



**UNIVERSITY OF COLORADO STUDENT GOVERNMENT - LEGISLATIVE COUNCIL  
BYLAWS**

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## ARTICLE I – OPERATIONS

### Section 1: Constitutional Authority

- A. According to Article V of the Constitution, these bylaws shall supplement but not supersede the authority of the Constitution.

### Section 2: Rules of Order

- A. All Councils in the CUSG shall function under an simplified Robert’s Rules of Order, as defined in 96 LCB 10, except where otherwise specified within the CUSG Constitution, these Bylaws, or where a standing exemption is granted by a two-thirds (⅔) affirmative vote of the CUSG Legislative Council members present and voting.
- B. The Rules Committee must conduct an annual audit in the Spring Session of Council and associated council’s use of simplified Robert’s Rules of Order.
  - a. The Rules Committee through the annual audit should recommend changes if necessary to improve the Council’s use of simplified Robert’s Rules of Order.

### Section 3: Proxies

- A. The Legislative Council may not use proxies in any form.
  - a. Proxies are defined as, “the authority to represent someone else, especially in voting.”

### Section 4: New Session Start Timeline

- A. 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 will include both the summer and fall university terms as one continuous session.
  - b. New council members shall be sworn in at the start of the new legislative session during which their official term in office begins.
- B. If the University is not in session, no regular meetings shall be scheduled.
  - a. This shall include unforeseen events whereby the Chancellor has closed the campus and temporarily suspended its operations.
    - i. In such cases, any regularly scheduled meeting shall be canceled and the agenda items be rescheduled to another date by the Legislative Council President or to the next regularly scheduled meeting.
    - ii. A public notice shall be provided upon the cancellation using all available CUSG communication channels.
  - b. During Maymester, Summer Sessions, and Augmester the Legislative Council will meet regularly. The Council’s regular meeting schedule must meet the fortnightly constitutional requirement during these sessions.
  - c. A meeting may not be canceled in anticipation of there not being a quorum present.

### Section 5: Mandatory Trainings

- A. All legislators will be required to complete training on the following topics annually, repeating every other session following the Session they were sworn in.
- B. Topics include, but are not limited to:
  - a. Robert’s Rules of Order
  - b. How to Write Legislation
  - c. CUSG’s Joint Boards, Committees, and Cost Centers
  - d. How to Interface with your Constituents

- e. Diversity, Equity, and Inclusion
  - f. Mental Health Awareness
- C. These trainings will be subject to change as seen fit by the Legislative Council Vice President, Parliamentarian, CUSG Advisor, and Office Manager.

## ARTICLE II: RULES OF ORDER

### Section 1: Amendment and Review of Rules

- A. All entities granted quasi-judicial or legislative authority as established by this Council shall operate according to following standing rules derived from Robert's Rules of Order, except where it has been otherwise specified within the CUSG Constitution, the Legislative Council Bylaws, or whereby a standing exemption is granted by a two-thirds ( $\frac{2}{3}$ ) affirmative vote of said entities or the CUSG Legislative Council, present and voting.

### Section 2: Rules of Order

#### A. Rights of Assembly Members and Non-Members:

##### a. All members:

- i. All members are entitled to the floor at least once during any debate, and debate cannot be closed unless every member who wishes to speak has had the chance to do so, regardless of any debate limits set.
- ii. All members are entitled to a vote on all motions.
  - 1. If a school has filled both its senatorial seats, the senators share a vote.
    - a. If a pair of senators disagree on any given vote, they must abstain from voting altogether, and their vote shall not count toward the vote threshold.
      - i. If one senator in a pair has a conflict of interest, they should also abstain.
    - b. Abstention by college or school senator(s) do not count towards the vote threshold.
    - c. An abstention by a representatives-at-large is counted as a "nay" vote unless the representative-at-large discloses a conflict of interest, in which case they shall abstain and their vote shall not count toward the vote threshold.

##### b. Minority:

- i. A strong minority of one-third ( $\frac{1}{3}$ ) of members, present and voting, may override a limit on debate.
- ii. A strong minority of one-third ( $\frac{1}{3}$ ) of members, present and voting, may postpone a piece of legislation or legislative action for, at maximum, one week or until the next regularly scheduled meeting of the Legislative Council.
- iii. A strong minority of one-third ( $\frac{1}{3}$ ) of members, present and voting, may open the floor if no other main motion is pending.

##### c. Presiding Officers:

- i. The presiding officer of any meeting must relinquish the chair to the next highest ranking officer present to participate in a debate.
  - 1. The chair may not be given back to the presiding officer until the matter under consideration has been properly disposed of.
  - 2. The presiding officer may keep the chair if the matter under consideration relates to their chairing the meeting.
- ii. The presiding officer may only offer their vote to break or make a tie.
  - 1. If the presiding officer is a senator with a cosenator, they shall abstain from voting and delegate the voting authority to the school, and in such cases they will not have the ability to make or break a tie.

- a. In committees, if a senator is presiding officer, they may make or break ties.
  - iii. The presiding officer has the sole right to assign the floor.
    - 1. In assigning the floor for debate, it is recommended that the presiding officer allow each member a chance to speak before allowing any dialogue.
      - a. Dialogue is defined as a conversation between two members or a member and a non-member on the pending motion.
    - 2. If a member is requesting the floor and has not yet spoken on the pending motion, they should be given priority in the assignment of the floor regardless of who requested it first.
  - iv. The presiding officer is expected to take action against filibuster tactics.
  - v. The presiding officer must respect the will of the majority, even if they might find themselves in the minority on a particular issue.
- d. Members of the public:
  - i. Members of the public may speak if yielded to by a legislator.
    - 1. In doing so, they are subject to any limits on debate the assembly may move.
  - ii. It is preferred that members of the public speak only during the designated public open hearing section(s) of the agenda.

**B. Quorum:**

- a. Quorum is the number of members of an assembly who must be present at a meeting in order for business to be conducted.
  - i. Quorum is defined in the CUSG Constitution.
  - ii. A meeting is defined as a gathering of more than two (2) members of an assembly by the Colorado Sunshine Law.
  - iii. The presiding officer(s) count towards quorum.
- b. Any business conducted in an assembly that does not meet quorum is null and void.
- c. It is the responsibility of all legislators to ensure that quorum is met at all times.
  - i. If a legislator believes that quorum is not met, they may call for a roll call to be taken.
- d. If, at any point, a meeting loses quorum during its proceedings, actions must be taken by the presiding officer to reobtain quorum, or to adjourn until a time when quorum may be met.

**C. Order of Business:**

- a. Every meeting conducted in the Legislative Council or any of its committees must follow an agenda created before the call to order (the point at which any meeting formally begins).
- b. The Legislative Council agenda is as follows:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Reading and approval of the agenda, consent agenda, and minutes
  - 4. Announcements
  - 5. Public Open Hearing
  - 6. Reports:
    - a. Report of the Executives
    - b. Report of the Judiciary
    - c. Reports of the CCS Chair and Rep. Speaker

- d. Reports of the Committees
  - e. Reports of the Joint Boards
  - f. Report of Student Affairs
  - g. Report of the Treasurer
  - h. Report of the Vice-President of the Council
  - i. Report of the President of the Council
  - 7. Presidential Action Items
  - 8. Working/Committee Legislation
  - 9. Legislation:
    - a. First Reading
    - b. Second Reading
    - c. Etc.
  - 10. Announcements
  - 11. Late Roll Call
  - 12. Adjournment
  - c. In committees, reports and presidential action items may be omitted, and all legislation seen shall be listed under a section labeled “new business.”
    - i. “Old business” is defined as anything that has been seen in a committee previously, but has not been moved from that committee yet or otherwise disposed of.
  - d. The agenda may be amended after the call to order at the pleasure of a simple majority of members present and voting during the reading thereof.
  - e. Any matter may be taken up out of its ordinary order of business through a two-thirds ( $\frac{2}{3}$ ) affirmative vote of members present and voting.
- D. Motions:
- a. Precedence of motions
    - i. All subsidiary motions apply to a main motion and either alter or dispose of it.
    - ii. All incidental motions relate to a main motion, but do not alter it.
      - 1. Only incidental motions are in order when another has the floor.
    - iii. A privileged motion takes precedence over all other motions, but typically does not relate to the main motion.
    - iv. All voting thresholds are comprised of all legislators who are present and voting unless otherwise indicated.
  - b. Main Motions: Refer to Table 1
    - i. A motion bringing a piece of business (generally legislation or a ratification) before the assembly.
      - 1. A main motion can only be made when no other question is pending.
        - a. Example: only one bill can be seen at once.
      - 2. A main motion is carried by a simple majority, present and voting, excepting the following cases, which are carried by two-thirds ( $\frac{2}{3}$ ) majority, present and voting:
        - a. Amendments to the Legislative Council bylaws
        - b. Amendments to the student fee regulations
        - c. Proposed amendments to the CUSG Constitution
        - d. Other cases, as defined by the Constitution or these bylaws
      - 3. Special order legislation may be passed on first reading at the pleasure of  $\frac{3}{4}$ ths of council present and voting.
      - 4. The following are also main motions:

- a. Opening the Floor
    - i. A motion to open the floor opens the floor to speeches by members.
    - ii. It is recommended that a speech limit of five (5) minutes per member be undertaken if the floor is opened.
  - b. Formal Condemnation
    - i. A motion to express disapproval of a member or non-member.
  - c. Expel
    - i. A motion to expel a belligerent member or non-member from the meeting hall.
  - d. Reconsider
    - i. A motion to reconsider a motion previously disposed of.
  - e. Disband an Ad Hoc Committee
    - i. A motion to disband an Ad Hoc committee.
    - ii. Requires two-thirds ( $\frac{2}{3}$ ) approval of the entire assembly in this case.
5. Main motions are disposed of with one of the following:
- a. Move to approve
  - b. Move to deny
  - c. Move to second reading
  - d. Move to third reading
  - e. Refer to committee, commission, or joint/advisory board
  - f. Table
  - g. Postpone (Indefinitely)

**Table 1: Main Motions**

Motion	Second	Amendable?	Debatable?	Threshold	Reconsideration
Main	Yes	Yes	Yes	Varies	Yes
Open the floor	Yes	Yes	No	$\frac{1}{3}$	No
Formally Condemn	Yes	Yes	Yes	$\frac{2}{3}$	Yes
Expel	Yes	Yes	Yes	$\frac{2}{3}$	Yes
Reconsider	Yes	No	Yes	$\frac{2}{3}$	No
Disband	Yes	Yes	Yes	$\frac{2}{3}$	Yes

- c. Subsidiary Motions: Refer to Table 2
  - i. Motion to Amend
    - 1. A motion to amend is used to change the wording, and within reason, the meaning of a motion.



