

UNIVERSITY OF COLORADO STUDENT GOVERNMENT BYLAWS

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Table of Contents

ARTICLE I – OPERATIONS	3
ARTICLE II – EXECUTIVE BRANCH	3
ARTICLE III – LEGISLATIVE COUNCIL MEETINGS	3
ARTICLE IV – LEGISLATIVE COUNCIL OFFICERS	9
ARTICLE V - LEGISLATOR DUTIES	15
ARTICLE VI – LEGISLATIVE PROCEDURES	15
ARTICLE VII – NOMINEE, APPOINTMENT, & RATIFICATION PROCEDURES	21
ARTICLE VIII – REPRESENTATIVE COUNCIL	21
ARTICLE IX – COUNCIL OF COLLEGES AND SCHOOLS	25
ARTICLE X – CUSG APPELLATE COURT	29
ARTICLE XI – ELECTIONS	30
ARTICLE XII – LEGISLATIVE COUNCIL COMMITTEES	30
ARTICLE XIII – COMMISSIONS	38
ARTICLE XIV – DISCIPLINARY PROCEDURES: CENSURES, SUSPENSIONS, EXPULSIONS, REMOVALS, & IMPEACHMENTS	38
ARTICLE XV – REPLACEMENT AND RESIGNATION PROCEDURES	44
ARTICLE XVI – STUDENT ASSEMBLY	45
ARTICLE XVII – SALARIES AND INTERNAL BUDGETS	46
ARTICLE XVIII – APPROVAL, AMENDMENT, AND SUSPENSION	48
ARTICLE XIX – REFERENDA AND CONSTITUTIONAL AMENDMENTS	49
ARTICLE XX – COUNCIL OF COLLEGES & SCHOOLS AUTONOMY	49
ARTICLE XXI – JOINT & ADVISORY BOARD POLICY	49

ARTICLE I – OPERATIONS

- A. All Councils in the CUSG shall function under Robert’s Rules of Order, Newly Revised (the most current edition), except where otherwise specified within the CUSG Constitution, these Bylaws, or where a standing exemption is granted by a two-thirds ($\frac{2}{3}$) affirmative vote of the CUSG Legislative Council members present and voting.
- B. According to the Constitution Article V, these bylaws shall supplement but not supersede the authority of the Constitution.

ARTICLE II – EXECUTIVE BRANCH

- A. The Executive Branch shall operate according to the Executive Branch Bylaws.
- B. The Executive(s) may only be removed by impeachment or recall, as described in Article X of the CUSG Constitution.
- C. Ratification of Executive Staff appointments shall require a two-thirds ($\frac{2}{3}$) present and voting majority approval of the Legislative Council.
- D. Prior to a vote of ratification, the nominee appointed to the Executive Staff by the Executive(s) shall be evaluated by the Appointments Committee in a public hearing at a regularly scheduled meeting of the committee.
 - a. Where appropriate, an additional hearing by the Rules Committee may be required by a majority vote of the Executive Committee. This is particularly appropriate for the Attorney General or other positions with job descriptions similar to the Attorney General.
 - b. Prior to a hearing, appropriate materials for the evaluation of the appointee shall be submitted to the Appointments Committee or Rules Committee, to include but not be limited to: a resume or CV, the application responses, and a written or oral statement of support from the hiring authority.
- E. The ratification of Executive Staff appointments shall require one public hearing at a regularly scheduled Legislative Council meeting with the vote to be scheduled no sooner than one (1) week after the public hearing.
 - a. The Appointments Committee shall develop an interview protocol with evaluation standards, potential topics of discussion, and prior questions used in previous nomination hearings for the evaluation of potential Executive Staff appointments and the document shall be made available to all legislators during the public hearings held for the ratification of said nominated appointees.
 - i. The interview protocol shall be provided to the nominee at least one (1) week in advance of the public hearings.
 - ii. If a nominee refuses to answer or fails to substantially address the questions asked by legislators, this should reflect poorly on the nominee’s chances of being approved when the vote is held.

ARTICLE III – LEGISLATIVE COUNCIL MEETINGS

- A. The Legislative Council shall have the power and responsibility to carry out all activities designated to it, as described in Article III of the CUSG Constitution.

- B. A new Legislative Council Session shall begin during the last week of classes, according to the university academic calendar, of both the Spring and Fall semesters.
 - a. The legislative council session that begins after the conclusion of the Spring semester shall include both the summer and fall university terms as one continuous session. Council shall not meet during the weeks in which the Christmas and New Year's holidays occur.
 - b. CUSG elections are mandated by the constitution to be held in October and April of each semester.
 - c. During the period between when the elections have been finalized and the new session officially begins, the formal education of these new members shall take place while the current session is still in progress under the supervision of the Legislative Council President, Vice President, and Speaker of Representative Council or Chair of the Council of Colleges and Schools.
 - d. New council members shall be sworn in at the start of the new legislative session during which their official term in office begins.
- C. Quorum
 - a. The quorum shall follow the rules laid out in the constitution.
 - b. Remote or Electronic Communication Attendance Policy
 - i. If a quorum is not present, members shall either be allowed to participate and vote remotely via electronic communication or video conferencing formats such as Skype, Zoom, or other formats, or those present may adjourn the meeting to a later date.
 - ii. Legislators who attend Legislative Council meetings using this format shall be counted as physically present as long as they remain on the electronic communication or video conferencing for the duration of the discussion, questions, and vote.
 - iii. Email voting or paper proxy voting shall not be allowed.
- D. Special Meetings
 - a. Special meetings of the Legislative Council may be called to deal with matters that may arise between regular meetings and that require action by the Council before the next regular meeting or to dedicate an entire session to one or more particular matters.
 - i. The President may call for a special meeting.
 - ii. By a majority, present, and voting, the voting members of the Finance Board may call for a special meeting.
 - iii. By a majority, present and voting, the Legislative Council may schedule a special meeting.
 - iv. All members of the Legislative Council need to be informed of the special meeting at least two (2) days before the start of the meeting.
 - 1. This requirement may be waived by a majority vote of the Legislative Council if quorum is present at the special meeting that was called for with less than two (2) days' notice.
 - v. The only business that may be conducted at a special meeting is that which has been specified in the call for the special meeting by the President or the Legislative Council.

E. Proxies

- a. As per the Appellate Court decision in *Carias vs. Executive Staff* in February 2020, the Legislative Council shall no longer use proxies of any form (in-person, paper, e-mail, etc.) in any Legislative Council, Representative Council, or Council of Colleges and Schools business.

F. Regular and Special Meeting Structure and Time Requirements

- a. Public Open Hearings, Statements, or Comments: A period of time shall be scheduled in each regularly scheduled or special meeting of the Council for interested members of the general public to speak. This shall include, but not be limited to, associated students of the University of Colorado Boulder, alumni, staff and faculty, or other interested members of the public.
 - i. The first period of time for which the chair shall open the floor to comments or statements from the public shall be directly after the roll call, minutes and agenda approvals, and early announcements,
 - ii. Each member of the public shall be limited to three (3) minutes of speaking time no more than once per meeting.
 1. The Legislative Council may extend the speaking time as needed by a two-thirds ($\frac{2}{3}$) majority, present and voting.
 - iii. For each business item on 1st, 2nd, or 3rd Hearing, the chair may open the floor to the public after the presentation by the author or legislative sponsors with the same limitations as before.
 - iv. The President may set limits on any speaking times, questions, or statements made before council, subject to a two-thirds ($\frac{2}{3}$) override by the Legislative Council.
- b. Regular Meetings of the Legislative Council may only be adjourned upon the completion of all business items approved for the agenda or if a motion to adjourn is approved by a majority vote of the Council when a meeting extends beyond 10:00 PM.
 - i. If the motion to adjourn is made, seconded, and approved by a present and voting majority of Council while there are still further business items on the approved agenda, such items shall be continued to the next regularly scheduled meeting of the Legislative Council or added to the agenda for a special meeting by a majority approval of the special meeting agenda.

G. Executive Sessions

- a. Executive sessions may only be called under special circumstances and following all procedures outlined in these bylaws. The purpose of an Executive Session of council is to discuss business that may be sensitive in nature or information that should not be released to the public until such information can be verified or found to be true.
- b. Discussion is limited to only the business item or topics agreed to in the motion to move into the executive session.
- c. An executive session may only be motioned for if all members of council have been informed of the intent to move into executive session at least forty-eight (48) hours in advance and that notice was included in any regular or special agenda.
 - i. If the executive session is being called to discuss personnel matters, such individuals must also be informed according to the same requirements.

- d. An executive session of council may be called for the following reasons and the motion should directly refer to one of the following justifications:
 - i. Business concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest.
 - 1. Exception: Not available where a member of the governing body has a personal interest in the transaction.
 - ii. Conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions.
 - 1. Mere presence of the attorney is not sufficient;
 - 2. Motion/Agenda item should state topic of the legal questions in as much detail as possible without disclosing confidential information.
 - iii. Matters required to be kept confidential by Federal or State law or rules or regulations (citing the specific statute or rule).
 - iv. Specialized details of security arrangements or investigations.
 - v. Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators.
 - vi. Personnel matters, identifying the person or position to be discussed.
 - 1. Executive session would not be available for the following:
 - 2. to discuss general personnel policies;
 - 3. if the employee who is the subject of the executive session has requested an open meeting;
 - 4. if the personnel matter involves more than one employee and all of the affected employees have requested an open meeting;
 - 5. to discuss any member of the governing body or the appointment of any person to fill the office of a member of the governing body
 - a. Agenda and motion must identify the employee, by name or position.
 - vii. Consideration of any documents protected by the mandatory nondisclosure provisions of the Open Records Act.
 - 1. Includes: medical records, personnel files, and other privileged documents.
- e. A motion to “move into executive session” must be called for, seconded, and approved by a majority vote.
 - i. If such a motion is made and approved, the council enters executive session and has a right to remove any individuals who are not part of council or have not been included in the executive session by a majority vote of the council.
- f. Minutes shall continue to be recorded by electronic records but access to such records are restricted to only members of Council and CUSG Proper Professional Staff.
 - i. The minutes must contain the purpose, agenda, and reasoning for the executive session.
 - ii. Exceptions may be made for attorney-client communications.

- iii. The minutes of the executive session meetings shall be destroyed or erased permanently after ninety-one (91) days.
- iv. If the executive session is challenged in the Appellate Court, the justices may be provided access to the executive session minutes if they have not already been destroyed.
- g. In the motion to move into executive session or in an additional motion, one may specify exceptions to the exclusions from attendance or alter the condition of the minutes.
 - i. A motion to include non-members, such as the CUSG Office Manager or counsel, is allowed by majority vote.
 - ii. A motion to stop recording minutes is allowed by majority approval.
- h. No action or votes may be held during an executive session.
 - i. Therefore, if the information contained in a motion is to remain secret for a purpose that is beneficial to the student association, such as concealing the name of an upcoming invited speaker or musical guest, such information does not need to be included in the motion but all other public details should be made available if possible.

H. Reports

- a. The Legislative Council agenda shall include the following report segments:
 - i. Executive(s)
 - ii. Student Affairs
 - iii. Council of Colleges and Schools Chair
 - iv. Representative Council Speaker
 - v. Committees
 - 1. Reports from committees shall include reports by the Treasurer, Parliamentarian, and Vice President.
 - vi. Commissions
 - vii. Colleges and Schools
 - viii. Joint and Advisory Board Chairs or Liaisons
 - ix. Legislative Council Vice President
 - x. Legislative Council President
- b. After reports have been given, members of the Legislative Council may ask questions of the individual(s) presenting the report.
- c. Reports shall include discussion of all substantive action taken by the Joint/Advisory Board(s), Local College(s) or School(s), Committee(s), Commissions(s), and/or Council(s).
 - i. Joint/Advisory Board reports shall be given by the Legislative Council member of the respective Joint/Advisory Board chairperson or an official designee of the Joint Board.
 - ii. Reports may include, but are not limited to:
 - 1. Information on the financial state of each Joint/Advisory Board, Local College or School, Committee, Commission, or Council.
 - 2. Upcoming events of each Joint/Advisory Board, Local College or School, Committee, Commission, or Council.
 - 3. Recently passed or addressed legislation within each Joint/Advisory Board, Local College or School, Committee,

Commission, or Council, especially pertaining to financial actions such as fulfilling funding requests.

