

Associated Students of the University of California, Merced

Bill #47

**Amendments to the Legislative Bylaws**

*This bill will amend the 2016-2017 ASUCM Legislative Bylaws, specifically Article II, Section 3, Part B, and Article VI, Section 4, pertaining to the Senate Secretary position duties and creating a Committee Secretary Position.*

Introduced By:

Levi Martin, ASUCM Senator - School of Social Sciences, Humanities, and Arts

Authored By:

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**Background:** Issues in communication have plagued ASUCM and continued to do so this academic year. Despite the multiple sources of information available, Senate has struggled in maintaining communication among itself and with the Executive branch. One method to solve this issue is to install a set format for how Senate Committee meeting minutes are taken. Meeting minutes are a method of recording important information that was discussed in meeting for future reference. There is currently no set standard for how minutes should be recorded, meaning that it is up to the discretion of committee secretaries to take minutes however they want. This leads to an inconsistency in formatting as well as the accuracy and breadth of information recorded in the minutes. By setting an effective template to be used, minutes can efficiently relay necessary information to members of ASUCM and the constituents they serve, leading towards better communication and accountability.

Additionally, when drafting this bill, it was discovered that the Bylaws does not mention a Committee Secretary who is required to take minutes. The current ASUCM Senate has operated with one in place to ensure minutes are accurately and properly taken. ASUCM would greatly benefit from making this position official.

**Purpose:** The purpose of this bill is to amend the 2016-2017 ASUCM Legislative Bylaws to require that the elected Secretary provide a template to be approved by the Senate to be used for Senate Committee meetings for the semester and to make Committee Secretary an official Committee position, specifically Article II, Section 3, Part A and Article VI, Section 6.

1. **Whereas:** There is currently no precedent in which Senate Committee meeting minutes should be conducted, meaning minutes could include or omit information at leisure; and
2. **Whereas:** This amendment would allow the acting Secretary to set the precedent by which committee minutes from the four legislative committees are to be recorded; and
3. **Whereas:** A set template would ensure minutes are detailed and accurate to help facilitate better communication between branches and establish overall more effective meetings; and
4. **Whereas:** The minutes will be easier to reference in the future and keep constituents better informed on legislative activities; and
5. **Whereas:** The acting Secretary will be able to develop the template for the minutes as they see fit; and
6. **Whereas:** Current Bylaws do not have a position for Committee Secretary despite the current Senate operating with one in each committee; and
7. **Whereas:** Senate Committees have functioned relatively efficiently with a secretary in place; and

8. **Whereas:** The acting Secretary has deemed this necessary after uploading numerous committee minutes with little to no relevant information; therefore,

**Be it Enacted:** The ASUCM Legislative Bylaws Article II, Section 3, Part B will require the elected ASUCM Secretary to develop and present an efficient template to be used for committee meeting minutes within one week of being appointed. The ASUCM Legislative Bylaws Article VI, Section 4 will add the position of the Committee Secretary and outline their responsibilities to the committee they serve on.

### **Appendix A:**

#### **Section 3: Secretary**

- A. The Secretary shall be responsible for the accuracy and grammar of **both the Senate minutes and the Senate Committee minutes for all acting committees.**
- B. The elected Secretary must present a template for Committee minutes to follow throughout the duration of the semester to be approved by a simple majority vote from the Senate**
- C. The Senate must elect the Secretary from amongst themselves at the first meeting of every semester by a simple majority vote.
- D. The Secretary shall serve for that semester and assume all responsibilities enumerated in the ASUCM Constitution and ASUCM Bylaws.
- E. In the event that the Secretary is unable to attend a Senate meeting, the Senate must vote in, by a simple majority, a temporary Secretary from amongst themselves who shall assume the appropriate responsibilities for that meeting

### **Appendix B:**

#### **Section 4: Committee Chair, Vice-Chair, and Committee Secretary**

- A. Each Committee shall, by a majority vote of the Committee, select a Chair and Vice-Chair from among its voting members.
- B. The Committee Chair, ~~and~~ Vice-Chair, **and Committee Secretary** shall serve for the duration of the semester.
- C. The Committee Chair, ~~and~~ Vice-Chair, **and Committee Secretary** of the Fall Semester shall serve as temporary Chair, ~~and~~ Vice-Chair, **and Committee Secretary** for the first Spring semester committee meeting where Chair, ~~and~~ Vice-Chair, **and Committee Secretary** elections shall take place.
- D. The Committee Chair shall be responsible for:
  - 1. Presiding at Committee meetings

2. Creating an agenda for the meeting
3. Keeping Committee members informed of meeting places and times
4. Reporting the Committee's activities, proposals, attendance to the Senate
5. ~~Ensuring that minutes are taken at all meetings and reporting them to the Internal Vice-President or Senate no more than five (5) business days following the meeting.~~

E. The Vice-Chair shall be responsible for

1. Assuming the duties of the Chair if the Chair is not present at either a ASUCM or Committee meeting or if he/she is temporarily unable to perform his/her duties...

F. The Committee Secretary shall be responsible for

1. **Ensuring that minutes are taken at all meetings using the approved format provided by the Senate Secretary and reporting them to the Internal Vice-President or Senate Secretary no more than two (2) business days following the meeting.**

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Date Introduced: \_\_\_\_\_

Submitted Senate Committee(s):

Date Settled: \_\_\_\_\_

Budget and Finance

Student Advocacy

Veto Expires: \_\_\_\_\_

Student Activities

Academic Affairs

Other \_\_\_\_\_

Comments/Recommendations:

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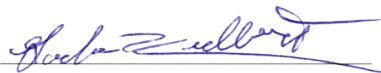
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Senate Action:

Approved

Not Approved

Senate Chair Authorization: \_\_\_\_\_



Date: 04/11/2017

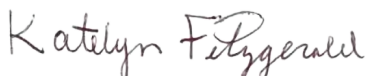
Gabriel Hulbert, Internal Vice President

President Action:

Approved

Not Approved

President's Signature: \_\_\_\_\_



Date: 04/11/2017

Katelyn Fitzgerald, President