2. An amendment that renders a main motion dilatory, improper, or absurd is never valid.
- ii. Motion to Table
  1. A motion to table puts a pending motion aside temporarily.
  2. This motion must state a time at which the motion being tabled will be taken up again, or state that it tabled indefinitely.
  3. This motion cannot be reconsidered, but a motion may be made to take a question from the table instead.
  4. A motion to table is not in order when undertaken by a majority to avoid the consideration of a measure favored by the minority.
- iii. Postpone Indefinitely
  1. A motion that postpones a piece of business indefinitely.
  2. Postponing something indefinitely kills it unless it is reconsidered.
- iv. Motion to Refer to Committee
  1. A motion to move a motion to a committee for further amendment and closer consideration.
  2. A motion to refer to committee must specify what committee shall see the motion being referred.
  3. A motion to refer to committee may specify brief instructions for the committee seeing the motion.
- v. Motion to Limit Debate
  1. A motion to limit debate sets certain controls over the debate of a pending question.
  2. A motion to limit debate must specify the limits it is setting.
    - a. The following are orderly limits on debate:
      - i. A time at which debate will close.
      - ii. A maximum length of time allotted for debate.
      - iii. A time limit on individual speeches.
      - iv. A limit on the number of speeches one can make.
- vi. Moving the Previous Question
  1. A motion to the previous question immediately closes debate on a pending question and brings the assembly to a vote.

**Table 2:** Subsidiary Motions

Motion	Second	Debatable?	Amendable?	Threshold	Reconsideration?
Amend	Yes	Yes	Yes	$\frac{1}{2} + 1$	Yes
Table/Postpone	Yes	No	No	$\frac{1}{2} + 1$	Move to take from the table
Postpone Indefinitely	Yes	Yes	No	$\frac{2}{3}$	Yes
Refer to Committee	Yes	Yes	Yes	$\frac{1}{2} + 1$	Yes

Limit Debate	Yes	No	Yes	$\frac{2}{3}$	Yes
Previous Question	Yes	No	No	$\frac{2}{3}$	Yes

d. Incidental Motions: Refer to Table 3

- i. Point of Order
  1. A motion used to bring attention to breaches in parliamentary, CUSG, or Colorado state law.
- ii. Point of Inquiry
  1. A motion used to ask a question.
- iii. Objection to the Consideration of a Question
  1. An objection, typically undertaken during the reading of the agenda and minutes, to the consideration of a question is undertaken when a member of the assembly believes that a piece of business should not be addressed at all.
- iv. Motion to Appeal:
  1. A motion appealing the ruling of the presiding officer.
  2. All legislators are entitled to refute the decision of a presiding officer if they receive a second in support of their motion. If the appeal is approved by the majority, the chair must change their parliamentary decision to align with the majority.
- v. Motion to Divide a Question:
  1. A motion calling for the consideration of a question in multiple parts. Often legislation has been divided by paragraph, by section, or at the will of the majority to ensure a full discussion of the legislation or question(s) at hand.
  2. A similar motion may be made to combine parts of a question. This is known as “bundling motions” that would otherwise be divided. This is generally allowed excepting the following specified cases:
    - a. Amendments to the bylaws
      - i. Exception: grammatical or formatting changes
    - b. Amendments to the the student fee regulations
    - c. Constitutional amendments
    - d. Budgets
    - e. Election code
- vi. Roll Call to Verify Quorum
  1. A motion to verify quorum through roll call.

**Table 3:** Incidental Motions

Motion	Second	Debatable?	Amendable?	Threshold	Reconsideration?
Point of Order or Inquiry	No	No	No	No	No

Objection to the Consideration of a Question	Yes	Yes	Yes	$\frac{2}{3}$	Yes
Appeal	Yes	Yes	No	$\frac{1}{2} + 1$	No
Divide or Bundle the Question	Yes	No	Yes	$\frac{1}{2} + 1$	No
Roll Call to Verify Quorum	No	No	No	No	No

E. Privileged Motions: Refer to Table 4

a. Motion to Move into Recess

- i. A motion to take a short break during a meeting. The motion must specify the period of time allotted to the recess.

b. Motion to Adjourn

- i. A motion to close a meeting immediately.
- ii. This motion is only allowed after 10 PM according to the Legislative Council Bylaws unless all other business has already concluded.

**Table 4:** Privileged Motions

Motion	Second	Debatable?	Amendable?	Threshold	Reconsideration?
Recess	Yes	No	Yes	$\frac{1}{2} + 1$	No
Adjourn	Yes	No	No	$\frac{1}{2} + 1$	No

F. Voting Procedure: Refer to Table 5

- a. After the conclusion of debate, a legislator may “call the question”, indicating to the chair that they believe it is time to hold a vote on the motion. This motion should require unanimous consent of the assembly to officially close the debate, but a 2/3rds majority may be recognized by the Chair to prevent a filibuster.

- i. A legislator may vote in the affirmative, negative, or abstain.
- ii. Abstentions should be a rare consideration for each legislator excepting a division of conscious by two co-senators.
- iii. A legislator may vote against their own motion.

b. Vote by Voice:

- i. A vote by voice shall be the standard voting method used by the Legislative Council, unless a motion is made for a division of the assembly or a vote by alternative means is specified by the motion.
- ii. The chair takes a vote by voice by asking all those in favor to say aye, and then asking for all those opposed to say nay.
- iii. Motion to Recognize the “Division of the Assembly”
  1. If the result of a vote by voice is inconclusive, any member of the assembly may motion to recognize the “Division of the Assembly”,

which must be acknowledged by the chair and requires that the vote be retaken by an alternative voting method. .

- iv. Vote by Roll Call
- v. The chair calls upon each representative and set of senators to give their vote by voice individually and the Vice President records the votes as spoken.
- c. Vote by (Secret) Ballot:
  - i. A vote by ballot is normally only used for the election of officers.
  - ii. A vote by ballot is taken by giving each member of the assembly eligible to vote a slip of paper to write their vote on.
    - 1. The presiding officer tallies the results of the votes.
  - iii. If desired, a vote by ballot can be held in confidence by the presiding officer and a second confirmation tally, usually by an independent non-member such as the CUSG Office Manager. This is called a vote by “Secret Ballot”.
  - iv. A motion for a vote by ballot is not required in the case of officer elections.
- d. Other Less Common Voting Methods
  - i. Vote by raising of hands or placards
  - ii. Vote by standing
    - 1. No vote shall be taken via online ballot, phone call, email, or other means of electronic communication wherein a formal, live, and public debate has not occurred to discuss the motion at hand.

Table 5: Common Motions on Voting

Motion	Second	Debatable?	Amendable?	Threshold	Reconsideration
Call the Question	Yes	No	No	$\frac{2}{3}$	No
Division of the Assembly	No	No	No	<b>No</b>	No
Vote by Specified Means	Yes	No	No	$\frac{1}{2} + 1$	No

G. Suspension of the Rules of Order:

- a. With some exceptions, these rules may be suspended at the pleasure of three-fourths ( $\frac{3}{4}$ ) majority.
  - i. A suspension of the rules is an incidental motion.
  - ii. Rules of order pertaining to the following topics may not be suspended:
    - 1. Quorum
    - 2. Rights of assembly members in debate
  - iii. A motion to suspend the rules may be reconsidered.

H. Adoption of Temporary Rules:

- a. The Legislative Council may adopt special rules superseding Article XXI of these bylaws for the duration of one meeting, unless a motion is made specifying a later date of expiry.
  - i. Special rules may only extend as far as the last meeting of a given legislative session.

- b. Special rules must be in accordance with these bylaws, the CUSG constitution, and the Colorado Sunshine Law.
- c. The adoption of special rules or the amendment thereof must be considered as an incidental motion.
  - i. A vote of two-thirds ( $\frac{2}{3}$ ) present and voting is required to adopt special rules.
  - ii. A motion to adopt special rules may be reconsidered.

## **ARTICLE III – EXECUTIVE BRANCH**

### Section 1: Branch Recognition

- 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. Article IX contains additional information on the ratification process for the Executive Branch.