I. Student Organizations Budget Review

- a. A special procedure shall be used to reconsider, revise, and/or restrict the existing budget of any student organization receiving student fee monies.
- b. A student organization may be called back to defend its budget at any future Legislative Council meeting by a simple majority, present and voting, of the Legislative Council.
- c. If it is voted to call back a student organization for budgetary review, at the same meeting, any or all parts of the organization's budget may be frozen by a two-thirds ($\frac{2}{3}$) vote of the Legislative Council members present and voting, except that it shall be considered a Primary Measure for a second reading, for example, a second reading is never necessary.
- d. Regardless of whether or not a vote is to be taken to call back an organization for budgetary review, money may be transferred between codes and/or sub-codes within the budget by a simple majority present, and voting of the Legislative Council provided that there is no net change in the total funds allocated to the organization involved.
 - i. Other than the vote requirement, this shall be considered a financial allocation by the Legislative Council.
- e. At any future meeting designated in the motion, if passed, to call back an organization for budgetary review, the Legislative Council may make any changes it deems necessary and/or proper to the budget of the organization in question by two-thirds ($\frac{2}{3}$) vote of the Legislative Council members present and voting.
 - i. Other than the vote requirement, this shall be considered a financial allocation by the Legislative Council.
- f. Additional special allocations to any student organization may, but need not, follow the procedure set forth herein.
 - i. They may be treated as simple acts of budgetary legislation.
- g. No student group shall be recalled more than twice a semester for budgetary review.

J. Local Schools and Colleges Budget Reviews

- a. If a legislator becomes aware of misuse of student fee guaranteed monies or Student Fee Regulations violation by a local school or college government, legislators are responsible for reporting the violation to the Attorney General of CUSG and begin the case filing process such that the Appellate Court of CUSG may adjudicate the misuse or violation identified.

K. Legislative Actions

- a. Some actions of the Legislative Council do not require a written bill or resolution but may simply require a motion to be made and seconded for debate, discussion, and a final vote to be held. Such items are "main motions" and all shall require a second to begin questions or discussion by the Council.
- b. After all reports have been given and prior to adjourning the meeting, the Legislative Council President shall open the floor to any motions.

ARTICLE IV – LEGISLATIVE COUNCIL OFFICERS

A. Elections

- a. The Legislative Council shall elect a President, Vice President, Treasurer, Parliamentarian, Whip, and Press Secretary at the first meeting of each new session.
 - i. The positions shall be elected by a majority present and voting.
 - ii. The elections shall be conducted by a secret ballot.
 - iii. The elections and all following elections of the session shall be conducted by the President of the current session.
 - iv. In the case that there are multiple candidates for any one position and no simple majority of those present in the first vote, a runoff vote shall immediately ensue.
 1. In each ensuing round of the runoff election, the candidate who receives the fewest votes shall be removed until only two candidates remain.
 - v. Officers of the Legislative Council, Representative Council, or Council of Colleges and Schools may be removed from office at the pleasure of the membership by a two-thirds, present and voting, majority.
 - vi. In the event of a vacancy in any offices within the Legislative Council, an election to fill the vacant position shall take place at the next regularly scheduled meeting of the Legislative Council.

B. Financial Compensation

- a. Should they sufficiently complete the tasks of the positions, the officers shall be eligible for salary, financial compensation, or financial stipends.

C. President

- a. The President may cast a vote to break ties, or at any other time when his/her vote could decide the result of any Legislative Council decision, and may only be cast after the votes of the other Legislative Council members are counted.
 - i. There are nine (9) in the affirmative, and nine (9) in the negative. The chair votes in the affirmative, making ten (10) in the affirmative and nine (9) in the negative so that the affirmative has it and the motion is adopted.
 - ii. There are nine (9) in the affirmative, and eight (8) in the negative. The chair votes in the negative, making nine (9) in the affirmative and nine (9) in the negative so that there is less than a majority in the affirmative, and the motion is lost.
- b. The President may impose limits on the debate in the form of time allowed to each speaker, the number of questions each speaker may ask, and the number of remaining speakers that may speak.
 - i. If no limits are imposed, the President may still act to prevent filibuster tactics.
 - ii. The Legislative Council may override these presidential limitations by two-thirds ($\frac{2}{3}$) vote, present, and voting.
- c. The President shall be allowed a maximum of five (5) minutes to speak on any matter before the Legislative Council immediately before the taking of a vote concerning that matter.

- d.
 - e. With powers and exceptions as provided herein, the duties, powers, and responsibilities of the President shall be as set forth in Robert's Rules of Order, Revised.
 - i. The President, in consultation with the Vice President and Parliamentarian, shall have final judgment and authority over Robert's Rules and the proceedings of Legislative Council meetings.
 - f. The President shall write and submit a session summary no later than three (3) weeks after the conclusion of the session they preside over.
 - i. The session summary shall include an appendix of all legislation passed during the session and brief descriptions of each.
 - ii. Additionally, the summary shall include all major events that occurred during the session.
 - g. The President shall be responsible for ensuring that any legislation which affects the governing documents of any entity under the jurisdiction of the Legislative Council is received by the leadership of the entity within two (2) weeks of the legislation's passage.
 - i. The President shall work with any affected entity to ensure the necessary changes are adopted to assure that the entity is in compliance with the legislation in a timely manner.
 - h. The President shall have the power to delegate tasks to any member of the Legislative Staff.
 - i. The President shall attend the weekly executive meeting with Student Affairs.
- D. Vice President
- a. The Vice President shall be the chair of the Appointments Committee.
 - b. The Vice President shall be responsible for recording all vote counts and motions made during meetings of the Legislative Council.
 - c. The Legislative Council Vice President shall be responsible for planning legislative training each session for Legislative Council members, which shall focus on:
 - i. The roles and responsibilities of CUSG Branches, Boards, and Councils.
 - ii. The CUSG Constitution, the Legislative Council Bylaws, the Legislative Council Standing Rules, and the Student Fee Regulations.
 - iii. The purpose and services provided by cost centers supported by student fees and overseen by CUSG.
 - iv. University policies and procedures.
 - v. Financial topics, including basic university accounting, budgeting, and financial statements/reports.
 - vi. Management and organizational skills.
 - vii. State and federal law, including Colorado's open records laws regarding public meetings.
 - viii. Diversity, per 58LCB12.
 - d. The Legislative Council Vice President shall be responsible for creating, updating, and maintaining a record of all members of the Legislative Council and the training listed in Article III Section A(e)(iii) of these Bylaws that each member has completed.

- i. Every member of the Legislative Council who receives a stipend shall not be eligible to receive stipend payment until such a time they have completed all mandatory training on a timeline not to exceed four (4) weeks from the time of hire.
 - 1. If a period of four (4) weeks elapsed without the completion of training, the Vice President of the Legislative Council shall immediately begin the process of impeachment of that individual.
- ii. The Legislative Council shall not ratify any legislator until such a time they have completed all mandatory training of CUSG.
 - 1. If it is found that any previously ratified individual has not completed their training, they shall be allowed two (2) weeks within which they must immediately complete said training.
 - 2. If this two week period elapses without successful completion of mandatory training, appropriate actions shall be taken by relevant parties to remove that individual, subject to the processes outlined in the CUSG Constitution.
- iii. The Vice President shall provide a copy of this training record to the CUSG Office and regularly update the records.
- iv. The Legislative Council Vice President's record shall include:
 - 1. A list of who attended the training session.
 - 2. When and where the training occurred.
 - 3. A summary of the content that was covered or a copy of the materials used for the training.
- e. Education of Members
 - i. Each newly elected Council member shall, under the guidance of the current session's Vice President, be required the week after their election or appointment but before the new session begins, to meet with the following CUSG members:
 - 1. The current session's Vice President, who shall explain, but is not limited to, Council procedures, functions, and parliamentary procedure.
 - 2. Either the current session's Speaker of Representative Council or the current session's Chair of the Council of Colleges and Schools (whichever is appropriate), who shall review the local school governments, joint boards, or other materials deemed pertinent to the success of each council.
 - 3. For new Representatives, one executive, who shall discuss joint board preference with the new member.
 - 4. In the case of an extended election cycle, members who are charged with the orientation of new Council members might be unable to perform their duties due to graduation, breaks, etc.; a seasoned Representative or Senator (whichever is appropriate) shall be designated by the Legislative Council President to perform the necessary duties.
 - ii. The Vice President shall inform the newly elected/appointed Council members how to access the CUSG Constitution, Bylaws, CUSG Election

Code, Legislative Council Standing Rules, CUSG Student Fee Regulations, and CUSG/Chancellor's Agreement online.

- iii. The following contact and bylaw information shall be provided to all newly elected Senators and Representatives:
 - 1. Joint Board Chairs
 - 2. Standing and Ad-Hoc Committee chairs and members
 - 3. Joint Board, Commission, and Committee Bylaws
 - 4. Current Legislative Council members
 - 5. Executives and Executive Staff members
 - 6. CUSG office staff
- iv. The Vice President shall be responsible for overseeing the diversity training for newly elected Council members within eight (8) weeks of their election.
 - 1. It is the responsibility of each member to attend at least one of the provided diversity training.
 - 2. In the case that the Council member is unable to attend any provided training, they may attend an alternative training that is deemed appropriate by the CUSG Social Equity Commission or an executive staff member responsible for diversity, inclusion, social equity, and campus climate.
 - 3. The Vice President shall attend the weekly executive meeting with Student Affairs.

E. Treasurer

- a. The Treasurer shall be the chair of the Finance Committee.
- b. If the Legislator elected as Treasurer is a Senator, they must also be appointed to the Council of Colleges and Schools' seat on the Finance Board.
- c. If the Legislator elected as Treasurer is a Representative, they must also be appointed to the Representative Council's seat on the Finance Board.
- d. The Treasurer shall report the status of Legislative Accounts at each Legislative Council meeting and shall maintain a separate, detailed, up to date report of these accounts.
 - i. The Treasurer's report shall include:
 - 1. The full name and acronym (if applicable) of the student group submitting the funding request.
 - 2. The amount requested by the student group.
 - 3. The amounts approved by first reading by SOAC.
 - 4. Whether or not the student group filled out the necessary report summarizing the findings and results of their funded request.
 - 5. Running totals of the funds available to SOAC and Legislative Council.
 - ii. The Chair of the Student Organizations Allocation Committee (SOAC) shall be responsible for providing this information to the Legislative Council Treasurer within twenty-four (24) hours of the councils' respective meetings.
 - iii. The Treasurer shall have the ability to edit both documents and do so every week during the legislative sessions.

1. Each member of the Legislative Council shall have the ability to view, but not edit, both reports.
 2. The report shall be available to the public via the CUSG website.
- iv. A Legislative Council Treasurer who fails to fulfill these duties shall be subject to removal at the discretion of the Legislative Council under Article VIII of the Legislative Council Bylaws.
1. The Legislative Council shall take into account the promptness of the SOAC Chair in providing the necessary information to the Treasurer.
- e. The Treasurer shall initiate the annual review of the Student Fee Regulations in conjunction with the Finance Committee, Executive Committee, SOAC Chair, CEB Chair, applicable Executive Staff, CUSG professional staff members, and applicable CSI professional staff by June 15th of each calendar year.
- f. The Treasurer shall act as a liaison between the CUSG Finance Director(s), the Chair of the Finance Board, the SOAC Chair, and the Legislative Council.
- g. The treasurer is required to train their successor to ensure continuity across Legislative Council sessions.

F. Parliamentarian

- a. The Parliamentarian shall be the chair of the Rules Committee.
- b. The Parliamentarian shall be a member of the Executive Committee.
- c. The Parliamentarian shall be responsible for maintaining a strong knowledge of Robert's Rules of Order, Newly Revised, Newest Edition and ensuring that all proceedings of the Legislative Council are conducted in a manner that satisfies the provisions of these rules or the rules adopted by the Legislative Council.
- d. The Parliamentarian shall be responsible for all duties and responsibilities delegated to them in the Legislative Council Bylaws, including but not limited to those pertaining to the process of bill transmission and passage.
 - i. The Parliamentarian shall work with the Legislative Council President, CUSG Professional Staff, and Legislative Council Staff to finalize and archive all bills and resolutions passed during the session they preside over.
 1. All finalized versions of bills and resolutions must be reviewed, finalized, and completed before the end of the legislative session.
- e. The Parliamentarian shall be granted the power to revise all bills or resolutions after final approval by the Legislative Council to address grammar, spelling, punctuation, and formatting issues.
- f. The Parliamentarian shall attend the weekly executive meeting with Student Affairs.

G. Whip

- a. There shall be one (1) Whip, appointed by the President, for a term lasting until the end of the session.
- b. The Whip shall be responsible for a variety of tasks important to the general functioning of the Legislative Council, including, but not limited to:
 - i. Tracking attendance at Legislative Council meetings.
 - ii. Tracking the completion of duties and responsibilities of legislators.

- iii. Informing and working with local schools and colleges to recruit Senators to fill vacant positions within the Legislative Council.
- iv. Informing the student association about vacancies and recruiting new candidates to run for office in the Legislative Council.
- v. Ensure that new legislation is introduced to its correct committee, to the Representative Council, or to the Council of Colleges and Schools, as outlined by their jurisdiction.

