

**By-Laws of the Legislative Board of Warren College Student Council**  
**Earl Warren College**  
**University of California, San Diego**  
**AMENDED: 22 Apr 2004, 3 Jun 2004, 30 Sept 2004, 18 Nov 2004**

**ARTICLE I: NAME**

The name of this assembly shall be Warren College Student Council (WCSC) Legislative Board

**ARTICLE II: COUNCIL SESSIONS**

**A. Council Business as a Body**

All council business requiring action as a body shall be conducted during Legislative Board Sessions.

**B. Council Sessions**

1. The new council shall convene on the sixth (6<sup>th</sup>) Thursday of Spring Quarter as a described in the Constitution as the Elections Code, and shall adjourn automatically upon the beginning of the new Council in the following spring.
2. The Council shall be allowed to recess for Winter and Spring Breaks, as well as for the Summer Quarter.

**C. Retreats**

The Fall Retreat will be scheduled for the earliest weekend after Fall appointments. A second retreat may be scheduled for sometime following Winter Break. The responsibility for the organization of these retreats shall rest with the Vice President Internal and the Executive Board.

**ARTICLE III: LEGISLATIVE BOARD MEETINGS**

**A. Regular Legislative Board Meetings**

The day and time of regular Legislative Board Meetings shall be determined by the President at the start of every quarter, but shall not be changed without the consent of the Legislative Board after the first meeting of that quarter.

**B. Special Council Meetings**

1. Special council meetings may be called at anytime by the President, or upon presentation of the President a petition signed by no less than two-thirds (2/3) of the voting Council members.
2. It shall be the responsibility of the secretary to notify the council members as to the date, time, and location of the special meeting.
3. The President or the petitioners calling such a meeting must, in their call, state a specific subject(s) for consideration, and only these items may be considered during that meeting.
4. Attendance at special council meetings is mandatory. Failure to notify the President and Secretary of one's absence, 48 hours in advance of the meeting, will automatically be considered unexcused (as defined by Section IV.F of these By-Laws).

### C. Closed Sessions

1. The council may hold closed sessions, only if approved by a one third ( $1/3^{\text{rd}}$ ) vote of all voting members.
2. Such closed sessions shall be held only when personal litigation is being discussed.
3. The agenda for closed sessions shall be approved in the open session and no further items shall be considered in the closed session.
4. No action shall be taken during a closed session.
5. Attendance at closed sessions shall be limited to voting members, President, Parliamentarian, and those individuals invited by a majority vote of the Council.

### D. Call to Order

1. No council meeting may be called to order without the presence of a quorum being explicitly established by the President by a call of the roll.
2. No regular Council meetings may be called to order more than twenty (20) minutes after its scheduled time.

### E. Agenda

1. The agenda for regular Council meetings shall consist of the following classes of business:
  - a. Call to Order
  - b. Roll Call
  - c. Approval of agenda. Approval of minutes from the previous meeting.
  - d. Announcements
  - e. Reports
    - i. Dean of Student Affairs
    - ii. Student Activities Coordinator
    - iii. WCSC President
    - iv. WCSC Events Board Chair
    - v. Members of Council
  - f. Open Forum
  - g. Funding Requests
  - h. Internal Business
  - i. Council Forum
  - j. Final Roll Call
  - k. Adjournment
2. Any member of Council who wishes to submit an item for the agenda to the President must do so no less than twenty-four (24) hours before the meeting.
3. The President shall distribute the agenda to all members of WCSC via e-mail no less than six (6) hours before the start of the meeting.
4. All items submitted by members of Council shall be on the agenda. All accounts listed in the WCSC Financial Bylaws with the exception of WTCC and Mandate Reserves shall be on the agenda with their current amounts.
5. Once this agenda has been distributed via e-mail, no item shall be added unless changed by a two-thirds ( $2/3$ ) vote of Legislative Board.
6. No items shall be added to the agenda while Council is in closed session.

## **ARTICLE IV: MISCELLANEOUS RULES AND PROCEDURES**

A. The Council shall be governed by Simplified Parliamentary Procedure, based upon Robert's Rules of Order, except as otherwise provided herein.