### Section 2: Ratification of Executive Branch Structure & Job Descriptions

#### A. Executive Cabinet Structure

- a. The Legislative Council retains the constitutional budgetary appropriation authority in regards to the student administrators (staff) organization, number of positions, job descriptions, and staff jobs available within CUSG Proper, and budgets for CUSG Proper.
- b. The Executive(s), prior to the start of the fall semester, shall present an Executive Cabinet structure to the Legislative Council for review and approval.
  - i. Any changes to the Executive Cabinet structure, including additions, subtractions, substitutions, and changes leadership structure and the potential budgetary impacts should be highlighted for the review process.
  - ii. If the Executive(s) seek to change the structure of the Executive Cabinet after approval of the initial structure, an updated structure proposal will be presented to the Legislative Council for review.
  - iii. A simple majority, present and voting, is required to approve the proposed cabinet structure.
  - iv. A written proposal or proposed changes shall be provided to the Legislative Council President by 5pm on the Tuesday before the next regularly scheduled Legislative Council Meeting.
    - 1. This written proposal does not need to be in the form of a bill or resolution.
  - v. If received by this deadline, the council President will assign the proposal to the 1st Reading section of the upcoming regularly scheduled council meeting agenda.
- c. The initial proposal or proposed changes shall be heard and fully approved after only one reading.
  - i. If council finds the documentation, justification, or evidence for the proposal or proposed changes insufficient, the proposal may be postponed but must be heard at each regular meeting of the Legislative Council until a majority approval is reached.
  - ii. Until council has approved a proposal, the Executive(s) may only hire according to the previously approved structure proposal, even if that proposal was written and approved by a prior administration.
- d. The Legislative Council reserves the right to propose and legislate changes to the Executive Cabinet structure as deemed appropriate by a majority of the council and as authorized constitutionally.

#### B. Executive Cabinet & Student Administrator Job Descriptions

- a. The Executive(s) may propose changes, including position descriptions, responsibilities, and qualifications. Any additions, subtractions, substitutions, or

changes in titles, proposed for the existing or new jobs descriptions are subject to review and approval by the Legislative Council.

- i. The Executives shall submit such proposals to the Legislative Council President by 5 PM on Tuesday prior to a regularly scheduled Legislative Council Meeting.
    1. The proposals shall be added to the first reading section of the meeting agenda if this deadline is met.
  - ii. The proposals shall be introduced and approved upon first reading, no additional readings shall be required; unless deemed necessary by a present and voting majority of the Legislative Council.
- b. A simple, present and voting, majority of the Legislative Council is required to approve the proposed job description changes.
  - c. The Legislative Council reserves the right to propose and legislate changes to existing positions or create new jobs descriptions to be hired by the Executive(s) or other hiring authorities, as appropriate.

## **ARTICLE IV – CUSG APPELLATE COURT**

### Section 1: Branch Recognition

- 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. Article IX contains additional information on the ratification process for the Judicial Branch.



## ARTICLE V - LEGISLATOR DUTIES, RESPONSIBILITIES, AND SUPPORT STRUCTURE

### Section 1: Office Hours

- A. Each member of the Legislative Council is responsible for hosting at least one (1) office hour per week during the fall and spring academic semester.
  - a. During the summer academic semester the member of the Legislative Council is not required to host office hours, however, the legislator is expected to utilize the recouped time to work on Legislative Council specific work.
  - b. Legislators shall notify the President of the hours when they shall be available for consultation both with students and other officers.
- B. Senators are able to host office hours at their home school, within the CUSG office, or virtually.
- C. Representatives-at-Large must host their office hours in the CUSG office or virtually.
- D. Office Hours for each legislator are to be posted in a location that is easily accessible.
  - a. This can include, but is not limited to, the website under each member's biography
- E. An Office Hour is defined as any time a legislator is working on CUSG related tasks when outside of any mandatory meetings.
  - a. Legislators are highly encouraged to make themselves available to any students during these office hours. The intent of these is to offer students an open opportunity to interface with their Representatives or Senators at a consistent time every week.

### Section 2: Mandatory Meetings

- A. Legislators are required to attend at a minimum the following meetings the course of a normal week:
  - a. Legislative Council
  - b. Appointed Committee(s)
  - c. For Representatives at Large
    - i. Appointed Joint or Advisory Board(s)
    - ii. Representative Council
  - d. For Senators
    - i. Local College or School Student Government
    - ii. Council of Colleges School
- B. If the Legislative Council, committee/board, or the Senator's local student government does not meet that week that specific meeting will still count towards their mandatory meeting attendance requirement.
- C. If the legislators know they are going to be absent to the mandatory meeting that week they must clear it with the respective Chair and Legislative Council Chief of Staff twenty-four (24) hours prior to the scheduled meeting.

### Section 3: Representation and Liaison Responsibilities

- A. Liaison Responsibilities: Council members shall act as liaisons between students and other officials within that council's representative's area of concern.
  - a. For the Council of Colleges and Schools members, this shall be the school they represent.
  - b. 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.

B. Reports Responsibilities:

- a. Each week, legislators will be responsible for submitting a weekly report to the Legislative Chief of Staff.
  - i. This report must be submitted by the end of the day prior to the Legislative Council meeting.
    1. Extensions and exceptions to this deadline will be subject to the Executive Committee.
  - ii. Contents:
    1. Representatives must include an update on their Joint and Advisory Boards.
    2. Senators must include an update on their College's Student Government.
      - a. Co-Senators do not need to submit two distinct reports.
    3. Additionally, any legislator who is a chair of any Board or Committee must submit a report for said Board or Committee.
- b. Consequences
  - i. On the first and second violations of this requirement, the legislator will receive a warning.
  - ii. For every violation after the second, violations will be accumulated and presented through a motion to formally condemn the responsible legislator.
  - iii. Violations of this requirement will be reported by any of the following officers:
    1. President
    2. Vice President
    3. Legislative Chief of Staff, should there be one

Section 5: Sponsorship Responsibilities

- 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 COUNCIL MEETINGS

### Section 1: Legislative Council Quorum

- A. Quorum will follow the rules laid out in the Constitution.
- B. Remote or Electronic Communication Attendance Policy
  - a. Members shall be allowed to participate and vote remotely via electronic communication or video conferencing formats.
  - b. 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.
    - i. Should a legislator attending a meeting electronically fail to vote in a roll call, they shall be considered absent.
    - ii. Legislators joining virtually are highly encouraged to do so with their camera on.
  - c. Email voting or paper proxy voting is not allowed.
- C. If quorum is not achievable, the president shall announce that quorum has not been met and move to adjourn the meeting.
  - a. The chair may move to adjourn and reschedule the meeting to another upcoming date or time.
    - i. All legislative items must be delayed until the next regularly scheduled meeting but other items may be scheduled for the rescheduled time.
  - b. The chair may move to adjourn the meeting without rescheduling the meeting. In such cases, all of the items scheduled for that meeting shall be postponed until the next regularly scheduled meeting of Council.
  - c. This motion to adjourn is merely a formality that should be approved by the majority of council unless a majority of present and voting members expect that a quorum can still be reached in a timely manner. If the motion to adjourn fails, the President shall hold Council in recess until a quorum is reached or until the motion is reconsidered and approved by a majority of the present and voting council members.
- D. The Legislative Council is required to meet weekly during the fall and spring semesters. Neither the Legislative Council President, nor a majority vote of the Council may allow the cancellation of a regularly scheduled meeting, even if it is expected or predicted that Council will not reach quorum.

### Section 2: Special Meetings

- A. Special meetings of the Legislative Council may be called to deal with matters that may arise that require action by the Council.
  - a. The President may call for a special meeting.
  - b. By a majority, present, and voting, the voting members of the Finance Board may call for a special meeting.
  - c. By a majority, present and voting, the Legislative Council may schedule a special meeting.
  - d. 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.
    - i. 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.

- e. 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, the Finance Board, or the Legislative Council.

### Section 3: Executive Sessions

- A. Executive sessions may only be called under special circumstances and following all procedures outlined in these bylaws.
  - a. Executive sessions must also be conducted in accordance with the Colorado Sunshine Law, which only allows closed meetings for:
    - i. The purchase and sale of property
      - 1. With an exception being made for situations in which legislators have a personal interest in the transaction
    - ii. Conferences with an attorney
      - 1. The contents of the session must directly concern legal actions (the mere presence of an attorney is not enough to call an executive session)
    - iii. Matters to be kept confidential in accordance with federal and state law
    - 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.
    - vii. Discussions of contract negotiations
  - b. Executive session would not be available for the following:
    - i. to discuss general personnel policies;
    - ii. if the employee who is the subject of the executive session has requested an open meeting;
    - iii. if the personnel matter involves more than one employee and all of the affected employees have requested an open meeting;
    - iv. 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
    - v. Agenda and motion must identify the employee, by name or position.
    - vi. 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.
- B. 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.
- 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.
  - a. If the executive session is being called to discuss personnel matters, such individuals must also be informed according to the same requirements.
- D. An impeachment trial may not be conducted as an executive session, but an impeachment investigation is always conducted in confidence.
- E. A motion to “move into executive session” must be called for, seconded, and approved by a majority vote.
  - a. 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.

- i. Per the Colorado Sunshine Law, if any subject being discussed in an executive session is required to remain public, the council's right to remove non-members is null and void.
          - 1. The council can deny non-members participation in executive sessions if they so choose
- F. Minutes will continue to be recorded by electronic records but access to such records are restricted to only members of Council and CUSG Proper Professional Staff.
- a. The minutes must contain the purpose, agenda, and reasoning for the executive session.
  - b. Exceptions may be made for attorney-client communications.
  - c. The minutes of the executive session meetings must be destroyed or erased permanently after ninety-one (91) days.
  - d. 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.
- a. A motion to include non-members, such as the CUSG Office Manager or counsel, is allowed by majority vote.
- H. No action or votes may be held during an executive session.
- a. 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.

#### Section 4: Meeting Duration

- A. 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 two-thirds vote of the Council when a meeting extends beyond 10:00 PM.
  - a. If a Legislative Council Meeting is adjourned prior to all the business being completed those uncompleted 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.

#### Section 5: Public Open Hearing

- 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.
  - a. 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,
  - b. Each member of the public shall be limited to three (3) minutes of speaking time no more than once per meeting.
    - i. The Legislative Council may extend the speaking time as needed by a two-thirds ( $\frac{2}{3}$ ) majority, present and voting.