H. Press Secretary

- a. There shall be one (1) Press Secretary of the Legislative Council, appointed by the President, for a term lasting until the end of the session.
- b. The Press Secretary shall work with the President to regularly communicate the actions, business, and legislation of the Legislative Council to all associated students of the University of Colorado and relevant parties.
- c. The Press Secretary shall be responsible for regular press briefings to be provided to the various University of Colorado Boulder publications, for updates to the Legislative Council's social media accounts, and any other items deemed necessary by the press secretary for communicating the actions of the Council to the associated students of the University of Colorado Boulder, relevant parties, and the general public.
- d. The Press Secretary shall work with the Executive Branch Cabinet employees responsible for public relations, strategic communications, or other forms of communication to the associated students and the general public.
- e. The Press Secretary shall write and submit a two hundred (200) word summary of Legislative Council activity and business every two weeks that shall be posted on the CUSG website and be used to further CUSG outreach efforts.

I. Chain of Command

- a. If any senior member of the council is not present when duties are required, the chain of command shall be used to determine who shall fill the vacant role.
 - i. President
 - ii. Vice President
 - iii. Speaker of the Representative Council
 - iv. Chair of Council of Colleges and Schools
 - v. Vice-Chair of the Council of Colleges and Schools
 - vi. Vice Speaker of Representative Council
 - vii. The most senior member of the Legislative Council
- b. In the event that it is foreseen that a leadership position shall be occupied by the next in command for three (3) or more meetings successively, the pay for that position shall be applied to the member filling the vacancy.
 - i. This action must be brought to the attention of the Legislative Council at least one meeting before the last meeting of the member leaving.
 - ii. The dates in which this pay transition shall occur must be brought to the attention of the CUSG office staff at least one week before the scheduled departure of the member.

ARTICLE V - LEGISLATOR DUTIES

- A. Office Hours
 - a. Each Council member shall arrange and conscientiously abide by certain office hours.
 - b. Representatives-at-large and Senators shall notify the President of the hours when they shall be available for consultation both with students and other officers.
 - c. Each Representative Council member shall establish at least three (3) regular CUSG office hours per week during the fall and spring semester only.
 - d. Each school from the Council of Colleges and Schools shall establish at least three (3) regular office hours per week during the fall and spring semesters.
- B. Representation
 - a. Legislative Council members shall act as liaisons between students and other officials within that council's representative's area of concern.
 - i. For the Council of Colleges and Schools members, this shall be the school they represent.
 - ii. For Representatives-at-Large, this shall be the joint board(s) to which they have been appointed and the entirety of the student association of the University of Colorado Boulder.
- C. Responsibilities of legislation sponsors are as follows:
 - a. Reports must be filed with the President concerning ballot issues and changes in any CUSG Guideline upon passage or failure in the case of referenda.
 - b. Any other legislation requiring action on the part of members of the Executive, Legislative or Judicial branches of CUSG shall require that the bill sponsors file follow-up or progress reports with the President.

ARTICLE VI – LEGISLATIVE PROCEDURES

- A. Legislation may be introduced as either a bill or resolution.
- B. Committees, Representative Council, or Council of Colleges and Schools Review
 - a. In this section, committee shall be understood as a Legislative Council Committee, the Representative Council, or the Council of Colleges and Schools.
 - b. Legislation shall be first introduced to its respective committee, where said legislation can be drafted, refined, and discussed prior to being brought before the Legislative Council.
 - c. To be introduced to a committee, legislation shall be digitally submitted to the chair of its respective committee, the Legislative Council President, the Legislative Council Vice President, the Legislative Council Whip, and the office support staff before 12:00 PM on Friday to be heard in committee the following week.
 - d. The Legislative Council Whip shall ensure that new legislation is introduced to its correct committee as outlined by their jurisdiction, and if a bill or resolution number has not been provided, the Legislative Council Whip shall provide one prior to committee introduction.
 - e. Legislation must be introduced to a committee by a legislator or have the sponsorship of at least one (1) legislator on the Legislative Council.

- f. Once introduced to its respective committee, the legislation can be moved to the Legislative Council after a committee vote, Legislative Council vote, or by the Legislative Council President.
 - g. If the Legislation is approved by a majority vote in committee for advance to the Legislative Council, it must be digitally submitted by the committee's chair to the Legislative Council President, the Legislative Council Vice President, and the office support staff before 5:00 PM on Tuesday preceding each Legislative Council meeting.
 - h. If the Legislation is not approved by a majority vote in committee for advance to the Legislative Council, it can still be added to the agenda by the Legislative Council President or by a majority vote of the Legislative Council, otherwise it stays in committee until approval.
- C. Time-sensitive legislation can avoid committee and be directly added to the Legislative Council agenda, if it is digitally submitted to the Legislative Council President, the Legislative Council Vice President, and the office support staff before 5:00 PM on Tuesday preceding each Legislative Council meeting, and the Legislative Council President chooses to add it to the agenda.
- D. Sponsors' names, other than those required for the introduction of the bill to a committee, may only be added to the bill after all legislation has been distributed to Council members.
- a. This shall ensure that sponsors have seen the bill's final content.
 - b. The Legislative Council President shall provide all legislation to be discussed by 11:59 PM on Tuesday preceding each Legislative Council meeting.
 - i. This includes the Agenda, the minutes from the previous Legislative Council meeting, and the pieces of legislation to be considered in the next Legislative Council meeting.
 - ii. In the case where additional material is not sent out by this deadline, Legislative Council can vote by a simple majority of Legislative Council members present and voting to add new items to that week's agenda.
 - iii. The Legislative Council President shall send the same meeting materials to all joint board chairs, cost center directors, members of CUSG Proper, and other relevant members of the association.
 - c. The Secretary shall send the minutes taken during the Legislative Council meeting to the Legislative Council President, the Legislative Council Vice President, the Grammarian, and the office support staff before noon, the Friday following the Legislative Council meeting.
 - i. The Grammarian should send the corrected minutes to the Legislative Council President, the Legislative Council Vice President, and the office support staff before noon, the Tuesday following the Legislative Council meeting.
- E. Moving or calling the question on any matter shall not require recognition by the chair.
- F. Legislation that has been submitted out of committee to the President before Tuesday at 5:00 PM may be given a reading in the Legislative Council as scheduled by the Legislative Council President.
- a. The Legislative Council President may delay the first reading of a bill if the Legislative Council's agenda is full for that week.

- i. Any bill or resolution with two (2) legislators' sponsorships shall be heard at the next regularly scheduled meeting of the Council regardless of opposition by the Council President.
- b. New legislation may not be submitted for first reading at the last or penultimate meeting of the Legislative Council session.
 - i. New legislation may be considered at the penultimate meeting of the Legislative Council but must be approved on special order or postponed indefinitely.
- c. All of these shall be compiled in a teller's report to be affixed to the end of the bill or resolution, before the signatures of the Legislative Council President and Executive, in a section to be titled "Vote Count."
- d. Upon completion of each reading of the respective bill or resolution, this section shall be confirmed by the Legislative Council President and Parliamentarian.

G. First Reading

- a. New legislation shall not be brought before the Legislative Council during the last or penultimate regularly scheduled meeting of each session of the Legislative Council.
 - i. Emergency legislation may be considered on first reading by the Legislative Council during the penultimate meeting of the session but must be passed on special order or postponed indefinitely to conclude the business item.
 - ii. All legislation must be approved at least one (1) week prior to the end of the legislative session or any official deadline such as required for the constitutional amendments and election code.
- b. The President shall read the title of the legislation.
 - i. If there is no title, the bill or resolution number shall be read.
- c. Once the title has been read, the author or sponsor shall be recognized to speak on the legislation and then yield the floor to questions.
- d. After the questioning has ended, the following motions are in line:
 - i. Move to table
 - ii. Move to postpone
 - iii. Move to refer to: The bill shall then be referred to: a standing or ad hoc committee of the Legislative Council, the Representative Council, the Council of Colleges and Schools, a Joint/Advisory Board, or an established CUSG commission:
 - a. The motion to refer to a committee shall indicate what standing committee, Representative Council, Council of Colleges and Schools, commission, or joint/advisory board the legislation is being referred to.
 - i. The motion may include time limits for when a bill or resolution must be returned to the Legislative Council.
 - b. This motion is carried by one-third ($\frac{1}{3}$) of the members present.
 - c. At the next regularly scheduled meeting, the committee, Representative Council, Council of Colleges and Schools, commission, or joint/advisory board shall either report favorably or unfavorably on the legislation and provide the Legislative Council

with an update on the progress made towards moving the bill out of the committee, Representative Council, Council of Colleges and Schools, commission, or joint board until the bill or resolution has been.

- d. If the committee is unprepared or unwilling to give a report, the legislation shall continue to be "referred to the committee" until a report is given or until the bill/resolution is released from the committee, Representative Council, Council of Colleges and Schools, commission, or joint/advisory board.
 - i. A motion to discharge a bill/resolution (removing the bill/resolution from the committee, Representative Council, Council of Colleges and Schools, commission, or joint/advisory board) is carried by a majority of the Legislative Council and does not require the consent of the committee, Representative Council, Council of Colleges and Schools, commission, or joint/advisory board of which the bill was previously referred to.
- iv. Move to second reading.
- v. Move to pass as an Emergency Act (Move to pass on Special Order):
 - a. This motion shall take precedence over the motion to refer to the committee and the motion for second reading.
 - b. At any time before a final vote is taken on those motions, the motion to pass as an emergency action may be considered.
 - c. This motion is debatable.
 - d. The motion must be carried by three-fourths ($\frac{3}{4}$) of the Legislative Council members.
 - e. Any legislation passed under this provision shall be amended to have the following inserted, in at least a 12 point bold font, above the "Be it enacted" or "Be it resolved" clause: "This was passed as an Emergency Act of the Legislative Council.
 - f. Any legislation passed under this provision shall expire at the end of the next legislative session and shall cease to have any effect at the end of the next legislative session unless renewed by the following legislative session.
 - g. If an Emergency Act does not receive the requisite three-fourths ($\frac{3}{4}$) votes but is otherwise approved by a simple majority, the bill is eligible to be heard on its second reading as if it were not an Emergency Act.
 - h. Emergency Acts shall only be passed in rare and unique circumstances.

H. Second Reading

- a. All legislation that has been moved for a second reading shall be brought back to the floor at the next regularly scheduled Legislative Council meeting.
- b. Legislation that was referred to a committee, Representative Council, Council of Colleges and Schools, commission, or joint board for a second time shall be brought back to the floor when the committee, commission, or joint board either

presents its recommendation or a motion to discharge the bill/resolution from the committee, Representative Council, Council of Colleges and Schools, commission, or joint/advisory board has been carried and shall be considered as a second reading.

- c. Once the legislation has been brought to the floor, the title shall be read, and the author or sponsor shall have another opportunity to present their legislation and again shall yield to questions.
- d. After the author or sponsor is through answering questions, the President shall recognize members who wish to speak on the legislation; precedence shall be given in alternating fashion, between those who wish to speak against and for the legislation.
- e. Each speaker may yield to the floor to answer questions from the other members.
 - i. All motions, as defined by Robert's Rules of Order, are in order during the second reading.
 - ii. Any member may call the question, which shall move to a vote on the legislation.
 - a. Any member may object, which shall prevent the vote.
 - iii. All votes of the final passage on the legislation shall occur by roll call vote or by acclamation.
- f. All legislation, unless otherwise provided by these bylaws, must be approved by a majority of the members present.
- g.

I. Final Passage

- a. Once legislation is approved, the Legislative Council President shall sign the legislation, indicating it has been passed in conformity with these bylaws.
- b. Legislation shall become effective and finalized upon one of the following conditions:
 - i. Signature being affixed by a majority of the Executive(s)
 - ii. Six (6) days elapsing without signature or veto by the Executive(s)
 - iii. Immediately upon the Legislative Council overriding the Executive(s) veto.
 - a. The Executive(s) veto is overridden upon a motion to override the executive veto being approved by two-thirds ($\frac{2}{3}$) of the entire legislative council.
- c. Once the legislation has become effective or successfully vetoed through the protocol set forth above, or has failed to pass the Legislative Council on second reading:
 - i. A digital version of the legislation must be uploaded to the CUSG website's "Bill Database" section within five (5) business days by the person or persons appointed to do so by the Legislative Council President.
 - ii. Should the appointee designated with the digital publication responsibilities listed above not be able to perform their duty within five (5) business days, a person whom the appointee has trained and designated that responsibility may do the publication.

