

# **University of Colorado Student Government Council of Colleges and Schools Bylaws**

As established by 66CCSB5, Jan. 2007  
As amended by 67CCSB14, Oct. 2007  
As amended by 70CCSB27, April 16th, 2009  
As amended by 71CCSB06, September 3rd, 2009  
As amended by 72LCB12, September 2010  
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# **Article I: Jurisdiction of the Council**

1. The Council of Colleges and Schools (hereby referred to as CCS) shall carry out the duties assigned to it by the Constitution of the University of Colorado Student Government (CUSG).
2. The Legislative Council Bylaws and mandates, the CUSG Constitution, and the Student Fee Regulations shall supersede the authority of CCS as established in these Bylaws.
3. Robert's Rules of Order, Newly Revised (Newest Edition) shall serve as the final reference in legislative matters when they are not addressed in these Bylaws, Legislative Council directives, or the CUSG Constitution.

# **Article II: Membership and General Procedures of the Council**

1. Each college and school of the University of Colorado shall be granted membership to the Council as per the Constitution of the University of Colorado Student Government.
  - a. The members of the Council are the Senators of:
    - i. The Program in Environmental Design
    - ii. The College of Arts and Sciences
    - iii. The Leeds School of Business
    - iv. The School of Education
    - v. The College of Engineering and Applied Science
    - vi. The Graduate School
    - vii. The College of Media, Communication, and Information
    - viii. The Law School
    - ix. The College of Music
    1. This list shall be updated as needed.
  - b. The number of Senators elected by each school or college shall be no more than two.
    - i. Each CCS Senator shall be elected in accordance with procedures established in that Senator's individual constituency.
  - c. Each Senator is granted one vote within CCS.
  - d. The number of office hours conducted for each respective school in service of either the council or the school shall be four (4) hours.
    - i. The time and place of these hours shall be given to the CCS Chair and the Legislative Council President no later than the second week of the legislative session.
    - ii. These office hours must be conducted in either the senators' respective schools or the CUSG office.
    - iii. One (1) of the 4 office hours may be conducted tabling, or attending a student group event funded by CUSG, CCS, Rep Council or the respective school.
2. CCS Meetings
  - a. CCS shall meet weekly.
  - b. CCS will not meet during official University breaks.

- c. Officers may choose not to hold a meeting if Council does not have any business to hear.
- d. Quorum must be established in order for a meeting to occur.
  - i. Quorum consists of one half, plus one of the Senators being present at the designated meeting time.

## **Article III: Officers of the Council**

### **1. Election of Officers**

- a. There shall be a Chair, Vice Chair and Finance Board Representative of the Council of Colleges and Schools.
  - i. These positions shall be elected to serve a term of one legislative session as the first order of business at the first meeting of said legislative session.
  - ii. The officers shall be elected by a majority of those present and voting.
- b. In the event of the absence of the Chair the Vice Chair shall assume the role of Chair.
  - i. In the event of a resignation, impeachment, or extraordinary extended absence of the Chair, the Vice Chair shall serve as Chair only for the period of time until the next meeting of the Council, at which the first order of business shall be to elect a new Chair from the membership to serve for the remainder of the given term.
  - ii. In the event of a resignation, impeachment, or extraordinary extended absence of the Vice Chair the Chair shall, as the first order of business of the next meeting of the Council, hold an election for the position of Vice Chair. The newly elected Vice Chair shall serve a term of the remainder of the legislative session.
  - iii. In the event that neither the Chair nor the Vice Chair is present to conduct a CCS meeting, the duty to preside over the meeting shall fall to the most senior member of the Council.
- c. The compensation of the officers and members of the Council shall be established by the Legislative Council.

### **2. Removal from Office**

- a. The Chair and Vice Chair shall be subject to removal by the Council at any meeting of the Council by a two--thirds majority of those present and voting
  - i. The Senator(s) requesting removal from office must announce their intentions at least one meeting prior to the meeting in which the motion for removal will be made.

### **3. Joint Responsibilities of the Chair and Vice Chair of CCS**

- a. The Chair and Vice Chair shall jointly ensure that legislation passed by the Council is followed by the student group that it pertains to.
- b. The Chair and Vice Chair shall collaborate to ensure that proper, detailed, and accurate minutes are taken at each meeting.

