

**Indian Institute of Technology
Madras Chennai, India-600036**



**Rulebook for
Student Legislative Council**

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I. SLC MEETINGS RULES AND PROCEDURE

1) Convening Meetings

- A. SLC meetings shall be convened by the SLC Speaker, the dates of the meetings shall be informed to the Legislators at least a week in advance.
- B. In case the Legislators are not informed a week in advance, the so-convened SLC meeting will have to approve the meeting through a simple majority, failing which the SLC meeting shall automatically be considered Null and Void.
- C. An SLC meeting can also be convened by a 1/3rd of SLC Legislators by a written application to the SLC Speaker. Section (1.a) applies here too.

2) Agenda Points

- A. The Speaker shall call for Agenda for an SLC meeting 7 days before the SLC meeting, the agenda point should be proposed by Legislators only. However, the suggestions from GSB shall be taken into consideration by the SLC Legislators.
- B. The agenda for the SLC meeting shall be finalised by the SLC, 4 days before the meeting. The Agenda shall be shared in the SLC Google Group. The Agenda shall be considered valid unless a simple majority of SLC members vote to change/modify the agenda.
- C. The Agenda shall be publicised at least 24 hours before the SLC meeting.
- D. Any point not on the Agenda shall be raised only if the SLC agrees to discuss the same through a simple majority.
- E. Minutes of an SLC meeting shall be circulated within seven days of the Meeting among GSB.

3) Attendance, Non-Transferable Vote and Disqualification

- A. Seeing that the dates of the SLC meeting are to be conveyed a week in advance, it is reasonable to expect all the SLC Legislators to attend all the meetings. In case a Legislator knows that he/she will be unable to attend the SLC meeting, he/she must inform the same to SLC Speaker within 3 days of the Speaker announcing the date.
- B. The Secretariat head shall take attendance at the start of every meeting.
- C. In General, the vote of a SLC Legislator is non-transferable, i.e. in case of absence, a proxy shall not be allowed to take part in the SLC meeting on a Legislator's behalf. However, in case of special circumstances/unforeseeable events (the validity of which is to be decided at the Speaker's discretion), the Legislator may nominate a member on his/her behalf to an SLC meeting. Such nominations shall not exceed 2 meetings in a given year.
- D. Any Legislator who remains absent for more than 50% of the meetings (the integer value to be determined by the ceiling function) shall automatically stand disqualified as an SLC Legislator. The same shall be conveyed by the Speaker to the Legislator and the GSB within a week.
- E. In case the concerned electorate wants to nominate another Legislator to SLC instead of the disqualified Legislator, it can do so if at least 25% of the electorate writes a signed letter to the Speaker. The Speaker shall take the necessary measures to facilitate this process. The Speaker shall confirm and inform the GSB about the nomination after having ensured the authenticity of the letter - a process that must be completed within a week of receiving the letter.

4) Speaking Time and Censure Motion

- A. Only those Legislators who are recognized by the Speaker shall talk in the SLC. Each Legislator can't talk for more than 3 minutes at a stretch without the Speaker's permission. Members of the GSB can speak only with the Speaker's approval.
- B. The Speaker shall have the power to censure a Legislator for unparliamentary behaviour on the SLC floor. The Speaker shall provide justification for the same within a week. Three Censures in an academic year shall automatically lead to disqualification.
- C. The SLC has the power to Censure an Executive Council Member or the SLC Speaker for unconstitutional behaviour. This Censure Motion will have to be passed by 2/3rd of the Legislators. When the censure motion is against the SLC Speaker, the Deputy Speaker shall preside over the SLC meeting. The Deputy Speaker shall be selected from the Legislators by simple majority.

5) Referendum

- A. Initiation: A referendum shall be initiated by the Speaker only if more than half the total strength of SLC, more than half the EC or more than 500 members of the GSB ask for it through a signed memorandum addressed to the Speaker.
- B. Procedure: The Speaker shall conduct a referendum within 48 hours of receipt of the memorandum.
- C. A referendum shall be considered valid if and only if more than one-third of the total GSB cast their vote and a motion shall be considered as passed only if a simple majority of these vote in favour of the motion.