- d. The Legislative Council President shall appoint a person or persons responsible for carrying out the duties set forth in section 3 at the beginning of each legislative session.
 - i. Such a person or persons may be a member of the Legislative Council, Legislative Council Staff, Executive Staff, permanent CUSG staff, or any combination of the three.
 - ii. Training on how to carry out these duties shall be provided before the beginning of each session by CUSG staff.
- J. Procedural Measures for Transmission of Legislation
- a. Upon Conclusion of Final Reading in Legislative Council:
 - i. The bill or resolution, including all motions, amendments, and vote counts, shall be sent in electronic format to the CUSG Office Staff.
 - ii. Within three business days of the meeting in which the bill or resolution was approved, it shall be signed by the Legislative Council President and physically placed on the desk of the Executive by a member of CUSG office staff.
 - iii. A member of CUSG staff shall forward a non-editable digital copy of this legislation to all relevant CUSG members and impacted cost-center and joint board chairs.
 - iv. All vetoed legislation shall be returned to the floor of the Legislative Council at its next regularly scheduled meeting.
 - a. Upon override of a veto in the Legislative Council, the bill shall be made publicly available on the CUSG website by the process as outlined in these bylaws.
 - b. The Executives shall be notified of such an override by the Legislative Council President within twenty-four (24) hours.
 - b. All pieces of legislation, including those which have been signed into law or vetoed by the executive, or bills that have failed passage in Legislative Council, shall be sent in an electronic format by a member of CUSG office staff to the executive staff position in charge of the CUSG website.
 - c. Within one week of the final reading of the legislation, the relevant position of executive staff shall upload an electronic copy of the bill or resolution to the CUSG website in a non-editable format.
 - i. Failure by any individual to complete the aforementioned tasks, as delegated to them in this section, shall serve as evidence of failure to perform their job duties and may be used by relevant parties as a ground for disciplinary action or removal of the individual in question.
- K. Abstentions
- a. Abstentions shall not be counted toward the total number of votes from which a majority is derived.
 - i. There are eight (8) in the affirmative, seven (7) in the negative, and three (3) abstentions. Assuming eighteen (18) votes before abstentions, fifteen (15) votes after abstentions, the majority needed is now eight (8). The motion carries.
 - b. Co-Senators. Senators that share a single vote in the Legislative Council shall abstain from voting when they cannot reach a consensus.

ARTICLE VII – NOMINEE, APPOINTMENT, & RATIFICATION PROCEDURES

- A. Appointments shall be submitted to the Legislative Council President and the Legislative Council Vice President.
- B. The Legislative Council President, upon receiving a majority approval of the Executive Committee, may refuse to schedule or delay a ratification hearing within the Legislative Council or committee.
 - a. If an appointment has been submitted to the Legislative Council President and Legislative Council Vice President without appropriate materials for the evaluation of the appointee, to include but not be limited to: a resume or CV, the application responses, and a written or oral statement of support from the hiring authority, the President may delay the scheduling of the hearing until such materials are provided.
- C. Prior to a vote of ratification, Appellate Court Justice, Executive Staff, and Joint Board Chair nominees shall undergo additional vetting and hearings as outlined in their respective sections of the Legislative Council Bylaws

ARTICLE VIII – REPRESENTATIVE COUNCIL

- A. Any changes to this section of the Legislative Council Bylaws may be vetoed by the Representative Council Speaker.
 - a. The Representative Council Speaker veto is overridden upon a motion to override the Representative Council Speaker veto being approved by two-thirds ($\frac{2}{3}$) of the entire legislative council.
- B. The Representative Council shall hold meetings or legislative study sessions at least every other week during the fall and spring semesters.
 - a. During the summer session, the Representative Council shall only meet at the discretion of the chair or when there is business that requires the attention of the Representative Council.
 - b. Representative Council shall have the power and responsibility to carry out all activities designated to it as described in Article III of the CUSG Constitution.
 - c. Pursuant to 82LCR04, the Speaker shall work with the CUSG Chief of Staff and the Tri-Executives to ensure that each Executive staff member is encouraged to attend at least one Representative Council Meeting per legislative session.
 - d. The Executive staff member shall have a place on the Rep Council agenda to educate the Representatives on what they do, present an update on their work, and to seek collaboration with the Representatives-at-Large.
- C. The election of Representative Council members shall be as described in the adopted election code.
- D. Each newly elected/appointed Council member shall, under the guidance of the Vice-Speaker, be required, within three (3) weeks of their election/appointment, to meet with the Vice-Speaker and have CUSG procedures explained to them.
- E. The Representative Council shall elect a Speaker to chair its meetings and prepare its agenda.

- a. At the first meeting following the start of a new legislative session, the Representative Council shall elect a Speaker to run meetings and prepare agendas.
 - i. The Speaker's term is subject to re-election up to four consecutive terms. An Interim Speaker may be elected for the summer term.
 - b. The Speaker may cast a vote to make or break ties, or at any other time when their vote could decide the result of any Representative Council decision; for example, in the case of a two-thirds vote. This vote may be cast only under these circumstances, and may only be cast after the votes of the other Representatives have been counted.
 - c. The Speaker may impose limits on debate in the form of time allowed to each speaker and the number of questions the speaker may ask.
 - i. A reasonable amount of time must be allowed for each Representative Council member to express his/her views.
 - ii. If no limits are imposed, the Speaker may still act to prevent filibuster tactics.
 - d. The Speaker shall be allowed a maximum of two (2) minutes to speak on any matter before the Representative Council immediately prior to the taking of a vote concerning that matter.
 - i. If they wish to make any additional argument or presentation of evidence, the Speakership must be surrendered to the Vice Speaker for the duration of discussion and vote on that matter.
 - e. With powers and exceptions as provided herein, the duties, powers, and responsibilities of the Speaker shall be as set forth in Robert's Rules of Order, Revised.
 - f. In the event of a vacancy in the office of the Speaker, the Vice Speaker shall assume the duties of the Speaker, pending the election of a new Speaker.
 - i. The election for the new Speaker shall take place at the next regularly scheduled Representative Council meeting.
 - ii. In the event of the current Vice Speaker being elected as Speaker, a subsequent election shall be held to elect a new Vice Speaker.
 - g. The Speaker shall be responsible for coordinating the rotating SOAC member schedule.
 - h. The Speaker will be paid fortnightly in accordance with Legislative Council Bill 80LCB02.
- F. The Speaker shall give a Representative Council report to the Legislative Council at each meeting and the report shall include all bills discussed, ratification, and any other matters of significance.
- a. Each Representative Council member shall give a report of their current activities and projects to the Representative Council whenever they think necessary.
 - b. Each Representative Council member shall report on their respective Joint Board at each Legislative Council meeting.
- G. The Representative Council shall have the power to pass resolutions in its own name.
- H. One vote of approval is always sufficient for approval and passage of Primary Measures. Primary Measures include:
- a. Appointments and ratifications.

- b. Votes concerning by-laws and codes: although these measures must be introduced at least one meeting prior to being voted upon. Introduction shall consist of discussion of the proposed vote following its appearance on the agenda as either an item of new business or its acceptance as a special order.
 - c. Internal procedures of Representative Council.
 - d. Contracts: all contracts shall be introduced at least one week prior to being voted upon.
 - e. Contracts binding Representative Council to other parties wherein a majority vote of two-thirds present and voting after the introduction is required.
- I. Certain matters before Representative Council may require a "second reading"; this is a secondary vote for approval by the Council in order to ensure passage.
- a. Secondary measures include:
 - i. Financial allocations and expenditures
 - ii. Budgets
 - iii. Policy priorities
 - iv. Resolutions- They shall have 2 main functions
 - 1. To support or censure for a specific policy of stance.
 - 2. To serve as directives.
 - a. A resolution may not institute tangible action.
 - b. The conditions for second reading of Secondary Measures is always sufficient when:
 - i. One vote of approval for Secondary Measures is always sufficient when:
 - 1. The measure has been previously passed by the Council.
 - 2. The measure is only part of a bill, which must be approved.
 - ii. A second reading shall always be required on some Secondary Measures, unless they are introduced as Emergency Measures and pass by the approval of two-thirds or more of Representative Council members present and voting.
- J. The passage of Representative Council legislation shall become effective and final upon one of the following conditions being fulfilled:
- a. Signatures from both the Representative Council Speaker and Legislative Council President within five (5) days of approval by the Representative Council.
 - b. Six (6) days after approval by the Representative Council, if no veto has been exercised within that time.
 - c. Immediately following a two-thirds ($\frac{2}{3}$) vote by the Legislative Council to override an Executive veto.
- K. Each Representative Council member is responsible for scheduling four (4) office hours in accordance with 80LCB15.
- a. Each Representative can also fulfill office hours by attending campus events, student group meetings, working on legislation, or hosting or assisting with student outreach projects/events.
- L. Each Representative Council member shall sit on at least one (1) CU Student Government (CUSG) Joint, Advisory, or Funding Board.
- M. Each Representative shall be responsible for communicating absences to the Speaker or Vice Speaker and the President of Legislative Council at least twenty -four (24) hours in advance.

- a. Failure to communicate absences three (3) times in a legislative session shall result in a suspension of pay for the pay period of the third failure.
 - b. Pay shall also be suspended for each subsequent pay period of failing to communicate an absence and shall result in the Representative being placed on probation.
 - c. The representative will be required to meet with the Speaker and Vice Speaker to discuss the situation.
- N. Each Representative shall be required to complete all CUSG required training within the first month of taking their position, or as scheduled by the Legislative Council President.
 - a. It shall be the responsibility of the Representative to provide documentation to both the Speaker and Legislative Advisor showing their completion of these requirements.
 - b. Failure to complete these requirements shall result in suspension of pay per pay period these requirements are not fulfilled.
- O. If, for any reason, a Representative resigns or leaves their position, they hold the right to appoint a person of their choosing to finish their elected term.
 - a. The appointed individual must obtain 75 signatures from fee-paying students.
 - b. These signatures must then be verified by the CUSG Office Manager.
 - c. After submitting the signatures, the individual shall be sworn into office during the next Legislative Council meeting.
 - d. If a Representative does not appoint a replacement, the responsibility is redirected to the current Tri-Executives.
 - i. If nominated, this individual must then be ratified by the Representative Council.
- P. All meetings are open to the public
 - a. Quorum must be established in order for a meeting to occur.
 - i. Quorum consists of five (5) Representatives being present at the designated meeting time.
 - b. In-person proxies, paper proxies, or any other form of proxy voting are prohibited as per *Carias v. Executive Branch* (92nd session).
- Q. All legislation must be submitted to the Speaker of Representative Council no later than Tuesday at 5:00 p.m before the next regularly scheduled Council meeting to be added to the agenda.
 - a. All legislation must have a sponsor who is a Representative Council member.
- R. The Representative Council must review the Executive(s)' nominee for an executive staff position; the review process is to gain knowledge on the candidate. Representatives may exercise their views on the appointed individual in casting their vote in the Legislative Council ratification.
- S. As stated in the CUSG Constitution, the Representative Council shall appoint the Election Commissioner and Assistant Election Commissioners.
 - a. The Representative Council shall review and question the Election Commissioner appointed by the Executive(s).
 - b. They shall then nominate the appointed individual for ratification by a two-thirds ($\frac{2}{3}$) majority vote of those present and voting of the Legislative Council.
- T. As with Standing Committees, legislation may be introduced to the Representative Council before being brought to the Legislative Council with a simple majority approval.

- U. Relative to Legislative Council legislation, the Representative Council shall have jurisdiction over bills, resolutions, and statements pertaining to issues that students and student organizations are facing, especially those related to student wellbeing, equity, and needs.
- V. The Representative Council shall conduct outreach to the student body and shall be responsible for finding issues that students are facing, bringing these issues to the Legislative Council, and determining ways to address them.
- W. The Representative Council shall work to address issues related to off campus housing and neighborhood relations.
- X. The Representative Council shall advocate for issues related to health, wellness, safety, and diversity on campus.
- Y. The Representative Council shall conduct hearings each Fall Legislative Council Session with each of the CUSG Joint Boards, as well as maintain regular relations with the Joint Boards.
- Z. As stated in the CUSG Constitution, the Representative Council, shall set university-wide and Joint and Advisory Board specific policy and goals.
- AA. The Representative Council shall regularly discuss the legislation and business within the Legislative Council.
- BB. The Representative Council shall, in addition to its other powers and responsibilities, be a special committee of the Legislative Council.
 - a. As such, it shall make recommendations to the Legislative Council concerning policy for the Joint Boards.