### **B. Quorum**

1. A fifty percent plus one (50% + 1) majority of the voting Council members, rounded up to the nearest whole number, shall constitute a quorum. Quorum is required to vote on any business.
2. Business may not be transacted at the Council meeting without the presence of quorum. It is the responsibility of the Parliamentarian to immediately inform the President when a quorum is no longer present. Once the President is informed, he/she must immediately inform the entire council.
3. When the quorum is called, the President shall have five (5) minutes to explicitly verify the presence or absence of quorum. During these five (5) minutes, no business shall be conducted and no voting Council member shall leave the room.
4. Only voting Council members may call the quorum.

### **C. Attendance Roll Call**

At each regular, special, and closed council meeting, for the purpose of the minutes and attendance records, the Secretary shall record a roll taken within fifteen (15) minutes after the call to order and again before the adjournment of the same Council meeting.

### **D. Voting**

1. Voting by proxy is prohibited.
2. If the total number of ayes, nays, and abstentions does not equal the number of voting members present, then there shall be a revote, with no council members who already cast their votes changing them.
3. If the total ayes, nays, and abstentions in any vote of the council are not a quorum and the quorum is called at that time, the vote on that motion shall not be valid. The question shall be the first item of business at the next regular council meeting.

### **E. Debate**

1. A speakers list will be formed at the beginning of all debate on any item under Funding Requests or Internal Business at the discretion of the Parliamentarian.
2. No council member may speak or question more than twice without specific permission of the council, given either in the form of majority vote or by having no member of the council object to a member's request. No council member may speak a second time on any question before all members have had an opportunity to speak once. The President shall endeavor to alternately recognize speakers pro and con.
3. No council member shall speak longer than five (5) minutes at a time without permission of the Council. Extensions of the five (5) minute limit must be for specific lengths of time.

4. Council members may yield the floor to one other member or guest, and that member or guest may yield back to the original speaker, so long as the five (5) minute speaking time of the member originally recognized is not exceeded. The floor may be yielded once to one other member or guest per original speaker.
5. Debate on any given question shall be limited to twenty (20) minutes. After that time, the Council shall come to an immediate vote on the question. An extension of debate beyond the twenty (20) minutes may be made for a specific period of time by a one third (1/3) plus one vote of the council members present.
6. Debate may be closed, or a motion called to question, by a two-thirds (2/3) vote of the voting members present.
7. If debate is closed by a two-thirds (2/3) vote of the council on any given question without any actual debate occurring, one speech pro and one speech con shall be allowed prior to the vote. In this case, the maker of the motion pending shall have precedence to speak above all others.
8. Directly following a Council members opportunity to speak, up to three (3) members or guests may be permitted to make short comments limited to thirty (30) seconds and directly relating to the comments made prior to speaking.
9. During discussion and debate, guests may be permitted to speak at the recognition of the President prior to a vote, if all Council members desiring to speak have been recognized.

#### F. Council Attendance

1. All voting members of the WCSC Legislative Board, the President, and the Parliamentarian must attend all Legislative Board meetings.
2. All members of Warren College Student Council must attend a minimum of three (3) WCSC Legislative Board meetings per quarter. These minimum three meetings are set for Weeks Two (2), Five (5), and Nine (9). If a member cannot make these three meetings, that member shall attend the preceding or subsequent meeting.
3. Full attendance shall be defined as presence in both the first and final roll calls. Missing the first or final roll call without an excuse shall be counted as one half (1/2) an absence.
4. In the event that a Legislative Board member is unable to attend a meeting or the first or last roll call of a meeting he or she must inform the President and the Secretary in writing at least two (2) days prior to the meeting.
5. Absence shall be excused at the discretion of the President, subject to appeal by a majority vote of council.
6. An unexcused or excessive excused absences are grounds for removal from office.

G. The Council as a whole shall not endorse any candidate for ASUCSD or WCSC office, nor oppose such a candidate. In addition, the Council shall not spend any money in support or opposition of a public proposition or candidate for public office.