II. TEAMS UNDER THE SPEAKER

1. SECRETARIAT TEAM

A. Purpose

The Student Legislative Council's (SLC) Secretariat serves as the SLC's administrative backbone and support structure, ensuring that it runs smoothly. It is essential for streamlining the legislative procedure and helping the Speaker do their duties.

B. Responsibilities of the Secretariat team

The Student Legislative Council Secretariat, under the leadership and guidance of the Speaker, is in charge of looking after the publicity and facilities requirements of the Student Legislative Council and its committees. In addition, the Secretariat shall carry out those duties and responsibilities that are assigned to it by the Speaker insofar as it relates to fulfilling the Speaker's constitutional obligations.

- a. **Administrative Assistance:** The Secretariat offers the Speaker crucial administrative assistance, facilitating the efficient conduct of the SLC meetings. It helps with scheduling, keeping track of paperwork, and managing official correspondence. The Secretariat's management of administrative and logistical duties frees up the Speaker to concentrate on their leadership duties and strategic decision-making.
- b. **Procedural Assistance:** During council sessions, the Secretariat aids the Speaker in following legislative rules. It assists in ensuring that meetings are conducted in a fair and orderly manner by advising participants on procedure, keeping minutes, and controlling voting procedures. The Secretariat contributes to maintaining a nicely organised and effective legislative environment by offering expertise in legislative procedures.
- c. **Maintaining records and documentation:** The Secretariat is in charge of keeping complete records of council proceedings. It creates and maintains legislative papers like minutes and resolutions. By preserving the institutional memory of the SLC and facilitating access to historical

information for reference and accountability needs, the Secretariat maintains conversations, decisions, and actions taken by the council.

- d. **Managing Effective Communication:** On behalf of the SLC, the Secretariat promotes internal and external communication, ensuring that information is effectively communicated to council members, Executive Council, the general student body.
- e. **Student Engagement & Outreach:** The Secretariat serves as a point of contact for students, responding to their questions, requests, and issues. It offers information, advice, and referrals to pertinent council members or committees as part of its constituent services. To encourage student engagement and raise knowledge of the SLC's programmes, the Secretariat also plays a role in publicising council activities, events, and accomplishments.
- f. **Assisting Standing Committees:**
 - i) **Mid-Term and End-Term Reports:** The Secretariat supports standing committees in preparing mid-term and end-term reports of the Executive Council (EC) for town hall meetings. It assists committees in gathering relevant data, analysing EC activities, and drafting comprehensive reports that highlight achievements, challenges, and future plans. The Secretariat ensures that these reports are well-structured, accurate, and provide a clear overview of the Executive Council's performance.
 - ii) **Manifesto Reviews:** The Secretariat maintains documents related to the manifesto reviews of EC members, legislators, and hostel council members. It assists standing committees in compiling and organising the necessary information for evaluating the progress made towards fulfilling manifesto promises. The Secretariat ensures that the manifesto review documents are securely stored, easily accessible, and regularly updated to track the implementation of key initiatives.

C. Composition

The Secretariat shall consist of:

1. 1 Secretariat Head
2. 2 Strategists (Operations & Outreach and Documentation & Reporting)
3. Coordinators (maximum of 7)

D. Selection

The student-head of the secretariat shall be appointed by the Speaker subject to ratification by the Student Legislative Council. The Secretariat heads shall in turn appoint the strategist and coordinators in consultation with the Speaker.

E. Term of Office

Each member shall have a term of office of one year.

F. Eligibility

The eligibility of the members of the Public Policy Club shall be as follows:

- A. No Academic or Hostel disciplinary actions
- B. A minimum CGPA of 6.5
- C. On-campus resident
- D. No U/W grade
- E. No C-Cash proceedings

G. Removal Procedure

If a Head/Strategist/Coordinator is found performing way below expectations, the Head shall issue a warning, if the said complaint is on the Head, the Speaker shall issue a warning. If the performance does not improve within a span of two weeks, the said individual shall be removed from the team, in consultation with the Speaker. The report on the same shall be prepared by the concerned punitive authority.

H. Resignation of members of the Secretariat

Members of the Student Legislative Council Secretariat may tender their resignation by writing to the Speaker. A member shall have resigned from the Secretariat once all financial transactions carried out by him/her have been settled and the same is notified to the Student Legislative Council by the Speaker.