ARTICLE IX – COUNCIL OF COLLEGES AND SCHOOLS

- A. 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).
- B. Any changes to this section of the Legislative Council Bylaws may be vetoed by the CCS Chair.
 - a. The CCS Chair veto is overridden upon a motion to override the CCS Chair veto being approved by two-thirds ($\frac{2}{3}$) of the entire legislative council.
- C. Membership & Quorum
 - a. 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.
 - b. 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.
 - c. The number of Senators elected by each school or college shall be no more than two (2).
 - d. Each CCS Senator shall be elected in accordance with procedures established in that Senator's individual constituency.
 - e. Each Senator is granted one vote within CCS.
 - f. Quorum shall consist of at least one half ($\frac{1}{2}$), plus one (1) of the total number of elected senators representing at least one-half ($\frac{1}{2}$) of the total number of colleges and schools.
- D. Office Hours
- a. The number of office hours conducted for each respective school in service of either the Legislative Council or the school shall be three (3) hours.
 - b. 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.
 - c. These office hours must be conducted in either the senators' respective schools or the CUSG office.
 - d. One (1) of the three (3) office hours may be conducted tabling, or attending a student group event funded by CUSG, CCS, Rep Council or the respective school.
- E. Meetings
- a. The Council of Colleges of Schools shall regularly hold, at least, fortnightly meetings or legislative study sessions during the fall and spring semesters.
 - b. During the summer session, CCS shall only meet at the discretion of the chair or when there is business that requires the attention of CCS.
 - c. CCS shall not meet during official University holidays or breaks.
 - d. The Council of Colleges & Schools shall elect a Chairperson to oversee the meetings and prepare the agenda.
- F. CCS Officers and Elections
- 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 CCS, 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 CCS, 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 CCS.
 - c. The compensation of the officers and members of CCS shall be established by the Legislative Council.
- G. Removal from Office
 - a. The Chair and Vice Chair shall be subject to removal by CCS at any meeting of the Council by a two--thirds majority of the currently elected membership of CCS.
 - i. The Senator(s) requesting removal from office must announce their intentions at least one (1) meeting prior to the meeting in which the motion for removal will be made.
- H. Joint Responsibilities of the Chair and Vice Chair of CCS.
 - a. The Chair and Vice Chair shall collaborate to ensure that proper, detailed, and accurate minutes and attendance are taken at each meeting.
- I. The Chair of CCS
 - a. The Chair shall run the meetings of the Council and undertake the main administrative tasks of CCS.
 - 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 CCS, as indicated by a majority vote of CCS, are fulfilled.
 - d. The Chair shall not vote upon an issue unless that vote shall determine the outcome of the issue according to Robert's Rules of Order.
 - 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 serve at least three (3) consistent hours in the CUSG office each week.
 - g. The Chair shall maintain communication with the President of the Legislative Council and the Whip regarding meeting attendance of the various Colleges and Schools to ensure Senators are fulfilling their duties.
 - h. The Chair shall serve on the Rules Committee of the Legislative Council.
- J. Vice Chair of CCS
 - a. The Vice Chair shall 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 shall 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.
- K. 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 if a member of CCS has not already been elected to be the Treasurer of the Legislative Council.
- b. 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.
- c. This officer shall make regular reports during CCS meetings and shall seek direction from the Council in Finance Board matters.
- d. 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.
- e. If both are unable to attend or a Senator serves without a Co-Senator, the CCS Chair must be notified no later than four (4) hours prior and take appropriate action.

L. Introduction and Passage of Legislation

- a. As with standing committees, legislation may be introduced to the Council of Colleges and Schools by any member of CCS before being brought to the Legislative Council with a simple majority approval.
- b. Relative to Legislative Council legislation, the Council of Colleges and Schools shall have jurisdiction over bills, resolutions, and statements pertaining to advocacy to CU Boulder administration, local colleges and school administration, the CU system at-large, and state and local governments to ensure that student voices are heard.
- c. The Council of Colleges and Schools shall regularly discuss the legislation and business within the Legislative Council, especially that which directly affects local colleges and schools.
- d. All CCS legislation that is not specified to be otherwise shall go through a first and second reading to be passed by CCS. This section does not apply to Legislative Council legislation that is introduced to CCS for committee approval, but rather legislation to be passed by CCS.
 - i. Legislation will require a majority vote of those present and voting upon its first reading to CCS to pass to its second reading.
 1. A tie vote, after the chair has voted, shall be considered a failure to pass that reading.
 2. The second reading may be bypassed by a motion to pass the legislation by special orders during its first reading.
 - a. This motion requires a two-thirds ($\frac{2}{3}$) approval of those present and voting to pass.
 3. CCS may move to postpone a bill indefinitely which would not be considered as either approved or failed.
 4. After a piece of legislation passes its first reading it will be presented to CCS again at the next regularly scheduled meeting.
 5. A majority of those present and voting shall be required to pass second reading, at which point it has been approved by CCS and shall be sent to the Legislative Council President for approval by the full Legislative Council at the next regularly scheduled meeting.

- 6. Legislation may be amended by a majority of those present and voting unless there is another method that is stipulated by these bylaws.
- 7. Legislation may be tabled or postponed at any time during the legislative process by a majority of those present and voting.
- e. At the beginning of each new session, CCS shall discuss and pass a resolution which sets general legislative goals during the session, including, but not limited to the
 - i. Review local school and college government bylaws.
 - ii. Current recognized student group funding processes set by local schools and colleges.
- f. CCS may pass resolutions to support or censure a specific policy or stance, or to serve as a directive.
- g. The Council of Colleges & Schools shall have the power to pass resolutions in its own name.

M. General Responsibilities and Duties of CCS

- a. The Council of Colleges and Schools shall convene a meeting of the Senators and Presidents of all local school governments at the beginning of the fall semester .
- b. The fall semester meeting shall be used to develop a unified vision and goals for the Council of Colleges and Schools to address the needs of the Local School Governments.
- c. The Council of Colleges and Schools shall conduct hearings each Fall Legislative Council Session with the officers of each local school and college to support them and make recommendations for increased efficiency, while facilitating relationships and collaboration between different local colleges and schools.
- d. The Council of Colleges and Schools shall work with the administration of each local college and school to support them and advocate for students.
- e. Each College and School student government shall submit to the CUSG Office and to the Center for Student Involvement, the current copies of that government’s constitution, bylaws, and funding policies, if such exist.
 - i. Amendments to these documents shall be reported to the CUSG Legislative Council President, Center for Student Involvement, and CUSG Proper within ten calendar days of the adoption of the amendments.
 - 1. Violations of this point may be punished by having that local college or school’s accounts frozen until the school or college is in compliance with the provisions of this point.
 - 2. Any college or school whose accounts are frozen for violations of this point shall be deprived of the right to sponsor legislation before the Council of Colleges and Schools until that college or school’s government is in compliance with this point.

ARTICLE X – CUSG APPELLATE COURT

- A. Rules: CUSG Appellate Court shall operate according to the Appellate Court Rules
- B. Impeachment: Justices may only be removed by impeachment.

- C. Fee Waiver appeals: The CUSG Appellate Court shall have the final decision in the appeal of all appealable CUSG fees.
- D. Ratification of Justice appointments to the Appellate Court shall require a two-thirds (2/3) majority approval of the Legislative Council.
- E. Prior to a vote of ratification, the nominee appointed to the Court by the Executive(s) shall be evaluated by the Appointments Committee and Rules Committee in two separate public hearings at regularly scheduled meetings of the committees.
 - a. Prior to a hearing, appropriate materials for the evaluation of the appointee shall be submitted to the Appointments Committee or Rules Committee, to include but not be limited to: a resume or CV, the application responses, and a written or oral statement of support from the hiring authority.
- F. The ratification of Justice appointments shall require one public hearing at a regularly scheduled Legislative Council meeting with the vote to be scheduled no sooner than two (2) weeks after the public hearing.
 - a. The Rules Committee shall develop an interview protocol with evaluation standards, potential topics of discussion, and prior questions used in previous nomination hearings for the evaluation of potential judicial appointments and the document shall be made available to all legislators during the public hearings held for the ratification of said nominated justices.
 - i. The interview protocol shall be provided to the nominee at least one (1) week in advance of the public hearings.
 - ii. If a nominee refuses to answer or fails to substantially address the questions asked by legislators, this should reflect poorly on the nominee's chances of being approved when the vote is held.

ARTICLE XI – ELECTIONS

- A. Election Code: CUSG elections shall be conducted according to the Election Code.
 - a. The Election Code shall be reviewed and revised, if necessary, by the Rules Committee at any time.
 - i. This work should be done in conjunction with the Election Commission; if one has been established.
 - ii. In the absence of an established Elections Commission, the Rules Committee shall act in place of the Elections Commission until the Elections Commission is fully operational.
 - b. The Election Code shall be considered as a part of the Legislative Council Bylaws such that the rules and regulations of these bylaws may apply legally to the operations, actions, and enforcement of the laws of this association in the election code..
- B. Election Commission: All CUSG Executive and Representative Council elections shall be under the direction of the Election Commission, which shall operate under the Legislative Branch and shall be accountable to both the Executives and Legislative Council upon request.

ARTICLE XII – LEGISLATIVE COUNCIL COMMITTEES

A. Committee Appointments

- a. The method of Ad Hoc Committee appointment shall be “Appointments by the Chair,” as outlined in Robert’s Rules of Order, the most current edition, unless otherwise specified by the motion establishing the committee.
- b. The Legislative Council President shall appoint the chair of all committees.
 - i. If a committee is sufficiently large enough to warrant the need of a secretary, the committee may select from among its members, a secretary to record minutes or information pertaining to the tasks of the committee.
 1. The chair of small committees shall be required to record minutes or information pertaining to the tasks of the committee.
 - ii. The Chair of the committee is responsible for maintaining orderly documentation of the work of the committee.
- c. Committee Hearings: when a committee is to make substantive recommendations on decisions on an important matter, it should give members of the student association an opportunity to appear before it and present their views on the subject at a time scheduled by the committee.

B. Ad Hoc Committees

- a. Each Council shall establish temporary committees as it deems fit and necessary.
 - i. Such committees shall be established with a fixed duration of existence not to exceed one year.
- b. These committees shall be established by a simple majority of the Council membership.
- c. These committees shall operate under guidelines set by the Council.

C. Standing Committees

- a. The Legislative Council shall establish and maintain an Appointments Committee, a Rules Committee, an Executive Committee, and a Finance Committee.
- b. The Standing Committees shall hold weekly meetings or legislative study sessions during the fall and spring semesters.
 - i. During the summer session, the Standing Committees shall only meet at the discretion of the chair or when there is business that requires the attention of the committee.
- c. New permanent committees may be formed by two-thirds ($\frac{2}{3}$) vote of the Legislative Council members, present and voting.
- d. All standing or permanent committees shall operate under guidelines set by the Council, creating them and the chairperson of each committee.
- e. Vacancies on Standing Committees shall be filled as deemed necessary by the Legislative Council.
- f. The method of committee appointment shall be “Nominations by the Chair,” as outlined in Robert’s Rules of Order, most current edition.
- g. Once appointed to a standing committee, a member shall remain until he/she resigns from the committee, is no longer a member of the Legislative Council, or is removed from the committee upon a two-thirds ($\frac{2}{3}$) vote of the Legislative Council, present and voting.
- h. All Legislative Council members shall serve on at least one (1) standing committees.

- i. All bills and resolutions must be introduced to the committee of its respective jurisdiction, the Representative Council, or the Council of Colleges and Schools before being brought to the Legislative Council by a simple majority approval of said committee.
- j. All bills or resolutions referred back to the committee by the Legislative Council must receive at least one (1) hearing by the standing committee.
 - i. The Committee hearing shall be open to the public, and the authors or sponsors of any bill or resolution being heard shall be invited to the hearing.
 - ii. The Committee may call any member of CUSG Proper, Joint or Advisory Board members, associated students with pertinent knowledge or information regarding the bill/resolution or professional staff to the hearing to inform the committee's decisions and amendments to the bill.
- k. Appointments Committee
 - i. The Appointments Committee shall be chaired by the Vice President.
 - ii. The Appointments Committee shall consist of up to nine (9), but no fewer than six (6) members, from the Legislative Council.
 - 1. A quorum shall be the presence of one half, rounded up to the nearest whole number of the currently appointed committee members.
 - iii. The Appointments Committee shall have jurisdiction over bills pertaining to CUSG ratifications, hiring practices, and training processes
 - iv. The Appointments Committee shall be responsible for the managing and scheduling of ratifications brought to Legislative Council.
 - v. The Appointments Committee shall be responsible for supporting the updating of Legislative Council and CUSG-wide training processes.
 - vi. The Appointments Committee shall be responsible for tracking and helping to ensure that empty CUSG positions get filled.
 - vii. The Appointments Committee must vet all Appellate Court Justice, Executive Staff, and Joint Board Chair nominees through reviewal of application materials and by holding nomination hearings prior to ratification voting by the Legislative Council.
 - 1. Prior to a hearing, appropriate materials for the evaluation of the appointee shall be submitted to the Appointments Committee, to include but not be limited to: a resume or CV, the application responses, and a written or oral statement of support from the hiring authority.
 - viii. The Appointments Committee shall review the application materials and make recommendations concerning all appointments, approvals, and ratifications to be made by the Legislative Council.
 - ix. The Appointments Committee shall review the application materials and recommend to the Legislative Council for appointment members of Joint and other CUSG boards subject to appointment by the Legislative Council.
 - x. The Appointments Committee shall review the application materials and recommend to the Legislative Council for appointment students to serve

on non-student campus-wide standing committees within the University, except those positions for which other appointment methods are specified in these Bylaws.