- c. For each business item on 1st or 2nd reading the chair may open the floor to the public after the presentation by the author or legislative sponsors with the same limitations as before.
- d. 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.

#### Section 6: Reports Format

- A. The Legislative Council agenda will include the following report segments:
  - a. Executive(s)
  - b. Judicial Branch
  - c. Division of Student Affairs
  - d. Legislative Chief of Staff
    - i. This report shall include the reports of all Joint and Advisory Boards and Committees as detailed in Article II Section 3 Subsection B and Subsection C of this section. The Chief of Staff shall yield to the appropriate legislator when referring to their report.
    - ii. Reports may also be delivered by the presiding officer asking the relevant legislators for updates on their committees, local student governments, or joint boards.
  - e. Parliamentarian
  - f. Legislative Council Director of Finance
  - g. Legislative Council Vice President
  - h. Legislative Council President
- B. After reports have been given, members of the Legislative Council may ask questions.
- 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).
  - a. Reports may include, but are not limited to:
    - i. Information on the financial state of each Joint/Advisory Board, Local College or School, Committee, Commission, or Council.
    - ii. Upcoming events of each Joint/Advisory Board, Local College or School, Committee, Commission, or Council.
    - iii. Recently passed or addressed legislation within each Joint/Advisory Board, Local College or School, Committee, Commission, or Council.

#### Section 7: Consent Agenda

- A. The beginning of each Legislative Council agenda will include a Consent Agenda to allow the Legislative Council to group and approve together the routine, procedural, informational, and non-controversial items of business without discussion or individual motions.
- B. The Consent Agenda process is as follows:
  - a. The President will ask if any legislator wishes for an item to be removed from the consent agenda and discussed individually.
  - b. If a legislator requests that an item be removed from the consent agenda, it must be removed, and a legislator may request that an item be removed for any reason.
  - c. If an item has been removed, the President can decide whether to take up the matter immediately, place it under its respective section of the meeting agenda, or postpone it to the next regularly scheduled meeting.

- d. If there are no remaining requests for items to be removed, the President shall ask if there are any objections to the adoption of the remaining items on the Consent Agenda by stating, "If there is no objection, these items will be passed."
  - e. After pausing for objections and receiving none, the President shall state, "As there are no objections, these items are passed" and all the items on the Consent Agenda are then passed without a motion or vote.
- C. The Consent Agenda may include the following items at the President's discretion, which do not have to go through the Legislative Council Committee system:
- a. Approval of the minutes
  - b. Ratification of Joint Board non-voting members, except for Finance Board
  - c. Ratification of members to Joint Board Executive team positions
    - i. Exception: Joint Board chairs may not be placed on the consent agenda.
  - d. Routine matters such as appointments to committees or joint boards

## Section 8: Additional Meeting Provisions

- A. 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.
- B. 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.

C. 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 VII - LEGISLATIVE COUNCIL OFFICERS**

### Section 1: 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.
  - a. President
  - b. Vice President
  - c. Parliamentarian
  - d. Speaker of the Representative Council
  - e. Chair of Council of Colleges and Schools
  - f. 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 two (2) pay periods successively, the pay for that position shall be applied to the member filling the vacancy.
  - a. This action must be brought to the attention of the Legislative Council at least one meeting before the last meeting of the member leaving.
  - b. 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.

### Section 2: Elected Positions

- A. The Legislative Council's elected positions are as follows:
  - a. President
  - b. Vice President
  - c. Legislative Chief of Staff
  - d. Parliamentarian
  - e. Legislative Treasurer
  - f. Legislative Press Secretary

### Section 3: Appointed Positions

- A. The Legislative Council's appointed positions are as follows:
  - a. Legislative Historian
  - b. Senator or Representative Primer Inter Pares

### Section 4: Appointment Procedures

- A. For appointed positions, the appointing authority will appoint a candidate for a position.
  - a. The Legislative Council Parliamentarian shall appoint the Legislative Historian.
  - b. The Legislative Council President shall appoint the Senator or Representative Primer Inter Pares

### Section 5: Election Procedures

- A. The Legislative Council shall elect a President, Vice President, Legislative Chief of Staff, Parliamentarian, Legislative Director of Finance, Press Secretary, and Legislative Director of Student Affairs at the first meeting of each new session.
  - a. The positions shall be elected by a majority present and voting.
  - b. The elections shall be conducted by a secret ballot.

- c. The elections and all following elections of the session shall be conducted by the President of the current session.
- d. 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.
  - i. In each ensuing round of the runoff election, the candidate who receives the fewest votes shall be removed until only two candidates remain.
- e. 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.
- f. A legislator may chair a committee while holding an elected position.

## Section 7: President

### A. Powers

- a. The President may cast a vote to break ties, or at any other time when their 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.
- 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 have 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. The President shall have the ability to delegate tasks to any member of the Legislative Council.
- 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 or the most recently adopted amendments to the same.
  - 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.

### B. Responsibilities

- a. The President shall write and submit a session summary no later than the last week 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.
- b. 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.

- c. The President shall prepare and deliver the agendas for the Legislative Council meetings by 11:59 PM on Tuesday or forty-eight (48) hours in advance of a regularly scheduled or special meeting.

## Section 8: Vice President

### A. Responsibilities

- a. The Vice President will chair the Appointments Committee.
- b. The Vice President is responsible for recording all vote counts and motions made during Legislative Council meetings.
- c. The Legislative Council Vice President is responsible for planning legislative training each session for Legislative Council members, which shall focus on the topics listed in Article I.
- d. The Legislative Council Vice President shall coordinate with and assist the Legislative Council Press Secretary in taking on the responsibility of hosting a minimum of (1) student outreach event per semester.
- e. The Legislative Council Vice President is responsible for creating, updating, and maintaining a record of all members of the Legislative Council and the corresponding training completed.
  - i. Members of the Legislative Council who receive stipends shall not be eligible to receive stipend payment until that member has completed all mandatory training four weeks after being sworn in.
    - 1. The Vice President shall regularly update the Office Manager on legislators' completion of mandatory training.
  - ii. 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.

## Section 9: Legislative Chief of Staff

### A. Responsibilities

- a. Liaisonship
  - i. The Chief of Staff will be tasked with maintaining strong relationships with Joint Boards, the Executive Branch, the Judicial Branch, the CU Administrative Team, and any other pertinent bodies on campus.
  - ii. The Chief of Staff will serve as a central point of contact for the Legislative Branch.
- b. Reports
  - i. The Chief of Staff will be responsible for compiling legislative reports and presenting them to the Legislative Council.
    - 1. Further direction on this matter can be found in the Reports section of Article III.
- c. Miscellaneous
  - i. The Chief of Staff will be tasked with securing space for Legislative Council meetings and events. To accomplish this, the Chief of Staff will coordinate closely with the CUSG Office Manager.
  - ii. The President and Vice President may charge the Chief of Staff with any tasks they see fit beyond listed above as long as they are germane to the intent of this position.

1. In disputes on this stipulation, the matter may be brought up to the Council and voted on. A simple majority vote is required to settle such a dispute.
- iii. The Chief of Staff shall be charged with maintaining, overseeing, creating, and promoting initiatives contributing to the further development and improvement of the Legislative Council.

## Section 10: Parliamentarian

### A. Responsibilities

- 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 the Legislative Council's most recent operating model and 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, Legislative Council Historian, 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.

## Section 11: Historian

### A. Responsibilities

- a. The Historian shall be a member of the Executive Committee
  - i. The Historian shall serve the especial purpose in Executive Committee of advising on the revision of governing documents
- b. The Historian shall serve as a scribe for the minutes, public open hearing, and any other proceedings the council votes to transcribe.
- c. The Historian shall be responsible for digitally archiving all legislative documents from the session in which they serve, including but not limited to:
  - i. Bills and Resolutions, along with the documents that accompany them:
    1. Appendixes
    2. Teller's reports (taken by the Vice President)
  - ii. Reports of the colleges, committees, and joint boards
  - iii. Transcripts of the minutes and public open hearing
    1. As well as transcripts of any other proceedings, as voted upon and approved by the council (provided they do not disclose sensitive information)
- d. The Historian shall be a resource for consultation on past legislation, as well as on past forms of the bylaws and constitution.
- e. The Historian will be charged with maintaining online records of legislative activity, including but not limited to a resolution tracker on the CUSG website.

## Section 12: Treasurer

### A. Responsibilities

- 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 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 Director of Finance within twenty-four (24) hours of the councils' respective meetings.
  - iii. The Director of Finance 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 Director of Finance 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 Director of Finance.
- e. The Director of Finance 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 Director of Finance 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 Director of Finance is required to train their successor to ensure continuity across Legislative Council sessions.

## Section 13: Press Secretary

### A. Responsibilities

- a. 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.

- b. 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.
- c. 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.
- d. The Press Secretary shall write and submit a summary of Legislative Council activity and business every week that shall be posted on the CUSG website and be used to further CUSG outreach efforts.
- e. The Press Secretary shall work closely with the Historian to maintain a digital archive of Legislative Affairs and Legislation.
- f. The Press Secretary shall take on the responsibility of hosting a minimum of one (1) student outreach event per semester and set expectations for council with the Legislative Council Vice President.
  - i. Student outreach events may include town hall meetings, tabling events, or other activities that will gather the input of students from a range of backgrounds.
  - ii. All legislators should be expected to be involved in some form, whether planning or attending the event. Expectations will be set by the Legislative Council Vice President and Legislative Council Press Secretary.
  - iii. A maximum of \$1,000 shall be allocated toward outreach events , purchased items must be given to members of the student body. Money shall be pulled from the Legislative Council Discretionary Fund. There must be three (3) signatures from Legislative leadership.