#### H. Minutes of Council Proceedings

1. The minutes of the proceedings of the council shall be taken by the Secretary in the form prescribed in Simplified Parliamentary Procedure.
2. The minutes shall include:

- a. All Original Main Motions and proposed amendments as considered under Business.
- b. All Original Main Motions and amendments to Main Motions, First, and Second Degree, and voting record.
- c. All committee officer and commissioner reports.
- 3. All Council minutes shall be considered unofficial until approved by a majority vote of the council members present.
- 4. Once recorded minutes are approved by Council, copies shall be made available to the public and press.
- 5. The Warren Dean's Office shall maintain a permanent file of council minutes, open to inspection by the public and press for 1 year. Current session minutes shall be found on the Web page.

#### I. Reports

- 1. All members of WCSC are encouraged to give oral reports during the appropriate section of the agenda.
  - a. Oral reports made by the Executive Board are not to exceed five (5) minutes, unless time is extended by a majority vote of the Council.
  - b. Oral reports made by any member of WCSC, excluding the Executive Board, are not to exceed three (3) minutes, unless time is extended by a majority vote of the Council.
  - c. Oral reports made by the Advisors of the WCSC Legislative Board shall have no time limit, unless set by a majority vote of the Legislative Board for the duration of the meeting.
- 2. Written reports may be submitted to both the President and the Secretary and can be added to the minutes of that meeting.

#### J. Time Limits

- 1. It is the Chair's responsibility to make sure time limits are followed. However, if the Chair feels that the speaker will only continue for a minute or so longer and the assembly is engaged in what the speaker is saying, the Chair may choose to forego enforcing time limits.
- 2. If the Chair chooses to forego enforcing time limits, any member may raise a point of order, at which point the Chair must enforce the time limit for that particular speaker.

### **ARTICLE V: FUNDING**

Refer to the WCSC Financial By-laws.

### **ARTICLE VI: MEMBERS OF THE LEGISLATIVE BOARD**

#### A. President

- 1. Elected in the WCSC elections
- 2. Shall serve as the official representative of WCSC.
- 3. Shall call and preside over meetings of the WCSC Legislative Board.
- 4. Shall assemble the agenda for the WCSC Legislative Board meetings.

5. Shall serve as an ex-officio, non-voting member of WCSC Events Boards, WCSC committees, and ASUCSD council.
6. Has the power to veto any legislation passed by WCSC, including, but not limited to, funding requests, resolutions, changes to the bylaws, suspensions of the bylaws, and the Parliamentarian's preliminary rulings on bylaw adherence. The President's veto may be overridden by a 2/3 vote of WCSC.
7. Shall coordinate with the Treasurer and submit a preliminary budget by the second meeting of fall quarter. Shall submit a final budget after ASUCSD funds, student activity fee funds, and all other funds are provided to WCSC.
8. Shall appoint the Parliamentarian, subject to confirmation by a two-thirds (2/3) majority vote of the WCSC Legislative Board.
9. Vote in WCSC Legislative Board meetings only in the case of a tie.
10. Shall objectively summarize the highlights of each WCSC Legislative Board meeting for the Website Coordinator to post on the website within three academic (3) days of the meeting.
11. Shall meet at least biweekly with the Warren Dean of Student Affairs and WCSC advisor.
12. Must be a currently enrolled Warren Student.

#### B. Vice President Internal

1. Elected in the WCSC elections
2. Shall perform the duties and exercise the powers of the President when the President is absent.
3. Shall assist the President in the execution of the President's duties.
4. Shall meet with WCSC Legislative Board members to evaluate their job performances at least once a quarter, and report to the President.
5. Shall organize the WCSC retreats with assistance of the Legislative Board.
6. Shall serve out the remainder of the President's term in the event of the President's resignation or removal from office.
7. Shall Chair the Legislative Board Appointments Committee.
8. Shall be a voting member of the WCSC Legislative Board except when chairing WCSC Legislative Board meetings.
9. Must be a currently enrolled Warren Student.

#### C. Vice President External

1. Elected in the WCSC elections.
2. Shall perform the duties and exercise the powers of the Vice President Internal when the Vice President Internal is absent.
3. Shall assist the President in the execution of the President's duties.
4. Shall chair the Scholarship Committee.
5. Shall coordinate the efforts of WCSC's representatives to external committees, to ensure that the collective voices of the WCSB are heard.
6. Shall assist the Vice President Internal in the evaluation of WCSC members, specifically concentrating on the external members.
7. Shall be a voting member of the WCSC Legislative Board, except when chairing WCSC Legislative Board meetings.