1. Appointment and removal of these students shall follow the same procedure as used for Legislative Council appointments to the Joint Boards.
- xi. Appointments Committee members shall serve as the Legislative Council's representative on all search committees requested by Human Resources or the Provost of the University of Colorado Boulder.
1. Appointment Committee members should seek out opportunities to serve as members of search committees for Student Affairs professionals within CUSG Cost Centers, other Student Affairs positions such as the Dean of Students or Vice-Chancellor of Student Affairs, or other recruitment efforts that students have been requested to participate in by Human Resources.
 2. Committee members are required to complete the annual Diversity, Inclusion, and Recruitment Training organized by Human Resources to expedite the recruitment processes of new Student Affairs Professionals within CUSG Cost Centers.
- xii. The Appointments Committee shall regularly review the recruitment, hiring, and onboarding practices of all branches of CUSG Proper, CUSG Cost Centers, Joint Boards, and Commissions.
1. If necessary, the appointments committee shall work directly with Human Resources to improve the current recruitment, hiring, and onboarding processes of CUSG sponsored organizations through legislation.
1. Rules Committee
- i. The Rules Committee shall be chaired by the Parliamentarian.
 - ii. The Rules Committee shall consist of up to ten(10), but no fewer than six (6) members from the Legislative Council.
 1. A quorum shall be set at one half plus one, rounding down to the nearest whole number of the total number of appointed committee members.
 - iii. The Rules Committee shall have jurisdiction over bills pertaining to CUSG-wide and Legislative Council specific rules and procedures, as well as bills pertaining to the oversight and investigation of other branches and bodies of CUSG.
 - iv. The Rules Committee shall oversee the implementation of legislation within the other branches and bodies of CUSG.
 - v. The Rules Committee shall ensure that other branches and bodies of CUSG are following Constitutional, Audit, and bylaws-related matters.
 1. If a violation is expected, the Rules Committee shall investigate the violation and bring its concerns to their respective bodies.
 2. In such cases, the Rules Committee shall submit Memorandums to individuals and bodies who are not fulfilling their Constitutional CUSG duties.

3. Memorandums shall request the relevant parties to address said issue, as well as provide recommendations on how they should fix it.
 4. Memorandums shall provide a deadline to complete said changes, and if the deadline is not met, inform the relevant party that they should expect an impeachment trial.
- vi. The Rules Committee shall report any violations of the CUSG Legislative Council Bylaws, CUSG Constitution, or other governing documents at the next regularly scheduled CUSG Legislative Council meeting, and shall present its recommendation for rectifying the violation.
 - vii. The Rules Committee shall ensure efficiency, effectiveness, and accountability within CUSG by working with other branches and bodies.
 - viii. The Rules Committee shall ensure adherence by the Legislative Council to these bylaws and to the CUSG Constitution.
 - ix. The Rules Committee shall make recommendations concerning all Bylaws and codes of CUSG to ensure the efficient operation of CUSG.
 - x. The Rules Committee shall provide relevant historical context on bills with the Legislative Council.
 - xi. The Rules Committee may make recommendations on any proposed Legislative Council action insofar as these actions affect or are affected by the laws, codes, and/or regulations of the CUSG.
 - xii. The chairperson of the Rules Committee shall have the authority to designate numbering and identification of existing Bylaws and any new publication of the Bylaws to allow amendments to the Bylaws to appear in the most appropriate place, subject to formal action by the Legislative Council.
 - xiii. The Rules Committee shall retain copies of the Bylaws of the various Joint Boards and support the updating of said Bylaws.
 - xiv. The Rules Committee shall address instances when student organization bylaws violate the CUSG Constitution as they arise.
 - xv.
 - xvi. The Rules Committee shall work in conjunction with the Election Commission to make recommendations concerning Election Code revisions and election procedures to the Legislative Council.
 1. In the absence of an Election Commission, the Rules Committee shall function as the Election Commission and operate under the Legislative Council.
 2. Should the Rules Committee operate as Election Commission as set forth above, it shall abide by the CUSG Election Code, making decisions based upon majority votes of the Committee members present and voting.
- m. Executive Committee
- i. The purpose of the Executive Committee is to jointly provide direction, vision, and logistic management of the Legislative Council.
 - ii. The President shall serve as the chair of the committee.

- iii. All members of the committee shall work to provide guidance and instruction to the President to ensure a successful and productive legislative session.
- iv. The Executive Committee shall consist of eight (8) members:
 - 1. President of the Legislative Council
 - 2. Vice President
 - 3. Treasurer
 - 4. Parliamentarian
 - 5. Representative Council Speaker
 - 6. Chair of the Council of Colleges and Schools
 - 7. Press Secretary
 - 8. Whip
- v. The Executive Committee shall represent the combined leadership of the Legislative Council and work to fulfill the duties of all officer positions and ensure the completion of all responsibilities of the Council established in the CUSG constitution and these bylaws.
- vi. The Executive Committee shall have jurisdiction over all bills that do not fall under the jurisdiction of the other committees, the Representative Council, or the Council of Colleges and Schools to ensure that the legislation may still be introduced to the Legislative Council.
- vii. Three (3) members of the Executive Committee shall be present at all interbranch CUSG meetings.
- n. Finance Committee
 - i. The Finance Committee shall be chaired by the Treasurer.
 - ii. The Finance Committee Vice Chair shall be the corresponding representative to the Finance Board from either CCS or Rep Council.
 - iii. The Finance Committee shall consist of eight (8) members from the Legislative Council.
 - iv. The Finance Committee seats shall be equally divided between the Representative Council and the Council of Colleges and Schools.
 - v. The Finance Committee seats shall be determined by a secret ballot election held in both the Representative Council and Council of Colleges and Schools.
 - 1. The vote shall be held in three consecutive rounds of “runoff” style elections.
 - a. All Legislators are eligible to be elected to the Finance Committee.
 - 2. The first legislator to receive a majority of support in each round shall be formally appointed by the Legislative Council President for a seat on the committee.
 - a. The Legislator that wins the majority of votes in the one round is not eligible for election in subsequent rounds as each Legislator is only allowed one vote per Legislative Council Rules.
 - vi. The Finance Committee shall have jurisdiction over all bills pertaining to CUSG finances and budgets.

- vii. The Finance Committee shall act as a liaison between the Legislative Council and the CUSG Finance Director(s), the Finance Board, the Student Organizations Allocations Committee, and the Center for Student Involvement, in regards to CUSG fiscal matters.
- viii. The Finance Committee shall work to revise and amend the Student Fee Regulations (SFRs) and the SOAC Code, as necessary.
- ix. In the Spring semester, the Finance Committee members shall serve on the Joint Budget Subcommittee.
- x. Joint Budget Subcommittee
 - 1. The Joint Budget Subcommittee shall consist of the six (6) Legislators on the Finance Committee who are not the Finance Committee Chair or Vice Chair and the (9) voting members of the CUSG Finance Board, two (2) of whom are the Finance Committee Chair or Vice Chair.
 - a. All legislators are required to attend Joint Budget Subcommittee meetings during budget season.
 - i. Legislators should collaborate and ask questions during hearings via the eight (8) enfranchised senators and representatives on the Joint Budget Subcommittee.
 - ii. Failure to attend the scheduled meetings of the Joint Budget Subcommittee may be considered as an impeachable offense.
 - 2. Quorum shall be met when ten (10) members are present at the call to order or at any point throughout the meeting.
 - a. The legislators shall be responsible for reporting all information from the Joint Budget Subcommittee to the Representative Council and the Council of Colleges and Schools so that they can fully represent their assemblies in the budget hearings of the Joint Budget Subcommittee.
 - 3. The Joint Budget Subcommittee may hold hearings on the fiscal year budget throughout the academic year.
 - 4. The Joint Budget Subcommittee shall be co-chaired by the Finance Board Chair and a legislator elected by the legislative members of the Subcommittee by a simple majority vote of the Legislative Council members present and voting.
 - 5. The Executive(s), CUSG Director of Finance, and Finance Board non-voting members shall be active members of the Joint Budget Committee with time granted by the co-chairs to speak and ask questions but shall not be granted a vote within the committee.
 - 6. The Joint Budget Subcommittee shall meet weekly during the Spring semester until a budget proposal has been fully developed and approved by the Finance Board. .
 - a. The Joint Budget Subcommittee shall abide by the rules of special meetings of these bylaws if the committee chooses

to meet outside of the regularly scheduled weekly meetings.

7. The final student fee package proposal shall be approved by the Finance Board and compiled by the Finance Board Chair or their designee for presentation to the Legislative Council. A
8. A copy of the final Finance Board Budget Proposal shall be sent to the entire Legislative Council for final approval on second reading.
9. The Legislative Council shall approve or amend, per the regulations established in the Chancellor's Agreement, the final student fee package proposal previously approved by the Finance Board on second reading at least two (2) weeks prior to the due date set by the Office of Budget and Fiscal Planning.
 - a. The final approved budget totals for each cost center, additional expenses, and the total student fee package amount shall be included in a bill approved by a majority vote of the Legislative Council.
 - b. The Finance Board Chair or their designee shall present the budget proposal approved by the Finance Board to the Legislative Council.
10. The Executives shall have six (6) days to veto the final proposal approved by the Legislative Council.
 - a. The Executives must submit a written statement supporting their veto to the Legislative Council and present their reasonings to both CCS and Representative Councils.
 - b. If the veto is not received by the Legislative Council President within six (6) days of approval on second reading, the student fee package shall be considered final.
 - c. If the Executive(s) initiates a veto of the student fee package proposal approved by the Legislative Council, the veto override will be automatically scheduled for the next regularly scheduled meeting of the Legislative Council.
 - i. The President may initiate a special meeting to override the veto, following the special meetings provisions of these bylaws.
 - ii. If the veto is overridden by the Legislative Council, the Executive Committee shall schedule a meeting with the Dean of Students and Vice Chancellor to review the budget proposal in full.
 - d. The final proposal for the student fee package shall be prepared by the Executive Committee, the Finance Board Chair and Vice Chair, the Director of Finance, and any other designee appointed by the Legislative Council President, for presentation by the Executive(s) to the Regents.

ARTICLE XIII – COMMISSIONS

A. Standing Commissions

- a. Each of the standing commissions holds the responsibility of editorial rights and alterations of bylaws, which shall be reviewed by the Legislative Council no less than once a year in the form of a bill, or if no changes are made, then a formal update by the commissions' chair to Legislative Council acknowledging the commissions' review.
- b. Should they sufficiently complete the aforementioned tasks designated by each commission, the Legislative Council members of their respective commission shall be eligible for salary, financial compensation, and/or financial stipends if resources are appropriated or available.
- c. The standing commissions' bylaws shall be considered as part of the Legislative Council Bylaws such that the rules and regulations of these bylaws may apply legally to the operations, actions, and enforcement of the laws of this association in the commissions.
- d. The following listed commission are currently standing commissions; this list shall be updated as needed within the bylaws:
 - i. Social Equity Commission
 - ii. Legislative Affairs Commission
 - iii. Student Organization Funding Commission
 - iv. Elections Commission (See Article V - Elections)
- e. All commissioners shall be ratified by a present and voting majority of the Legislative Council.

ARTICLE XIV – DISCIPLINARY PROCEDURES: CENSURES, SUSPENSIONS, EXPULSIONS, REMOVALS, & IMPEACHMENTS

A. Impeachment and removal motions are the most severe of punishments and should only be initiated when legislators have evidence of impeachable or removable offenses. A single instance of such offenses may not be sufficient to impeach or remove the accused as the super-majority of the Legislative Council is necessary to approve an impeachment or removal. In this section, alternatives to impeachment or removal are established to provide additional means for the Council to express its discontent or dissatisfaction with the actions, behaviors, or decisions of those within CUSG Proper or in other entities associated with CU Boulder.