## ARTICLE VIII – LEGISLATIVE COUNCIL COMMITTEES

### Section 1: Committee Appointment Process

- A. Unless otherwise stated in committee formation bylaws, all committee members will be appointed by the Legislative Council President.
- B. Additionally, the Legislative Council President shall appoint the chair of all committees.
- C. 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.
  - a. The chair of small committees shall be required to record minutes or information pertaining to the tasks of the committee.
  - b. The Chair of the committee is responsible for maintaining orderly documentation of the work of the committee.
- D. Each senator shall be enfranchised to vote independent of their cosenator if they serve on the same committee.
  - a. It is recommended that senators serve on different committees.

### Section 2: Committee Hearings

- A. 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.

### Section 3: Ad Hoc Committees

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

### Section 4: Standing Committees

- A. The Legislative Council's Standing Committees are as follows:
  - a. Appointments Committee
  - b. Finance Committee
  - c. Executive Committee
  - d. Rules Committee
- B. The Standing Committees must hold weekly meetings during the fall and spring semesters.
  - a. Exception: the Executive Committee shall meet at the discretion of the chair.
  - b. 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. Once appointed to a standing committee, a member shall remain until they resign 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.

- g. All Legislative Council members shall serve on at least one (1) standing committees.
- h. 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.

#### Section 5: Appointments Committee

A. Status: Standing Committee

B. Goal: To appropriately assess candidates for CUSG positions and maintain structure in hiring, training, and ratification processes.

C. Membership: An odd number, with a minimum of five (5) and a maximum of nine (9) appointed members.

a. The Appointments Committee shall be chaired by the Vice President.

b. Quorum: is the presence of a simple majority or one half plus one, rounded down to the nearest whole number of the currently appointed committee members.

D. Responsibilities:

a. Responsible for overseeing bills pertaining to CUSG ratifications, hiring practices, and training processes.

b. Responsible for the managing and scheduling of ratifications brought to Council.

c. Responsible for supporting the updating of Legislative Council and CUSG-wide training processes.

d. Responsible for tracking and helping to ensure that empty CUSG positions get filled.

e. Must vet all Appellate Court Justice, Executive Staff, and Joint Board Chair nominees through review of application materials and by holding nomination hearings prior to ratification voting by the Legislative Council.

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.

f. Responsible for reviewing the application materials and recommending to the Legislative Council for appointment members of Joint and other CUSG boards subject to appointment by the Legislative Council.

g. Responsible for reviewing the application materials and recommending 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.

i. Appointment and removal of these students shall follow the same procedure as used for Legislative Council appointments to the Joint Boards.

h. Appointments Committee members are responsible to serve as the Legislative Council's representative on all search committees requested by Human Resources or the Provost of the University of Colorado Boulder.

i. Responsible for the annual review of the recruitment, hiring, and onboarding practices of all branches of CUSG Proper, CUSG Cost Centers, Joint Boards, and Commissions.



- i. 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.

#### Section 6: Executive Committee

- A. Status: Standing Committee
- B. Goal: To jointly provide direction, vision, and logistic management of the Legislative Council.
- C. Membership: The Executive Committee will have nine (9) voting members. Those members will consist of the President, Vice President, Legislative Chief of Staff, Parliamentarian, Legislative Treasurer, Legislative Press Secretary, Council of Colleges and Schools Chair, and Representative Council Speaker.
  - a. The Executive Committee will be chaired by the President.
  - b. Quorum: is the presence of a simple majority of voting members or one half plus one, rounded down to the nearest whole number of the currently appointed committee members.
- D. Responsibilities:
  - a. Responsible for representing 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.
  - b. The 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.
  - c. The Legislative Council President must attend and any other Executive Committee members may attend all interbranch CUSG meetings and Student Affairs meetings, but no more than three (3) members shall be present at any meeting, unless specifically invited to speak on a relevant topic.
  - d. Responsible for maintaining Legislative Council traditions.
  - e. Responsible for maintaining morale within the Legislative Council.
  - f. Responsible for promoting the growth of a productive environment within the Legislative Council.
  - g. Responsible for ensuring that the Council remains a safe, comfortable space for all members involved.

#### Section 8: Finance Committee

- A. Status: Standing Committee
- B. Goal: To act as a liaison between the Legislative Council and the CUSG Finance Director(s), the Finance Board, the Student Organizations Allocations Committee, the Center for Student Involvement, the Fee Advisory Board, and the Budget and Fiscal Planning office in regards to CUSG fiscal matters.
- C. Membership: An odd number, with a minimum of five (5) and a maximum of nine (9) appointed members.
  - a. The Finance Committee shall be chaired by the Director of Finance.
  - b. The Vice Chair will be one legislator between the remaining CCS or Representative seats.
  - c. Seats on the Finance Committee shall be equally divided between CCS and Rep Council.

- i. These seats will be determined through a vote in each council.
  - d. Quorum: A quorum shall be the presence of one half plus one, rounded down to the nearest whole number of the currently appointed committee members.
- D. Responsibilities:
  - a. The Finance Committee shall have jurisdiction over all bills pertaining to CUSG finances and budgets.
  - b. Responsible for acting 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.
  - c. The Finance Committee shall work to revise and amend the Student Fee Regulations (SFRs) and the SOAC Code, as necessary.
  - d. In the Spring semester, the Finance Committee members shall serve on the Joint Budget Committee.
  - e. In the Fall semester, the Finance Committee shall develop and propose any necessary budget enhancements for the Legislative Council generally, including stipends, hourly positions, the Legislative Discretionary Fund, and the Joint and Advisory Board positions within the CUSG Proper budget.
    - i. The budget proposal should be completed no later than the last week of classes during the Fall semester.
    - ii. The proposed budget enhancements shall be submitted by the Treasurer to the Finance Board Chair and Director of Finance for the Executive(s) by Jan. 1st of each academic year.

### Section 13: Rules Committee

- A. Status: Standing Committee
- B. Goal: To adequately evaluate and address any changes or violations to CUSG and Legislative Council rules and procedures.
- C. Membership: A minimum of five (5) and a maximum of nine (9) appointed members.
  - a. At least one (1) Law senator must sit on the Rules Committee
  - b. At least one (1) Graduate senator must sit on the Rules Committee
  - c. The Council of Colleges and Schools Chair
  - d. The Representative Council Speaker
- D. Quorum: will be the presence of one half plus one, rounded down to the nearest whole number of the currently appointed committee members.
- E. Responsibilities:
  - a. Responsible for overseeing bills pertaining to CUSG-wide and Legislative Council specific rules and procedures.
  - b. Responsible for overseeing the implementation of legislation within the other branches and bodies of CUSG.
  - c. Responsible for ensuring that other branches and bodies of CUSG are following Constitutional, Audit, and bylaws-related matters.
    - i. If a violation is expected, the Rules Committee shall investigate the violation and bring its concerns to their respective bodies.
    - ii. In such cases, the Rules Committee shall submit Memorandums to individuals and bodies who are not fulfilling their Constitutional CUSG duties.
    - iii. Memorandums shall request the relevant parties to address said issue, as well as provide recommendations on how they should fix it.

- iv. 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.
- d. Responsible for reporting 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.
- e. Responsible for ensuring Legislative Council adherence to these bylaws and to the CUSG Constitution.
- f. Responsible for ensuring efficiency, effectiveness, and accountability within CUSG by working with other branches and bodies.
- g. Responsible for making recommendations concerning all Bylaws and codes of CUSG to ensure the efficient operation of CUSG.
- h. Responsible for addressing instances when student organization bylaws violate the CUSG Constitution as they arise.
- i. The Committee shall provide relevant historical context on bills with the Legislative Council.
- j. Responsible for making 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.
- k. 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.
- l. The Committee shall retain copies of the Bylaws of the various Joint Boards and support the updating of said Bylaws.
- m. Responsible for working in conjunction with the Election Commission to make recommendations concerning Election Code revisions and election procedures to the Legislative Council.
  - i. In the absence of an Election Commission, the Rules Committee shall function as the Election Commission and operate under the Legislative Council.
  - ii. 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.

## **ARTICLE IX – LEGISLATIVE PROCEDURES**

### Section 1: Legislation Format

- A. Legislation may be introduced as either a bill or resolution.
- B. Definitions
  - a. Bill: defined as legislation that CUSG has direct control over, i.e. Cost Center Operations.
  - b. Resolution: areas of interest for CUSG and the student experience, however, CUSG does not have direct control over i.e. Center for Community Operations or Regent policy. Such items may include resolutions in support of or against an issue, recognition of services by professional staff, or other items as recognized by Council.
  - c. Prime Sponsors: Up to two legislators that were initial supporters of the legislation.
  - d. Sponsors: Formal supporters of the legislation.
  - e. Authors: Those that wrote the piece of legislation.

### Section 2: Legislative Sponsorship

- A. The establishment of Prime Sponsors and Authors shall be required prior to introduction to the Legislative Council.
  - a. This information should preferably be organized prior to submission to the President for Introduction to the Council.
  - b. At least one Prime Sponsor must be listed at the date of the legislation's introduction, but more may be added at a later date, but never after the passage of the legislation.
- A. Sponsors may pull their support from a bill at any time, for any reason.
- B. Authorship should be attributed to all who participated in the initial drafting of the legislation.
  - a. If significant and substantial amendments are made to the legislation in committee or Council, the prime sponsors may consider such contributors to be authors.