8. Must be a currently enrolled Warren Student.

#### D. Treasurer

1. Elected in the WCSC elections.
2. Shall work with the President and the Dean of Student Affairs to construct the annual budget.
3. Shall act as a liaison between WCSC and the Dean of Student Affairs Office for all groups that have received WCSC funding.
4. Shall meet with members of the WCSC Events Board, when necessary, to discuss budgetary issues.
5. Shall present the status of the budget and estimated account balances to the Legislative Board of WCSC before any funding requests are approved at the weekly meeting.
6. Shall present the status of the budget and estimated account balances at the request of any council member or member of the public.
7. Shall be a voting member of the WCSC Legislative Board.
8. Must be a currently enrolled Warren Student.

#### E. Secretary

1. Elected in the WCSC elections.
2. Shall prepare and keep records of minutes and agendas of all WCSC Legislative Board meetings.
3. Shall distribute the minutes of each meeting to all council members and the Dean of Student Affairs by the Tuesday following the meeting.
4. Shall call roll at the beginning and end of all WCSC Legislative Board meetings, and include the roll call in the minutes.
5. Shall inform the President whether or not quorum has been established after the first roll call during WCSC meetings, and shall declare whether quorum exists if another council member inquires during a meeting.
6. Shall collect the minutes for all WCSC Boards and Committees
7. Shall be a voting member of WCSC Legislative Board.
8. Must be a currently enrolled Warren Student.

#### F. Parliamentarian

1. Shall be appointed by the President by seventh week of Spring Quarter. Appointment must be approved by a two-thirds (2/3) majority vote of the Legislative Board.
2. Shall serve a one (1) year term, beginning at the WCSC Legislative Board meeting held during seventh week of Spring Quarter.
3. Shall serve as an advisor to the President and WCSC Legislative Board on matters of parliamentary procedure and constitutional issues.
4. Shall assist the President in the operation of WCSC Legislative Board meetings.
5. Shall make preliminary rulings on questions of constitutionality or bylaw adherence during WCSC Legislative Board meetings, but shall defer to the Judicial Board for additional clarification and rulings when needed.
6. Shall be a non-voting member of the WCSC Legislative Board.
7. Must be a currently enrolled Warren Student.

#### G. Freshman Senator

1. Shall be nominated to the Council by the third (3rd) week of Fall quarter by the Legislative Board Appointments Committee. Appointment must be approved by a majority vote of the Legislative Board.
2. Must be a currently enrolled Warren Student.
3. Must have completed no more than two (2) quarters of post-secondary education.
4. Shall serve until third (3rd) week of the Fall quarter following the one in which s/he was appointed.
5. Shall attend ASUCSD Council, Senate, and committee meetings as the representative of the Warren Freshman class.
6. Shall be a voting member of WCSC Legislative Board.
7. Shall be responsible for at least one senator project per term.

#### H. Sophomore Senator

1. Elected in the ASUCSD elections.
2. Must be a currently enrolled Warren student.
3. Must have completed no fewer than two (2) and no more than six (6) quarters of post-secondary education, excluding summer quarter, during term of office.
4. Shall attend ASUCSD Council, Senate, and committee meetings as the representative of the Warren Sophomore class.
5. Shall be a voting member of WCSC Legislative Board.
6. Shall be responsible for at least one senator project per term.

#### I. Junior Senator

1. Elected in the ASUCSD elections.
2. Must be a currently enrolled Warren student.
3. Must have completed no fewer than five (5) and no more than nine (9) quarters of post-secondary education, excluding summer quarter, during term of office. If a transfer student from a college with a semester system, must have completed no fewer than two (2) and no more than six (6) semesters of post-secondary education, excluding summer semester, during term of office.
4. Shall attend ASUCSD Council, Senate, and committee meetings as the representative of the Warren Junior class.
5. Shall be a voting member of WCSC Legislative Board.
6. Shall be responsible for at least one senator project per term.

#### J. Senior Senator

1. Elected in the ASUCSD elections.
2. Must be a currently enrolled Warren student.
3. Must have completed no fewer than eight (8) quarters of post-secondary education, excluding summer quarter, during term of office. If a transfer student from a college with a semester system, must have completed no fewer than four (4) semesters of post-secondary education, excluding summer semester, during term of office.
4. Shall attend ASUCSD Council, Senate, and committee meetings as the representative of the Warren Senior class.