- a. Motions to Censure
 - i. A motion to censure is a formal expression of disapproval that may be approved by a present and voting majority.
 - ii. Such a motion shall not require a written resolution to be added to the agenda, following the same legislative reading procedures, but shall be documented and archived appropriately.
 - iii. A written resolution "to censure" may be considered through the standard legislative reading procedures and is recommended for use when censuring individuals or entities outside of CUSG Proper.
- b. Motions to Suspend

- i. Motions to suspend or write resolutions to suspend individuals or entities are recommended when the accused has violated the laws of this association, but not to such a degree where impeachment or removal may be feasible or necessary, or when demonstrated conduct of the accused is unsuitable of any member of this association.
 - ii. Such motions, written or oral, must specify the period of suspension and the suspended rights or privileges of the member.
 - 1. Examples may be:
 - a. Suspension of voting privileges on a Joint or Advisory Board;
 - i. Such suspensions shall not be applied to legislators,
 - b. Suspension of a stipend, or other forms of compensation that have not been duly earned,
 - i. Such suspensions must be justified by specific evidence showing failure to complete the responsibilities or duties of the appointed or elected position;
 - c. Suspension from public comments or participation in the meetings of the Legislative Council, committees, commissions, or the Joint and Advisory Boards of CUSG,
 - i. Such suspensions shall not be applied to legislators;
 - 2. The period of suspension shall not extend beyond the end of the current session of the Legislative Council.
- c. Motions to Expel
 - i. A motion to expel, either written or oral, is a formal but temporary expulsion from participation in the deliberations or activities of CUSG Proper for a set period of time or the formal revocation of the privileges granted by participation and membership in this association.
 - ii. A motion to expel is only recommended in severe cases where the expulsion of the accused is necessary to restore order.
 - 1. Examples may be, but are not limited to:
 - a. Expulsion from a Legislative Council, Committee, or Commission meeting for multiple violations of the rules, particularly if such behavior continues after receiving a warning or multiple warnings from the Chair or Parliamentarian.
 - iii. An motion to expel may not be extended for such a period of time that it could be considered a formal suspension. As noted in the section on motions to suspend, legislators may not be suspended from attending or participating in the Legislative Council.
 - iv. Motions to expel shall not formally expel any members of this association
- d. Such motions or resolutions may be referred to the Rules Committee for investigation and further discussion.
- e. Approval of such motions shall require a present and voting majority to pass if the accused and the Council was provided a two (2) day notice. If no such notice was

provided to either the accused or the Council, such motions shall require a two-thirds ($\frac{2}{3}$) present and voting majority to pass.

B. Impeachment Procedures

- a. An impeachment action may be initiated by a member of the Legislative Council or a Student Assembly through the introduction of a resolution to impeach, often referred to as the “Articles of Impeachment.”
 - i. The written resolution for articles of impeachment shall not include any details regarding the charges, evidence, or justification for impeachment.
 - ii. If the President receives Articles of Impeachment detailing charges or evidence against the accused, such information must be redacted before being sent out in the regular meeting notification.
- b. All impeachment actions, discussions, or investigations must be held in meetings in executive sessions and the subjects of such impeachment proceedings must be notified of all meetings with at least two (2) days advance notice..
 - i. The results of an impeachment trial must be disclosed to the public.
 - ii. The charges against the accused shall not be made public by any authority, member of CUSG, or any member of the Council.
 1. Any person found to have made the charges against the accused public may be subject to impeachment or removal.
- c. The Whip, or another member of the Executive Committee, shall contact any members with a formal warning if:
 - i. Said member has already missed two Legislative Council meetings; such that any further absences would be an impeachable offense.
 - ii. Said member has engaged in behavior unsuitable or in violation of the grounds for impeachment
 - iii. This warning should be documented formally by the Executive Committee.
- d. The Articles of Impeachment must be added to the agenda according to Legislative Council procedures and may not be added after the call to order has been made.
 - i. If a member presents the Articles of Impeachment prior to the call to order, the resolution must be verified by the President to have no information regarding the charges or evidence to be heard in the investigation. If the Articles of impeachment do contain such information or charges, the motion must be ruled out of order and the motioning member may be censured by the President or Parliamentarian.
- e. The Articles of Impeachment shall be moved to be referred to the Rules Committee for investigation if approved on first reading procedures by a majority vote of the Council.
 - i. If a member of the Rules Committee is the subject of the impeachment resolution, they shall be reassigned by the President to a new committee.
- f. The Rules Committee shall investigate and evaluate whether there is sufficient justification for impeachment and report to the Legislative Council President within four (4) weeks of the committee referral by the Council as to whether or not a trial shall be convened.

- i. The author of the Articles of Impeachment shall present the charges against the accused to the committee at a regularly scheduled meeting of the committee.
- ii. Information obtained in strict confidence by the committee may be used to help the committee form an opinion but may not be presented in the report or used in a subsequent impeachment trial.
- iii. The investigation shall make all efforts to complete a full and complete investigation of the charges
- iv. The investigation and subsequent report by the Rules Committee shall be held in confidence.
- v. The Rules Committee shall attempt to interview the accused, the complainant, and any other applicable member of CUSG.
 - 1. The Rules Committee has no power to compel any member of this association to testify before the committee.
 - 2. The Rules Committee may work to rectify the charges against the accused in collaboration with the accused or attempt to persuade the accused to resign prior to finalizing the investigatory report and concluding vote.
- vi. The Rules Committee shall determine if an absence from a meeting is “excused” or “unexcused” based upon the evidence presented in testimony and should not consider such excused absences as grounds for impeachment.
- g. After the investigation has concluded, the Rules Committee shall determine, by majority vote, whether a formal impeachment trial is warranted based on if the allegations made appear to be substantial and justified according to the laws of this association.
 - i. A report that finds a formal impeachment trial necessary shall be signed by the majority of the members of the committee who vote to move the impeachment to trial. Then, the Legislative Council President shall call for a special meeting of the Council to be held, no sooner than one week after the investigation’s conclusion, for the trial of the accused. Additionally, at this time the President shall notify the accused of said trial in writing. A copy of the notification shall be retained for the trial.
 - ii. The investigatory report shall have all the details of the investigation and the formal charges against the accused. See Section 63, pg. 659 of Robert’s Rules of Order, Newly Revised (Newest Edition) for an example of the report.
 - 1. Each charge listed in the report must be supported by at least one specification, otherwise known as evidence, justifying the charge.
 - 2. The report may limit the authority or power of the charged until the accused has rectified the issue by the manner established in the report or until the conclusion of the trial.
 - 3. The report will establish a trial manager who will present the charges and evidence against the accused in a neutral and fair manner.

- iii. If the committee finds that the impeachment trial to be unnecessary or that the accused can rectify the issues through alternative means, no trial will be scheduled, the resolution shall be postponed indefinitely, and a report shall be sent to the subject of the Articles of Impeachment, the Legislative Council President, and the CUSG Office Manager for the records.
 - 1. Such report may include recommendations for professional or behavioral improvements that the subject of the impeachment may consider to avoid further impeachment actions.
- h. If an impeachment trial is convened according to the investigatory report by the Rules Committee, the Affirmative conclusion of an impeachment action, resulting in immediate dismissal from office, requires a two-thirds ($\frac{2}{3}$) vote of the entire Legislative Council membership, and shall not take place earlier than the next regularly scheduled meeting after conclusion of the investigation.
 - i. The accused may be represented by counsel of their choice and to speak or produce witness of their choosing. Similarly, the appointed trial manager may also produce witnesses of their choosing.
 - 1. Counsel for the accused must be a member of the Council unless Council, by majority vote, approves a non-member.
 - 2. Witnesses who consent may be brought into the trial but only for the period during which they are testifying.
 - ii. If the accused does not appear at the trial, the trial shall continue without them.
 - iii. A copy of the Rules Committee's investigatory report shall be made available to all members of Council.
 - iv. The trial shall follow this format:
 - 1. Charges and specifications are read aloud by the chair.
 - 2. Opening statements by both sides, with the trial manager going first.
 - 3. Testimony of witnesses produced by the manager
 - 4. Testimony of defense witnesses
 - 5. Rebuttal of the trial manager's witnesses
 - 6. Rebuttal of defense witnesses
 - 7. Closing arguments
 - v. No Council member may have the floor besides the defense and the manager(s) until the end of closing arguments.
 - vi. Cross-examination, re-direct-examination, and re-cross-examination of witnesses is allowed. Witnesses may be recalled if necessary.
 - vii. The Chief Justice or their designee rules on all evidence, objections, or requests by the defense or manager(s), subject to appeal by any member of Council which shall not require a second but shall require an approval by a present and voting majority. The appeal is not debatable, therefore the chair shall immediately call the question with exceptions for any points of personal privilege or points of parliamentary inquiry.
 - viii. Any questions for witnesses from Council shall be passed in writing to the Chief Justice to be asked.

- ix. After closing arguments, the accused shall be asked to leave the room. Defense counsel and witnesses may remain.
- x. After the accused has left the room, the Council shall debate each charge against the accused in the order presented in the report. Charges and specifications can be amended if new evidence has arisen during trial. After debate has closed, a two-thirds ($\frac{2}{3}$) vote is required for approval. If the two-thirds ($\frac{2}{3}$) threshold is not reached, the accused is found not guilty. If the accused is found guilty of any of the charges, the articles of impeachment are approved and the accused is impeached.
 - 1. A member who votes for a finding of guilt at the trial need only be morally convinced, on the basis of evidence, that the accused is guilty. Hearsay evidence may be necessary and sufficient in such a trial as the Legislative Council is not a court of law.
 - 2. The Council may choose to approve the articles of impeachment but decline to impose any penalty, reduce the penalty, but cannot increase the penalty in any way.
- xi. After all charges have been voted upon, the accused is allowed back into the room to hear the final result.
- i. After the trial has concluded, at the next regularly scheduled meeting of the Legislative Council and the Rules Committee, both entities shall review the proceedings and these bylaws.
- j. Grounds for Impeachment are described in Article IX (9) of the CUSG Constitution and shall include these additional criteria to supplement the Constitutional grounds for impeachment:
 - i. Absence from three or more meetings in a legislative session. Such meetings shall include but are not limited to:
 - 1. Regular meetings of the Legislative Council
 - 2. Assigned or appointed committee or commission meetings
 - 3. Assigned or appointed joint or advisory board meetings
 - 4. Council of Colleges and Schools or Representative Council Meetings, where applicable
 - 5. Executive Cabinet or Executive Department meetings, where applicable
 - 6. Appellate Court meetings
 - ii. The acceptance of bribes or for corruption, as defined as:
 - 1. The acceptance of a gift of money or other inducement intended to persuade the accused to act in one's favor.
 - 2. Asking, demanding, soliciting, accepting, or agreeing to receive anything of value in return for being influenced in the performance of their official duties.
 - iii. Violation(s) of the University of Colorado Boulder Student Code of Conduct.
 - iv. Violation(s) of the University of Colorado Boulder Academic Integrity Policy and/or the Student Honor Code.
 - v. Misconduct in office, neglect of duty in office, or conduct that renders them unfit for office

- vi. Failure to substantially fulfill the duties of office, including but not limited to: Misfeasance, malfeasance, or nonfeasance according to the standards set by the Constitution or the laws of this association.
 - 1. The Council must find that the accused did not substantially comply with the Constitution or the laws of this association, as such, substantial compliance shall be defined as: compliance with the essential requirements of the Constitution, laws of this association, or applicable statutes, regulations, or expectations thereof that satisfy its purpose or objective even though its formal requirements are not complied with.
 - k. The Executive(s), legislators, and officers of CUSG may not be tried for impeachment for violations of state or federal law. Any violation of such laws shall be reported to the Office Manager of CUSG Proper upon discovery.
- C. Removal Procedures
- a. Joint and Advisory Board Chairpersons may be removed from office for cause by disciplinary proceedings to match that of an impeachment, without the presence of the Chief Justice of the Appellate Court.
 - i. The Finance Board chair must be formally impeached as per the proceedings of these bylaws according to the Constitution.
 - b. Joint and Advisory Board members and all other appointments that require ratification by the Council may be removed from office at the pleasure of the membership as provided in the Constitution.
 - i. Finance Board members must be impeached and cannot be removed by the Legislative Council.
 - c. Officers of the Legislative Council, Representative Council, or Council of Colleges and Schools may be removed from office at the pleasure of the membership by a two-thirds, present and voting, majority or a present and voting majority when at least two (2) days prior notice is given that the vote to remove will be held at the next regularly scheduled meeting.
 - d. Executive appointments, excluding the Justices of the Appellate Court and the Finance Board chair, may be removed by the Executive(s) for cause by disciplinary proceedings established in the Executive Branch Bylaws.
 - e. Some executive appointments, as listed in the Constitution, must be impeached and cannot be removed by the Legislative Council. The Legislative Council may initiate impeachment proceedings as established in these bylaws without the consent of the Executive(s).
 - f. Removals are effective immediately following an affirmative conclusion of a removal action.
 - g. Removals may be appealed to the Appellate Court of CUSG.
- D. Any person who is impeached or removed from office by the Legislative Council may be barred from holding any future elected or appointed offices within CUSG.
- a. Lesser penalties may be elected for during an impeachment trial.