### Section 3: The Legislative Council Agenda

- A. The Legislative Council President will provide an Agenda with all legislation to be discussed by 11:59 PM on Tuesday preceding each Legislative Council meeting or two business days prior to the meeting, whichever is later.
  - a. This includes the minutes from the previous Legislative Council meeting and the pieces of legislation to be considered in the next Legislative Council meeting.
  - b. In the case where additional material is not sent out by this deadline, the Legislative Council can vote by a simple, present and voting, majority of Legislative Council members to add new items to that week's agenda.
  - c. The Legislative Council President will send the same meeting materials to all joint board chairs, cost center directors, members of CUSG Proper, and other relevant stakeholders.
  - d. The Historian will send the minutes taken during the Legislative Council meeting to the Legislative Council President, the Legislative Council Vice President, and the office support staff before 5 PM on Tuesday following the Legislative Council meeting.
    - i. These minutes may be derived from a Zoom recording transcription as long as the transcript is reviewed and revised to ensure accuracy.
- B. Legislation that has been submitted out of committee before 12pm on Thursday may be given a reading in the Legislative Council as scheduled by the Legislative Council President.

- a. The Legislative Council President may delay the introduction, first reading, or second reading of a bill if the Legislative Council's agenda is full for that week.
  - i. Any legislation with at least three (3) legislative sponsorships shall be heard at the next regularly scheduled meeting of the Council regardless of opposition by the Council President or a full schedule.
- b. All of these shall be compiled in a teller's report to be affixed to the end of the legislation, before the signatures of the Legislative Council President and Executive, in a section to be titled "Vote Count."
  - i. It is the responsibility of the Vice President to compile the teller's report and send it to the Historian in a timely fashion.
    - 1. A teller's report is a spreadsheet breaking down the vote into yays, nays, abstentions, and absences. Each college and representative's vote shall be included on the teller's report
- c. Upon completion of each reading of the respective legislation, this section shall be confirmed by the Legislative Council President and Parliamentarian.
- C. New legislation cannot be brought to Council or added to the Council Agenda during the penultimate or final meeting of each session of the Legislative Council.
- D. Emergency legislation may be considered by Council during the penultimate or final meeting of the session but must be passed as emergency legislation or postponed indefinitely to conclude the business item.

#### Section 4: Legislation Introduction

- A. All legislation, except for emergency legislation, must be introduced by the President to the Council in the Working and Committee Legislation Section of the Legislative Council Agenda.
  - a. The legislation does not have to be complete to be presented here. Such legislation may simply be ideas presented by Council members, assigned a legislation number, and referred to a committee to be discussed.
- B. The President shall assign the bill to a committee and announce the decision when the bill is introduced.
- C. The Sponsor(s) of the newly introduced legislation may ask for time to speak on the newly introduced bill to seek support or explain the basic premise of the proposed legislation.
  - a. A period for questions may follow but such time should be limited.

#### Section 5: Committee Review

- A. In this section, committee shall be understood as a Legislative Council Standing or Ad Hoc Committee, the Representative Council, Joint or Advisory Boards, or the Council of Colleges and Schools.
- B. Legislation shall be first introduced in the Legislative Council and referred to its respective committee, where said legislation can be drafted, refined, and discussed prior to being brought before the Legislative Council.
  - a. Legislators must first send their legislation to the Legislative Council President by Tuesday at 5:00 PM PM to be entered into the Working and Committee Section of the Agenda.
    - i. The President shall read the title of the bill and refer the bill to the appropriate committee for review.
  - b. Legislation must have the sponsorship of at least one (1) legislator before going through this process.

- C. Legislation to be discussed in committee must be submitted to the chair of the committee and the Legislative Chief of Staff at least forty-eight (48) hours in advance of the regularly scheduled committee meeting.
  - a. A committee may vote to add items to their agenda at the start of their regularly scheduled meetings if a majority of the committee approves of the addition.
    - i. If the committee is unable to review all the materials or information necessary, or if an item is added to the agenda having missed the forty-eight (48) hour deadline, it is recommended that the committee postpone the item until the following week.
  - b. The Legislative Council President is responsible for ensuring that new legislation is introduced to its correct committee as outlined by their jurisdiction.
- D. Once introduced to its respective committee, the legislation can be moved to the Legislative Council after a committee vote or by a call-up vote by the Legislative Council.
  - a. The motion shall be “to refer (the bill or resolution) to the Legislative Council on (1st or 2nd) reading.
- E. If the Legislation is approved by a majority vote in committee to advance to the Legislative Council, it must be digitally submitted by the committee’s chair to the Legislative Council President and the office support staff before 12:00 PM on Thursday preceding each Legislative Council meeting.
- F. 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 a majority vote of the Legislative Council.

Section 6: Legislation First & Second Reading Process

- A. The President shall read the title of the legislation.
  - a. If there is no title, the bill or resolution number shall be read.
- B. Once the title has been read, the author, prime sponsor, or a presenter otherwise designated by the author will be recognized to speak on the legislation and then yield the floor to questions.
  - a. The author(s) or sponsor(s) shall be provided ample time to present their arguments and legislation without interruption.
- C. After the author/sponsor presentation, the chair shall open the floor for a period of public comments.
  - a. Such comments shall be limited to (3) minutes per person. Each person may speak once on the legislation and time may not be shared or contributed to other persons speaking limits.
  - b. After a speaker has finished their comment, legislators may ask questions directed to the speaker.
- D. After the public comments, the chair shall open the floor to discussion. At this time, legislators may speak broadly about their concerns about the legislation, ask questions, or speak in support of the legislation prior to making motions to close the discussion.
  - a. The discussion may include a discussion of what the appropriate action(s) would be to take on the legislation presented.
  - b. Amendments to the legislation may be made during the discussion period via the appropriate motion.

- i. Each amendment proposed may require a new period of question and debate unless a present majority of the council chooses to bypass the question and debate period.
  - c. A legislator may “call the question” at any time during this discussion so as to indicate to the chair that they believe no further discussion is necessary for Council to move to a vote.
- E. After the questioning and discussion has ended, the following motions are in line:
  - a. Move to table
  - b. Move to postpone
  - c. 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:
    - i. 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.
      - 1. The motion may include time limits for when a bill or resolution must be returned to the Legislative Council.
    - ii. This motion is carried by a simple majority of the members present.
    - iii. At the next regularly scheduled meeting, the committee, Representative Council, Council of Colleges and Schools, commission, or joint/advisory board will 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.
    - iv. If the committee is unprepared or unwilling to give a report, the legislation will continue to be "referred to the committee" until a report is given or until the legislation is released from the committee, Representative Council, Council of Colleges and Schools, commission, or joint/advisory board.
      - 1. A motion to discharge legislation (removing the legislation 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.
  - d. Move to second reading.
    - i. This motion takes precedence over a motion to be passed on first reading (emergency or special order) and takes a simple majority, present and voting to be considered.
    - ii. This motion must be debated.
    - iii. After debate, the motion to move to second reading will be voted upon first and if the motion fails then the motion to pass on first reading will be considered.
  - e. If the legislation has already been moved to second reading or further postponed it may be fully approved and move on to the final passage procedures when approved by a majority vote of Council.

## Section 7: Final Passage Procedures

- A. Once legislation is approved, the Legislative Council President will sign the legislation, indicating it has been passed in conformity with these bylaws.

- B. Legislation will become effective and finalized upon one of the following conditions:
  - a. Signature being affixed by a majority of the Executive(s)
  - b. Six (6) days elapsing without signature or veto by the Executive(s)
  - c. Immediately upon the Legislative Council overriding the Executive(s) veto.
    - i. 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.
  - d. If the legislation only pertains to the Bylaws of the Legislative Council, then the legislation is effective and finalized upon the signature of the Legislative Council President. No signatures are required from the Executive(s).
- 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:
  - a. A digital version of the legislation must be uploaded to the CUSG website's "Bill Database" section within five (5) business days by the Historian in collaboration with the Press Secretary .
  - b. 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. 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, will be sent in electronic format to the CUSG Office Staff.
    - ii. Within three (3) business days of the meeting in which the bill or resolution was approved, it will be signed by the Legislative Council President and physically placed on the desk of the Executive by a member of CUSG office staff.
    - iii. The Historian, in collaboration with the Press Secretary , will 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 will return to the floor of the Legislative Council at its next regularly scheduled meeting.
      - 1. Upon override of a veto in the Legislative Council, the bill will be made publicly available on the CUSG website by the process as outlined in these bylaws.
      - 2. The Executives must 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, must 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 (1) 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.



- A. The Legislative Council Agenda shall be posted on the CUSG website at least twenty-four (24) hours prior to that week's Council meeting.
  - a. This will be the responsibility of the Historian in collaboration with the Press Secretary .
- B. A Legislative Council Recap must be posted on a publicly available platform within a week of every Council meeting.
  - a. This will be the responsibility of the Press Secretary .

#### Section 9: Emergency Legislation or Legislation Passed on Special Order

- A. Under unusual and extraordinary circumstances, the Legislative Council may bypass the introduction, working and committee legislation section, committee review, and pass legislation on first reading.
  - a. The President, with the approval of a majority of the Executive Committee, may add potential emergency legislation to the Council agenda on first reading and send it out according to normal procedures or the emergency legislation may be added to the agenda by a majority approval of the council during the review of the agenda at the start of the meeting.
  - b. This motion to pass on special order (emergency legislation) requires the approval of three-fourths ( $\frac{3}{4}$ ) of Council, present and voting.
- B. Legislation passed using this process is only authorized and effective for one (1) calendar year after final passage procedures are completed.
  - a. If the legislation is not renewed before this date, it is no longer effective.
  - b. If the Council wishes to permanently implement legislation that was passed as emergency legislation, it must pass the legislation via the normal reading procedure process.