5. Shall be a voting member of WCSC Legislative Board.
6. Shall be responsible for at least one senator project per term.
7. Shall serve as a voting member of the Senior Gift Committee.

#### K. Publicist

1. Nominated by fourth week of fall quarter by the Legislative Board Appointments Committee. Appointment must be approved by a majority vote of the WCSC Legislative Board
2. Must be a currently enrolled Warren student.
3. Shall be the official media contact for all WCSC-related matters.
4. Shall establish and maintain connections with UCSD and Warren-specific media organizations, including, but not limited to, Warren Briefs, Warren College Television (WCTV) and the UCSD Guardian, in order to publicize WCSC events and actions among the Warren and UCSD community.
5. Shall collaborate with WCTV interns and WCTV staff to broadcast WCSC-related information on WCTV.
6. Shall collaborate with Website Developer to increase the campus's awareness of actions taken by WCSC.
7. Shall be a voting member of WCSC Legislative Board.

#### L. Chair of WCSC Events Board

1. Elected in the WCSC elections.
2. Must be a currently enrolled Warren student.
3. Shall chair the meetings of the WCSC Events Board.
4. Shall represent the interests of the WCSC Events Board at WCSC Legislative Board meetings.
5. Shall coordinate the activities of the WCSC Legislative Board with those of the WCSC Events Board.
6. Shall assist WCSC Events Board Programmers with their interactions with the WCSC Legislative Board, including, but not limited to, funding requests and acquiring additional volunteers for programs.
7. Shall be a voting member of WCSC Legislative Board.

#### M. Academic Affairs Commissioner

1. Nominated by fourth week of fall quarter by the Legislative Board Appointments Committee. Appointment must be approved by a majority vote of the WCSC Legislative Board.
2. Must be a currently enrolled Warren student.
3. Shall become familiar with Warren College general education requirements, operation of the Warren College Writing Program, and Warren College academic affairs staff.
4. Shall advise the Warren College Provost and Deans regarding the Warren College Writing Program and any revisions of the college's general education requirements.
5. Shall advocate on behalf of Warren students for any changes in Warren College's general education requirements or the Warren College Writing Program.

6. Shall work with the Student Advocate to assist any Warren student with issues relating to academic dishonesty.
7. Shall be a voting member of WCSC Legislative Board.
8. Shall serve as one of the Warren College Student representatives to the Executive Committee.
9. Shall recommend the second student representative for the Warren College Executive Committee.

#### N. Student Advocate

1. Nominated by fourth week of fall quarter by the Legislative Board Appointments Committee. Appointment must be approved by a majority vote of the WCSC Legislative Board.
2. Must be a currently enrolled Warren student.
3. Shall become familiar with all pertinent student conduct codes, including, but not limited, to those relating to academic dishonesty, on-campus housing and posting policies.
4. Shall provide his or her services as an advocate on behalf of any Warren student brought before the Judicial Board.
5. Shall be notified by the Dean of Residential Life and Dean of Student Affairs of any student involved in an infraction, and shall offer advice and counsel to any student accused of an infraction.
6. This notification by the Dean shall be kept in strict confidence by the Student Advocate, and shall not be discussed with any person other than the Dean or the student involved.
7. Shall work with the Academic Affairs Commissioner to assist any Warren student with issues relating to academic dishonesty.
8. Shall be a voting member of WCSC Legislative Board.

#### O. Commuter At-Large

1. Elected in the WCSC elections.
2. Must be a currently enrolled Warren commuter student.
3. Shall represent the needs and concerns of Warren College commuter students.
4. Shall be a voting member of WCSC Legislative Board.

#### P. Transfer At-Large

1. Elected in the WCSC elections.
2. Must be a currently enrolled Warren transfer student.
3. Shall represent the needs and concerns of Warren College transfer students.
4. Shall be a voting member of WCSC Legislative Board.

#### Q. Resident At-Large

1. Nominated by the fourth week of fall quarter by the Legislative Board Appointments Committee. Appointment must be approved by a majority vote of the WCSC Legislative Board.
2. Must be a currently enrolled Warren student living on campus.
3. Shall represent the needs and concerns of Warren College residents.