ARTICLE XV – REPLACEMENT AND RESIGNATION PROCEDURES

A. Resignation Procedures

- a. All members of the CUSG who hold a CUSG office shall retain the right to resign at any time.
 - b. A resignation notice containing the resigning member's full legal name, resigning CUSG office, signature, and effective resignation date must be filed, signed, and dated by the CUSG Office Manager and the CUSG Legislative Council President to be valid. In the event that the member resigning is the CUSG Legislative Council President, the next ranking member shall sign in lieu.
 - c. The CUSG Legislative Council President or the CUSG Office Manager shall notify all members of the CUSG Legislative Council of all resignation notices within twenty-four (24) hours.
 - d. All resigning members of the CUSG who hold a CUSG office shall retain the right to withdraw their resignation until 12:00 AM on the effective resignation date, as stated in the original resignation notice.
 - e. All resignation notices and resignation withdrawal notices shall be open to public records and inspection.
 - f. Resigning Representatives that wish to appoint a replacement to their office are subject to further resignation stipulations as outlined in the CUSG Constitution and Article VIII § D. of the CUSG Legislative Council Bylaws.
 - g. Senators of the Council of Colleges and Schools shall submit a formal letter of resignation to members of the Council of Colleges and Schools and the Legislative Council President by way of the CUSG Office Manager two weeks prior to resignation.
- B. Replacement Actions
- a. When any official of CUSG is replaced during his/her term, the new official shall fill out the balance of the term, with all powers and responsibilities of the former member.
 - b. Upon resignation, Senators shall be replaced by the standard process of their respective college or school.
 - c. Representative Council members who wish to resign from their position shall be required to:
 - i. Submit a formal letter of resignation to members of the Representative Council, the Legislative Council President, and the Executive(s) by way of the CUSG Office Manager two weeks prior to resignation.
 - ii. Take reasonable steps to present a designated replacement to the Representative Council prior to resignation.
 - 1. The Representative Council shall interview and approve the designated replacement during the Representative Council meeting.

ARTICLE XVI – STUDENT ASSEMBLY

A. Powers

- a. The Student Assembly may pass resolutions.
- b. The Student Assembly may pass referenda and propose amendments to the Constitution through an affirmative vote of at least 10% of the current members of the Student Government.

- c. The Student Assembly may override the Executive Veto of Legislative Council legislation.
 - i. This requires two-thirds ($\frac{2}{3}$) vote of those present and voting.
- B. Operation
 - a. The Student Assembly shall be conducted according to Robert's Rules of Order, Newly Revised (most recent edition).
 - b. The Student Assembly shall be chaired by the President of the Legislative Council.
 - c. The Parliamentarian of the Legislative Council shall act as Parliamentarian for the Student Assembly.

ARTICLE XVII – SALARIES AND INTERNAL BUDGETS

- A. Salaries, Financial Compensation and Financial Stipends
 - a. General Compensation Rules
 - i. Salaries, Financial Compensation, and Financial Stipends for any and all positions within the CUSG must be approved in the manner of budgetary legislation that shall take effect at the start of the next fiscal year.
 - ii. Salaries, Financial Compensation, and Financial Stipend modifications shall take effect at the start of the next fiscal year.
 - iii. No member of the CUSG shall receive financial compensation from more than one Student Fee Supported Government, nor shall any member of the CUSG receive double financial compensation for multiple offices held within the CUSG and other governments funded by the CUSG.
 - b. Legislative Compensation Rules
 - i. Eligible Senator(s) and Eligible Representatives shall receive equal financial compensation from the CUSG, excepting financially compensated officer positions and compensated committee or commission positions.
 - ii. Each local College or School is to elect a maximum of two (2) senators at any given time as per the CUSG Constitution.
 - iii. Attendance at Legislative Council, Representative Council, and the Council of Colleges and Schools, is defined as a presence at either early or late roll calls.
 - 1. Attendance at Joint Board Meetings and Local College or School Government Meetings is defined by the respective Joint Board and Local College or School Government, in compliance with the CUSG regulations.
 - iv. To remain eligible for salary, financial compensation, or financial stipends, Representatives and Senators must complete the following duties:
 - 1. Attend regular CUSG Legislative Council meetings.
 - 2. Attend regular Representative Council or Council of Colleges and Schools meetings.
 - 3. Attend regular Joint Board or Local School Government meetings.

4. Report the business of their Joint Board or Local School Government to the Legislative Council no less than once a month.
5. Attend their responsible board, committee, and/or commission meetings.
6. Report the business of applicable boards, committees, and commissions for which they serve.
7. Post and hold a minimum of four (4) weekly office hours at the CUSG office, at a Local School Government office space or approved Local School location, or publicly tabling in CUSG Cost Centers.
 - a. When the University of Colorado Boulder is operating during summer academic terms, legislators shall not be expected to maintain office hours but should refocus their time and efforts to other duties of their positions.
8. The Executive Committee shall determine if a Representative or Senator has completed their duties.
 - a. They shall also have the ability to determine the most appropriate manner by which to ensure each duty has been adequately completed.
 - b. Should they come to an affirmative decision that a Representative or Senator has failed to complete their duty, this shall result in the suspension of their stipend.
 - c. This decision is subject to appeal in the CUSG Legislative Council or the CUSG Appellate Court.
 - d. If a legislator has not regularly fulfilled the duties of office, the Executive Committee shall submit articles of impeachment to the Legislative Council for consideration.
9. Local College and School Governments shall retain the power to suspend the Senator(s) Seat Salaries, Financial Compensation, and/or Financial Stipends granted by the CUSG for failure to fulfill the enumerated duties of a CUSG Senator.

v. Judicial

1. The Chief Justice and other Justices of the CUSG Appellate Court shall be paid in a manner pursuant to budgetary legislation and the CUSG Proper Budget.

vi. Executive

1. The Executive(s) and executive staff salaries shall be paid in a manner pursuant to budgetary legislation and the CUSG Proper Budget.

B. Internal Budgets/Expenditures

- a. Within the CUSG General Operations Budget, a legislative discretionary budget shall be appropriated for Legislative Council expenditures.
 - i. The legislative discretionary budget described herein shall include those codes and subcodes deemed necessary by the Legislative Council. The choice of codes and sub-codes and allocation(s) to them shall be handled in the manner of budgetary legislation.

- ii. Expenditures from the legislative discretionary budget described herein shall be by and for the Legislative Council and its members only, and the Legislative Council and its members shall only make expenditures within these codes and/or sub-codes from the legislative discretionary fund or CUSG Fund Balance.
- b. Other than the codes and sub-codes as described above, all CUSG Operations funds shall be available for use by and for the Executive and Legislative Council of the CUSG.
- c. CUSG Operations funding is for general office expenditures, including but not limited to technology updates, printer rentals, cleaning supplies, office furniture and office supplies, etc.
- d. CUSG Fund Balance requests for the next fiscal year can be made during the annual budget process if approved by and recommended by the Finance Board.
- e. Expenditures from the Legislative Council Discretionary Funds require signed authorization, including the amount and purpose of the expenditure, as well as the sub-codes involved.
 - i. Signed authorization requires signatures from the President, the Treasurer, and one of the following members of the Legislative Council:
 - 1. Vice President
 - 2. Chair of the Council of Colleges and Schools
 - 3. Speaker of the Representative Council
 - ii. Misuse of the powers entrusted to the President, Vice President, or the Treasurer of the Legislative Council shall constitute grounds for removal from office by a 2/3rds majority vote of the entire Legislative Council.
- f. The CUSG Executive and Legislative Branch may authorize expenditures from the CUSG General Operations Budget within the limits of and included in the legislation enacting it, and the constitution, bylaws, and codes of the CUSG, and to extend such authority to their staff as they deem necessary, with additional guidelines and regulations imposed on such delegation of authority as they see fit, provided that such guidelines and regulations do not conflict with the CUSG Constitution, Bylaws and codes of the CUSG.
- g. The Executive Branch shall not have the authority to authorize expenditures from the Legislative Council Discretionary Funds.

ARTICLE XVIII – APPROVAL, AMENDMENT, AND SUSPENSION

- A. A two-thirds ($\frac{2}{3}$) vote of the entire Legislative Council shall be required for approval and/or amendment of these bylaws.
- B. A three-fourths ($\frac{3}{4}$) vote of the entire Legislative Council is required to temporarily suspend any or all sections of the Legislative Council bylaws or the Election Code.
 - a. The legislator making the motion must specify as to when the suspension expires.
- C. Mandatory Review of Legislative Council Bylaws
 - a. These bylaws shall be subject to a mandatory review by the Legislative Council President, Legislative Council Vice President, and Rules Committee, which shall occur no later than four (4) weeks before the end of each Legislative Council Session.

- i. Although this review may find that no changes to the bylaws are merited, this revision should be utilized to ensure that the bylaws are adequately prepared to address all issues that arose throughout the session and are in good working order for subsequent legislative sessions.
- b. The Legislative Council President shall be responsible for ensuring that any amendments made to these bylaws, pursuant to Article XI Section A, are reflected in these bylaws no later than two weeks following the approval of the amendments by the Legislative Council.

ARTICLE XIX – REFERENDA AND CONSTITUTIONAL AMENDMENTS

- A. The Executive or the Legislative Council may initiate referenda and Constitutional Amendments provided for below.
 - a. Constitutional Amendments must be passed on second reading by the Legislative Council at least three weeks before the start of the election when the student association shall vote on the proposed amendments.
 - b. Whether initiated by the Executive or from within the Legislative Council, initiation of referenda shall require majority approval, present, and voting, of the Legislative Council to appear on the ballot.
 - c. Whether initiated by the Executive or from within the Legislative Council, initiation of a Constitutional Amendment shall require a majority approval, present and voting of the Legislative Council to appear on the ballot.
- B. Referenda and Constitutional amendments initiated by the Student Assembly or by petition shall not require Legislative Council approval to appear on the ballot.

ARTICLE XX – COUNCIL OF COLLEGES & SCHOOLS AUTONOMY

- A. Guaranteed Monies
 - a. For purposes of budgeting, allocation, and expenditure of guaranteed monies, local school governments shall not be considered to be student groups.
 - b. All Council of Colleges & Schools guaranteed monies shall conform to CUSG financial guidelines, particularly with regard to student group or organization funding.
 - c. The use of guaranteed monies shall conform to Federal and State law, the laws of the Regents, and the limitation set forth in the CUSG Constitution.
- B. Supplemental Appropriations
 - a. For purposes of budgeting, allocation, and expenditure of funds allocated to the Council of Colleges & Schools Governments and their organizations, in addition to guaranteed funds, these Colleges & School Governments and their organizations shall be treated as student groups.
- C. All appropriations for in-state and out-of-state travel from supplemental and guaranteed monies shall be subject to the same limitations as may be set forth for student groups elsewhere in the by-laws.

ARTICLE XXI – JOINT & ADVISORY BOARD POLICY

A. Ratification

- a. Prior to a vote of ratification, Joint and Advisory Board chairs shall be evaluated by the Appointments Committee in a public hearing at a regularly scheduled meeting of the committee.
 - i. Prior to a hearing, appropriate materials for the evaluation of the appointee shall be submitted to the Appointments Committee, to include but not be limited to: a resume or CV, the application responses, and a written or oral statement of support from the hiring authority.
- b. Joint and Advisory Board Chairs shall require ratification by two-thirds ($\frac{2}{3}$) vote of the Legislative Council, present and voting.
 - i. Appointment and ratification shall be conducted simultaneously by a majority vote of the Legislative Council.
- c. Joint and Advisory Board members, both voting and non-voting, shall require ratification by a present majority of the Legislative Council.

B. Reporting

- a. Joint and Advisory Board Chairs shall make reports in front of the Legislative Council during the fall semester.
- b. The Legislative Council may request a report from any Joint Board Chair to be presented in front of the Legislative Council outside of the typically scheduled reports or budget hearings.
- c. The Legislative Council may call any member of a Joint or Advisory Board in front of the Legislative Council for review.
 - i. At this time, the member may be removed by a two-thirds ($\frac{2}{3}$) vote of the Legislative Council, present and voting.
- d. Each Joint and Advisory Board Chair shall report any amendments to its bylaws to the Legislative Council within two weeks of the amendments being adopted by the Joint or Advisory Board.
 - i. At this Legislative Council Meeting, the bylaws may be amended by a majority vote of the Legislative Council and shall then be approved by a simple majority vote of the Legislative Council.

C. Policy

- a. The Legislative Council shall set general policy for the Joint and Advisory Boards after the fall semester reports from the Joint Board Chairs.
- b. The Legislative Council shall not interfere with routine Joint Board operations.
 - i. However, by a two-thirds ($\frac{2}{3}$) vote of the Legislative Council, any Joint Board decision may be overruled.
 - ii. Alternatively, any Joint Board decision may be amended by a majority vote of the Legislative Council.
- c. The Legislative Council shall present the Joint and Advisory Boards all legislation that affects their respective area and operation before taking the final vote of approval for that legislation.