#### Section 10: Abstentions

- A. Abstentions by Co-Senators will not count toward the total number of votes from which a majority is derived. Abstentions by Representatives shall count against the total number of votes by which a majority is derived.
  - a. Co-Senators that share a single vote in the Legislative Council must abstain from voting when they cannot reach a consensus.

## ARTICLE X – NOMINEE, APPOINTMENT, & RATIFICATION PROCEDURES

### Section 1: Appointment Submittal Requirements

- A. Appointments should be submitted to the Legislative Council President and the Legislative Council Vice President by 5pm on Tuesdays to be included on upcoming Legislative Council Agendas.
  - a. Some committees may be regularly scheduled prior to the agenda deadline and therefore it is in the interest of the appointing or nominating authority to submit the nominee or appointee for review as soon as a decision has been made.
    - i. For Executive Appointments, this means that all accompanying documents for the Appointment must be submitted at least two (2) days prior to the next Appointments Committee meeting.
  - b. The Legislative Council President, Vice President, and Parliamentarian shall schedule all appointment hearings as directed by these bylaws for the next regularly scheduled meeting of their respective committees when they are notified of an appointment by the Executive(s) or other respective appointing authority.

### Section 2: Delaying Appointments Procedures

- A. The Legislative Council President, upon receiving a present and voting, majority approval of the Executive Committee, may refuse to schedule or delay a ratification hearing within the 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.
    - i. It is the responsibility of the Legislative Council President and Legislative Council Vice President to communicate with the nominating authority what appropriate materials were missing or inadequate.
  - b. If an appointee has not been evaluated by a committee prior to their legislative council hearing, the Legislative Council President may delay the appointment hearing until such committee hearings have been completed.

### Section 3: Additional Vetting Procedures

- A. Prior to a vote of ratification, Appellate Court Justice, Executive Staff, and Joint Board Chair nominees will undergo additional vetting and hearings as outlined in this section.
  - a. Prior to a vote of ratification of the nominee or appointee, said individual shall be evaluated by at least one (1) committee in a public hearing at a regularly scheduled meeting of the committee.
    - i. Where appropriate, an additional hearing by a second committee may be required by vote of a present and voting, majority or more of the Legislative Council members or Executive Committee.
    - ii. Prior to a hearing, appropriate materials for the evaluation of the appointee or nominee shall be submitted to the Executive Committee to be distributed to legislators and appropriate committees. Such materials shall 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.

- iii. The committee(s) may provide a ratification protocol to the appointee or nominee at least two (2) days prior to the public hearing by the committee if one is available.
  - 1. The ratification protocol should act as a guiding list of questions, albeit not comprehensive nor complete, that may be asked of the appointee or nominee.
  - 2. This ratification protocol should serve to help the candidate prepare for both their committee hearing and Council ratification hearing.
- iv. The committee or committees must vote to approve or deny the appointment and the decision shall be submitted to the Legislative Council President within twenty-four (24) hours of the close of the appointee's or nominee's public hearing in committee.
  - 1. Such vote(s) will represent the will of the committee and must be reported to the Legislative Council by the Legislative Council Vice President.
  - 2. With a present and voting majority of the Legislative Council, the Council may override a vote of the committee and call-up an appointee for a hearing and ratification vote.
    - a. A public hearing by the Legislative Council may be scheduled even if the appointment has been denied by the reviewing committee such that the Council as a whole may decide if a call-up is appropriate.
- b. The Appointments and Rules Committees is responsible for developing ratification protocols with evaluation standards, potential topics of discussion, and prior questions used in previous nomination hearings for the evaluation of appointments or nominations and the document must be made available to all legislators during the public hearings held for the ratification of said appointees or nominees.
  - i. 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.

#### Section 4: Executive Staff Ratification Procedures

- A. Ratification of Executive Staff appointments will require a simple, present and voting majority approval of the Legislative Council.
- B. Prior to a vote of ratification, the nominee appointed to the Executive Staff by the Executive(s) must 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 present and voting, majority vote of the Executive Committee or the Legislative Council.
    - i. This is particularly appropriate for the Attorney General or other positions with job descriptions similar to the Attorney General.
  - b. The ratification of Executive Staff appointments shall require one (1) public hearing at a regularly scheduled Legislative Council meeting.
  - c. Appointment or nomination hearings and votes may be scheduled simultaneously.
    - i. After the hearing and discussion has concluded, the President shall entertain either a motion to postpone the ratification vote, with no second required, or a

motion to call the question which shall require a second. A motion to postpone will require at least majority approval of present and voting members.

- C. Certain established Executive Staff appointments shall be considered “political appointments” and the ratification processes shall be simplified for these positions. These positions, when submitted according to the prior submittal procedures, shall be added directly to the Legislative Council’s Consent Agenda and such nominees shall not be required to attend a committee hearing or be present for their ratification at the designated Legislative Council meeting.
  - a. Existing Executive Cabinet positions that shall be considered “political” appointees shall be:
    - i. Executive Aide(s)
    - ii. Liaison(s)
    - iii. Other positions as determined by the Executive Committee
  - b. If a legislator has concerns about a potential appointee moving through this process via the Consent Agenda, they may pull the nominee from the Consent Agenda.
    - i. In such cases, the nominee shall be added to the current agenda, and council shall determine what an appropriate review process shall be. The ratification of the nominee will be delayed for at least (1) week or until the aforementioned review process has been completed.

#### Section 5: Judicial Branch Ratification Procedures

- A. The ratification of Justice appointments to the Appellate Court will require a two-thirds (2/3) majority approval of the Legislative Council.
- B. Prior to a vote of ratification, the nominee appointed to the Court by the Executive(s) will be evaluated by the Appointments Committee and Rules Committee in two (2) separate public hearings at regularly scheduled meetings of the committees.
- C. The ratification of Justice appointments shall require one (1) public hearing at a regularly scheduled Legislative Council meeting.
- D. Appointment hearings and ratification shall be conducted simultaneously.

#### Section 6: Joint and Advisory Board Ratification Procedures

- A. Prior to a vote of ratification, Joint and Advisory Board Chairs must be evaluated by the Appointments Committee in a public hearing at a regularly scheduled meeting of the committee.
- B. Joint and Advisory Board Chairs will require ratification by simple, present and voting, majority vote of the Legislative Council, present and voting.
- C. Appointment hearings and ratification shall be conducted simultaneously.
- D. Joint and Advisory Board members, both voting and non-voting, will require ratification by a present simple majority of the Legislative Council.
  - a. No Council or committee hearings are required for general members of Joint and Advisory Boards and the ratification vote may be held simultaneously with a hearing if one is scheduled.

## **ARTICLE XI – REPRESENTATIVE COUNCIL**

### Section 1: Amendment Procedures

- 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.

### Section 2: Meeting Procedures

- A. 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. The 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.

### Section 3: Election of Representatives

- A. The election of Representative Council members shall be as described in the adopted election code.

### Section 4: Training

- A. 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.

### Section 5: Election of Officers

- A. 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.

Section 6:

- A. 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.

Section 7: Passage of Legislation

- A. The Representative Council shall have the power to pass resolutions in its own name.
- B. 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 the 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.
- C. Certain matters before the 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 two (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.
- D. 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.

#### Section 8: Duties of Representatives

- A. 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.
- B. Each Representative Council member shall sit on at least one (1) CU Student Government (CUSG) Joint, Advisory, or Funding Board.
- C. 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.
- D. 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.

#### Section 9: Resignation Procedures

- A. 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 Executive(s).
  - i. If nominated, this individual must then be ratified by the Representative Council.
  - ii. Representatives nominated by the Executive(s) still must obtain 75 signatures from fee-paying students.

#### Section 10: Further Meeting Procedures

- A. 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).
- B. 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.

#### Section 11: Executive Ratifications

- A. 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.
- B. 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.

#### Section 12: Legislation in Committee

- A. As with Standing Committees, legislation may be introduced to the Representative Council before being brought to the Legislative Council with a simple majority approval.
- B. 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.

#### Section 13: Outreach and Overall Duties

- A. 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.
- B. The Representative Council shall work to address issues related to off campus housing and neighborhood relations.



- C. The Representative Council shall advocate for issues related to health, wellness, safety, and diversity on campus.
- D. 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.
- E. As stated in the CUSG Constitution, the Representative Council shall set university-wide and Joint and Advisory Board specific policy and goals.
- F. The Representative Council shall regularly discuss the legislation and business within the Legislative Council.
- G. 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 XII – COUNCIL OF COLLEGES AND SCHOOLS

### Section 1: Establishment of CCS and Amendments

- 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.

### Section 2: 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.
  - i. The list of colleges and schools represented by the University of Colorado Student Government shall be updated as needed. The members of the Council are the Senators of:
    - 1. The Program in Environmental Design
    - 2. The College of Arts and Sciences
    - 3. The Leeds School of Business
    - 4. The School of Education
    - 5. The College of Engineering and Applied Science
    - 6. The Graduate School
    - 7. The College of Media, Communication, and Information
    - 8. The Law School
    - 9. The College of Music
  - b. The number of Senators elected by each school or college shall be no more than two (2).
  - c. Each CCS Senator shall be elected in accordance with procedures established in that Senator's individual constituency.
  - d. Each Senator is granted one (1) vote within CCS.
  - e. 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.

### Section 3: 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.

### Section 4: CCS Officers and Elections

- A. There shall be a Chair, Vice Chair, and Finance Board Representative of the Council of Colleges and Schools.

- a. These positions shall be elected to serve a term of one (1) legislative session as the first order of business at the first meeting of said legislative session.
  - b. 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.
  - a. 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.
  - b. 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.
  - c. 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.
- D. 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 ( $\frac{2}{3}$ ) 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.
- E. 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.
- F. 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 maintain communication with the President of the Legislative Council regarding meeting attendance of the various Colleges and Schools to ensure Senators are fulfilling their duties.
  - g. The Chair shall serve on the Rules Committee of the Legislative Council.
- G. 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 four (4) weeks of the new member taking office.