### **4. The Chair of CCS**

- a. The Chair shall run the meetings of the Council and undertake the main administrative tasks of the Council.
- b. The Chair shall have the duty of notifying every member of meeting times, dates and locations.
- c. The Chair shall have the duty of ensuring that wishes of the Council, as indicated by the vote of the Council, are fulfilled.

- d. The Chair shall not vote upon an issue unless that vote shall determine the outcome of the issue.
  - i. The Chair may vote freely on any matter that is determined by ballot.
- e. The Chair may limit questions and discussions in order to keep meetings of the Council efficient and productive.
- f. The Chair shall not speak on behalf or against a bill or resolution until all other discussion has ended.
- g. The Chair shall serve at least three consistent hours in the CUSG office each week.
- h. The Chair shall, no less than once per legislative session, call a Rules Committee of the CCS, which shall be a meeting composed of all members of the Council and shall review these bylaws as well as the standing procedures of the Council.
  - i. This Rules Committee session shall draft and approve any amendments to the bylaws, which shall then be presented to the Council in the format of a CCS bill.
- i. The Chair will maintain communication with the President of the Legislative Council regarding meeting attendance of the various Colleges and Schools to ensure Senators are not receiving undue compensation for a lack of attendance at weekly meetings.
- j. The Chair will serve on the Rules Committee of the Legislative Council.

## **5. Vice Chair of CCS**

- a. The Vice Chair will collaborate directly with the Vice President of the Legislative Council to ensure all new Senators have received and completed the required legislative training.
- b. The Vice Chair will serve on the Appointments Committee of the Legislative Council.
- c. The Vice Chair, in conjunction with the Vice President of the Legislative Council, shall be required to hold a training session for all new members of Council within three weeks of the new member taking office.
- d. The Vice Chair shall be required to hold two office hours per week in the CUSG office, preferably to coincide with at least one of the Chair's office hours.

## **6. CCS Finance Board Representative**

- a. The Council shall elect a CCS Senator to serve as their liaison on the Finance Board at the first CCS meeting of the legislative session.
  - i. The Finance Board Liaison shall be elected via a majority vote and shall not be elected until such time as a Chair and Vice Chair have been determined.
  - ii. This officer shall make regular reports during CCS meetings and shall seek direction from the Council in Finance Board matters.
  - iii. If the elected Finance Board Liaison is not able to attend a Finance Board meeting for any reason, the officer's co-senator must attend the meeting.
    - 1. If both are unable to attend or a Senator serves without a Co-Senator, the CCS Chair must be notified no later than 4 hours prior and take appropriate action.

# **Article IV: Introduction and Passage of Legislation**

- 1. Legislation may be introduced by any member of the Council.

- a. Shall a motion be in written form, no second will be required to bring it to a vote by the Council of Colleges and Schools.
    - i. Bills and Resolutions are considered motions in written form.
2. All legislation that is not specified to be otherwise shall go through a first and second reading by the Council.
  - a. Legislation will require a majority vote of those present and voting upon its first reading to the Council to pass to its second reading.
    - i. A tie vote, after the chair has voted, shall be considered a failure to pass that reading.
    - ii. The second reading may be bypassed by a motion to pass the legislation by special orders during its first reading.
      1. This motion requires a two-thirds approval of those present and voting to pass.
  - b. In extraordinary situations the council may move to postpone a bill indefinitely which would not be considered as either approved or failed.
  - c. After a piece of legislation passes its first reading it will be presented to the Council again at the next meeting.
    - i. It will require a majority of those present and voting to pass second reading, at which point it has been approved by Council.
  - d. Legislation may be amended by a majority of those present and voting unless there is another method that is stipulated by these bylaws.
  - e. Legislation may be tabled at any time during the legislative process by a majority of those present and voting.
3. The bylaws of the Council may only be amended by a bill that results from a Rules Committee session, unless otherwise stipulated in these bylaws.
  - a. Said bill will require a two-thirds vote of those present and voting. Legislation passed by the Council shall become effective upon its passage on second reading.
4. At the beginning of each new session, the council shall discuss and pass a resolution which sets general legislative goals during the session, including, but not limited to the
  - a. Review local school and college government bylaws.
  - b. Current recognized student group funding processes set by local schools and colleges.
5. The Council may pass resolutions to support or censure a specific policy or stance, or to serve as a directive.