2. PUBLIC POLICY CLUB

A. Purpose

The Public Policy Club falls under the SLC Speaker's jurisdiction. The club aims to establish an environment conducive to facilitating intellectually stimulating parleys on contemporary policy. The Club is directly accountable to the SLC speaker. With an unwavering commitment to innovative policy solutions, the club serves as a catalyst for positive change, actively influencing policy discourse and driving socio-economic development at institute as well as national level. The Public Policy Club at IIT Madras envisions a transformative platform that critically interweaves academia and policy formulation, benefiting the General Student Body (GSB). By fostering a culture of critical thinking and evidence-based decision-making, the club empowers members to become effective policymakers and advocates. Through engaging dialogues and interdisciplinary collaboration, it cultivates a deep understanding of pressing socio-political issues. Organising seminars, workshops, and conferences, the club bridges the gap between theory and practice, facilitating meaningful discussions with policymakers, practitioners, and experts.

B. Responsibilities of the Public Policy Club

- a. Policy Education and Training:** Workshops and Skill-Building Sessions: To improve members' comprehension of policy-making processes, research methodologies, critical analysis, and effective communication, the club holds workshops and training sessions.
- b. Policy Debates and Discussions:** The group hosts debates and discussions on current policy problems, giving members a forum to voice their thoughts, have a productive conversation, and develop their critical thinking abilities.
- c. Analysing Policy Proposals:** The club evaluates policy proposals and their potential impact on the student community, providing thoughtful analysis and recommendations to the SLC.
- d.** The Public Policy Club actively tries to collaborate with other student groups and organisations that have a similar focus on public policy or related subjects.
- e. Reporting and Accountability:** The Public Policy Club shall provide regular reports on its activities and achievements to the SLC. The team is

responsible for documenting and summarising club activities, participation, and outcomes. This information shall be presented at designated SLC meetings or as requested by the Speaker or relevant standing committees.

C. Composition

The team shall consist of:

1. Heads (Maximum of 2)
2. Vice-Heads (Maximum of 3)
3. Coordinators (Maximum of 8)

D. Selection

The heads of the Public Policy Club shall be appointed by the Speaker subject to ratification by the Student Legislative Council. The club heads shall in turn appoint vice heads and coordinators in consultation with the Speaker.

E. Term of Office

Each member shall have a term of office of one year.

F. Eligibility

The eligibility of the members of the Public Policy Club shall be as follows:

- A. No Academic or Hostel disciplinary actions
- B. A minimum CGPA of 6.5
- C. On-campus resident
- D. No U/W grade
- E. No C-Cash proceedings

G. Removal Procedure

If a Head/Vice-Head/coordinator is found performing way below expectations, the Head shall issue a warning, if the said complaint is on the Head, the Speaker shall issue a warning. If the performance does not improve within a span of two weeks, the said individual shall be removed from the team, in consultation with the Speaker. The report on the same shall be prepared by the concerned punitive authority.

H. Resignation of members of the Public Policy Club

Members of the Public Policy Club may tender their resignation by writing to the Speaker. A member shall have resigned from the club once all financial transactions carried out by him/her have been settled and the same is notified to the Student Legislative Council by the Speaker.

III. PARLIAMENT TRIP

A student delegation trip to the Parliament of India would be conducted under the purview of the Speaker, the Student Legislative Council Secretariat Team and the Public Policy Club. The trip would be held during the winter session of the Parliament which coincides with the student's winter break. The trip would comprise a visit to the Parliament during session, meetings with Ministers and Members of Parliament, sessions and/or workshops with think tanks and NGOs and a social awareness visit. The aim of the trip would be to educate the General Student Body on topics of governance, policy and politics and encourage the delegation to foster the same level of discussion in the student governance ecosystem of the institute.

Selection of Delegates: The delegation would comprise members of the Executive Council, Student Legislative Council, SLC Secretariat Team, Public Policy Club, FAC, T5E, SECC, and selected delegates from the General Student Body. The selection of the delegates would be done by the SLC Secretariat and the Public Policy Club through a rigorous screening process comprising an application and an interview.