4. Shall be a voting member of WCSC Legislative Board.

#### R. Website Coordinator

1. Shall make updates as often as necessary to preserve the integrity of the WCSC Website.
2. Shall be accountable for everything on the WCSC Website.
3. Shall post weekly the WCSC Legislative Board agenda and minutes from the previous meeting. Shall maintain an information section of all members of each Board of WCSC. Shall post the WCSB Constitution and the Bylaws of each WCSC Board.
4. Shall keep accurate logs of website activity and website changes.
5. Shall train the incoming webmaster for the subsequent year.
6. Must be a currently enrolled Warren student.
7. Shall be a non-voting member of WCSC Legislative Board.

#### S. Historian

1. Nominated by fourth week of fall quarter by the Legislative Board Appointments Committee. Appointment must be approved by a majority vote of the WCSC Legislative Board.
2. Must be a currently enrolled Warren student.
3. Must obtain pictures and any available artifacts from each WCSC event.
4. Shall make a genuine effort to attend each WCSC event.
5. Shall coordinate with Website Coordinator to update pictures on website.
6. Shall share all obtained materials with the publicist for publicity purposes.
7. Shall compile a scrapbook by fifth (5<sup>th</sup>) week of Spring Quarter that accurately and chronologically embodies WCSC throughout the current year.
8. Basic scrapbook materials will be covered by the WCSC Legislative Board. Refer to the WCSC Financial Bylaws.
9. The scrapbook shall be stored in the Warren College Student Affairs Office.

### **ARTICLE VII: THE EXECUTIVE BOARD**

#### A. Members

1. President
2. Vice President Internal
3. Vice President External
4. Treasurer
5. Secretary
6. Parliamentarian
7. Chair of Events Board
8. Chair of the Warren College Judicial Board

#### B. Purpose

The Executive Board will meet at the convenience of its members to discuss issues pertaining to the duties of those members, as defined in Article VI of these by-laws. The meetings will also

serve as a medium of communication between the Executive Board members to openly share their ideas, plans, questions, and anything more that the members wish to informally discuss.

#### C. Procedures

1. A majority of the Executive Board members, rounded up to the nearest whole number, shall constitute a quorum. Quorum is required to hold any Executive Board meeting and to vote on any business.
2. The President shall chair the meetings. The Chair shall prepare an agenda for each meeting.
3. All members excluding the Chair shall be voting members. The Chair shall only vote in the case of a tie.
4. The meetings may be run according to the preference of its members: informally or based on Robert's Rules of Order.
5. The Executive Board may approve allocations from the Internal account for Internal aspects of WCSC. Refer to the WCSC Financial Bylaws.

#### D. Minutes

1. Refer to the WCSB Constitution, Article VII.
2. The minutes shall reflect every official vote take by the Executive Board at the meeting.

### **ARTICLE VII. COMMITTEES AND CHARTERS**

- A. Committee charters shall augment these bylaws.
- B. The WCSC Legislative Board may create additional committees as it sees fit. All committees created must have a charter passed by a two-thirds (2/3) majority of the voting members.
- C. Amendments to existing charters must be approved by the Standing Committee for Constitution and Bylaws Review, then by a two-thirds (2/3) majority of the Legislative Board's voting members.
- D. All ad hoc committee charters must have an end date.

### **ARTICLE VIII: WARREN COLLEGE STUDENT ORGANIZATIONS**

- A. Any group of registered Warren students may form an organization.
- B. To receive WCSC funds, a student organization must submit:
  1. A list of principle members for that academic year
  2. A constitution listing the organization's name, membership, decision-making processes, and purpose.
- C. Following the receipt by council of the documents named above, the organization may receive WCSC funds as approved by the Legislative Board

### **ARTICLE IX: BY-LAWS**

- A. A two-thirds (2/3) vote of the entire Council shall be necessary to approve the By-Laws.

B. A two-thirds (2/3) vote of the entire Council shall be necessary to amend these By-Laws and Rules of Procedure.

C. A two-thirds (2/3) vote of the entire Council is required for Redraft Ratifications of these By-Laws and Rules of Procedure.

D. Suspension of provisions of these By-Laws and Rule of Procedure shall require a two-thirds (2/3) approval of the Legislative Board.