Purpose and Responsibilities

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

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

210.1.3 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, and Constitution Article III, Section 2, part e.

210.1.3.1 The Rules and Operations Committee may choose to question any official on breach of policy, withhold stipends (if applicable) and/or hear on impeachment.

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

210.2 Membership

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

210.2.2 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

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committee upon the acceptance of such position in the Executive or Judicial branch.

210.3 Chair and his/her responsibilities

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

210.3.1.1 The Chair shall preside over Committee meetings.

210.3.1.2 The Chair shall attend all Committee meetings.

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

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

210.3.3 The Chair may create ad hoc committees as needed.

210.4 Ranking Member's Responsibilities

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

210.5 Vice Chair and his/her responsibilities

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

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

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

210.5.4 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.

210.6 Rules

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

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By Leah Rotella
Student Association Senate Vice Chair

210.6.2 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.

210.6.3 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.

210.7 Amendments to the Bylaws

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

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

210.8 Powers of Investigation

210.8.1 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.

210.8.2 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.

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

211.0 Guidelines for Conducting Confirmation Hearings

211.1 General Provisions

211.1.1 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.

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By Leah Rotella

Student Association Senate Vice Chair

211.1.2 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.

211.1.3 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.

211.2 Recordings of Proceedings

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

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

212.0 Bylaws of the Governmental Affairs Committee

212.1 Purpose and Responsibilities

212.1.1 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.

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

212.2 Membership

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

212.2.2 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"

212.2.3 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.

212.3 Chair and his/her responsibilities

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By Leah Rotella

Student Association Senate Vice Chair

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

212.3.1.1 The Chair shall preside over Committee meetings.

212.3.1.2 The Chair shall attend all Committee meetings.

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

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

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

212.3.3 The Chair may create ad hoc committees as needed.

212.4 Ranking Member's Responsibilities

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

212.5 Vice Chair and his/her responsibilities

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

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

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

212.5.4 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

212.6 Rules

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

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By Leah Rotella
Student Association Senate Vice Chair

212.6.2 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.

212.6.3 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.

213.0 Bylaws of the University and Community Outreach Committee

213.1 Purpose and Responsibilities

213.1.1 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.

213.1.2 To ensure that student concerns and desires are taken into consideration when the Student Association makes decisions or takes actions, in order to advocate on their behalf to the University Faculty Administration, and Community.

213.1.3 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.

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.

213.3 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.

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

213.3.2.1 The Chair may create ad hoc committees as needed.

Last Update: September 24, 2008

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Student Association Senate Vice Chair

213.3.3 Ranking Member's Responsibilities

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

213.3.4 Vice Chair and his/her responsibilities

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

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

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

213.3.4.4 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.

213.4 Rules

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

213.4.2 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.

213.4.3 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.