#### Section 5: 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 and Finance Board Chair must be notified no later than four (4) hours prior and take appropriate action.

#### Section 6: 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.
  - a. Legislation will require a majority vote of those present and voting upon its first reading to CCS to pass to its second reading.
    - i. A tie vote, after the chair has voted, shall be considered a failure to pass that reading.
    - ii. The second reading may be bypassed by a motion to pass the legislation by special orders during its first reading.
      1. This motion requires a two-thirds ( $\frac{2}{3}$ ) approval of those present and voting to pass.
    - iii. CCS may move to postpone a bill indefinitely which would not be considered as either approved or failed.
    - iv. After a piece of legislation passes its first reading it will be presented to CCS again at the next regularly scheduled meeting.
    - v. 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.
- vi. Legislation may be amended by a majority of those present and voting unless there is another method that is stipulated by these bylaws.
- vii. 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
  - a. Review local school and college government bylaws.
  - b. 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.

#### Section 7: 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.
  - a. 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.
    - i. 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.
    - ii. 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 XIII – COMMISSIONS

### Section 1: 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:
  - a. Legislative Affairs Commission
  - b. Multicultural Advisory Commission (MCAC)
  - c. Elections Commission (See Article V - Elections)
- E. All commissioners shall be ratified by a present and voting majority of the Legislative Council.

## ARTICLE XIV – ELECTIONS

### Section 1: Election Code

- A. CUSG elections shall be conducted according to the Election Code.
- B. The Election Code shall be reviewed and potential revisions shall be provided to the Election Commission, if necessary, by the Rules Committee at any time.
  - a. This work should be done in conjunction with the Election Commission; if one has been established.
  - b. 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.
  - c. It is recommended that an evaluation of the Election Code is conducted by the Rules Committee each summer prior to the fall elections, with recommendations to be submitted no later than August 15th For the spring elections, the review and recommendations should be submitted no later than January 31st.

## **ARTICLE XV – DISCIPLINARY PROCEDURES: FORMAL CONDEMNATIONS, SUSPENSIONS, EXPULSIONS, REMOVALS, & IMPEACHMENTS**

### Section 1: Usage

- 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.

### Section 2: Formal Condemnation

- A. Motions to Formally Condemn
  - a. A motion to formally condemn is a formal expression of disapproval that may be approved by a 2/3rds majority present and voting.
  - b. 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.
  - c. A written resolution “to formally condemn” may be considered through the standard legislative reading procedures and is recommended for use when censuring individuals or entities outside of CUSG Proper.

### Section 3: Suspension

- A. Motions to suspend or written 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.
- B. Such motions, written or oral, must specify the period of suspension and the suspended rights or privileges of the member.
  - a. Examples may be:
    - i. Suspension of voting privileges on a Joint or Advisory Board;
    - ii. Suspension of a stipend, or other forms of compensation that have not been duly earned,
      - 1. Such suspensions must be justified by specific evidence showing failure to complete the responsibilities or duties of the appointed or elected position;
    - iii. Suspension from public comments or participation in the meetings of the Legislative Council committees, commissions, or the Joint and Advisory Boards of CUSG,
  - b. The period of suspension shall not extend beyond the end of the current session of the Legislative Council.

### Section 4: Expulsion

- A. 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.

- B. A motion to expel is only recommended in severe cases where the expulsion of the accused is necessary to restore order.
  - a. Examples may be, but are not limited to:
    - i. 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.
    - ii. A motion to expel may not be extended for such a period of time that it could be considered an impeachment.
- C. Motions to expel shall not formally expel any members from 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.

#### Section 5: Impeachment

- 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.”
  - a. The written resolution for articles of impeachment shall not include any details regarding the charges, evidence, or justification for impeachment.
  - b. 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.
  - c. Articles of Impeachment do not follow the standard Legislative Reading procedures.
- 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..
  - a. The results of an impeachment trial must be disclosed to the public.
  - b. The charges against the accused shall not be made public by any authority, member of CUSG, or any member of the Council.
    - i. Any person found to have made the charges against the accused public may be subject to impeachment or removal.
- C. A member of the Executive Committee, shall contact any members with a formal warning if:
  - a. Said member has already missed two (2) Legislative Council meetings; such that any further absences would be an impeachable offense.
  - b. Said member has engaged in behavior unsuitable or in violation of the grounds for impeachment
  - c. 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.
  - a. 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 formally condemned by the President or Parliamentarian.
- E. The Articles of Impeachment shall be referred to the Rules Committee for investigation.
    - a. 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.
    - a. 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.
    - b. 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.
    - c. The investigation shall make all efforts to complete a full and complete investigation of the charges
    - d. The investigation and subsequent report by the Rules Committee shall be held in confidence.
    - e. The Rules Committee shall attempt to interview the accused, the complainant, and any other applicable member of CUSG.
      - i. The Rules Committee has no power to compel any member of this association to testify before the committee.
      - ii. 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.
    - f. 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.
    - a. 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.
    - b. 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.
      - i. Each charge listed in the report must be supported by at least one specification, otherwise known as evidence, justifying the charge.
      - ii. The report may limit the authority or power of the accused until the accused has rectified the issue by the manner established in the report or until the conclusion of the trial.
      - iii. The report will establish a trial manager who will present the charges and evidence against the accused in a neutral and fair manner.
    - c. 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.

- i. Such a 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.
  - a. The accused may be represented by counsel of their choice and to speak or produce witnesses of their choosing. Similarly, the appointed trial manager may also produce witnesses of their choosing.
    - i. Counsel for the accused must be a member of the Council unless Council, by majority vote, approves a non-member.
    - ii. Witnesses who consent may be brought into the trial but only for the period during which they are testifying.
  - b. If the accused does not appear at the trial, the trial shall continue without them.
  - c. A copy of the Rules Committee's investigatory report shall be made available to all members of Council.
  - d. The trial shall follow this format:
    - i. Charges and specifications are read aloud by the chair.
    - ii. Opening statements by both sides, with the trial manager going first.
    - iii. Testimony of witnesses produced by the manager
    - iv. Testimony of defense witnesses
    - v. Rebuttal of the trial manager's witnesses
    - vi. Rebuttal of defense witnesses
    - vii. Closing arguments
  - e. No Council member may have the floor besides the defense and the manager(s) until the end of closing arguments.
  - f. Cross-examination, re-direct-examination, and re-cross-examination of witnesses is allowed. Witnesses may be recalled if necessary.
  - g. 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.
  - h. Any questions for witnesses from Council shall be passed in writing to the Chief Justice to be asked.
  - i. After closing arguments, the accused shall be asked to leave the room. Defense counsel and witnesses may remain.
  - j. 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.
- i. 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.
  - ii. 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.
- k. 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:
- a. Absence from three (3) or more meetings in a legislative session. Such meetings shall include but are not limited to:
    - i. Regular meetings of the Legislative Council
    - ii. Assigned or appointed committee or commission meetings
    - iii. Assigned or appointed joint or advisory board meetings
    - iv. Council of Colleges and Schools or Representative Council Meetings, where applicable
    - v. Executive Cabinet or Executive Department meetings, where applicable
    - vi. Appellate Court meetings
  - b. The acceptance of bribes or for corruption, as defined as:
    - i. The acceptance of a gift of money or other inducement intended to persuade the accused to act in one's favor.
    - ii. Asking, demanding, soliciting, accepting, or agreeing to receive anything of value in return for being influenced in the performance of their official duties.
  - c. Violation(s) of the University of Colorado Boulder Student Code of Conduct.
  - d. Violation(s) of the University of Colorado Boulder Academic Integrity Policy and/or the Student Honor Code.
  - e. Misconduct in office, neglect of duty in office, or conduct that renders them unfit for office
  - f. 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.
    - i. 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.
- L. No person shall be tried for the same claims more than once.

- M. An impeached member of CUSG shall not receive hourly pay or a stipend after they have been found guilty.

#### Section 6: 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.
  - a. 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.
  - a. 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.

#### Section 7: Eligibility for Office

- A. 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 during an impeachment trial.

## ARTICLE XVI – REPLACEMENT AND RESIGNATION PROCEDURES

### Section 1: 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.

### Section 2: 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:
  - a. 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.
  - b. Take reasonable steps to present a designated replacement to the Representative Council prior to resignation.
    - i. The Representative Council shall interview and approve the designated replacement during the Representative Council meeting.
      1. The designated replacement must collect seventy-five (75) signatures after approval by the Representative Council or ratification by Council.

## ARTICLE XVII – STUDENT ASSEMBLY

### Section 1: 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.
  - a. This requires two-thirds ( $\frac{2}{3}$ ) vote of those present and voting.

### Section 2: 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 XVIII – SALARIES AND INTERNAL BUDGETS

### Section 1: Salaries, Financial Compensation and Financial Stipends

#### A. General Compensation Rules

- a. 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.
- b. Salaries, Financial Compensation, and Financial Stipend modifications shall take effect at the start of the next fiscal year.
- c. 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.
  - i. Exception: GPSG senators may be paid by GPSG because GPSG is supported by an additional, separate GPSG fee.

### Section 2: Compensation Rules

- A. 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.
- B. Each local College or School is to elect a maximum of two (2) senators at any given time as per the CUSG Constitution.
- C. 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.
  - a. 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.
- D. To remain eligible for salary, financial compensation, or financial stipends, Representatives and Senators must complete the following duties:
  - a. Attend regular CUSG Legislative Council meetings.
  - b. Attend regular Representative Council or Council of Colleges and Schools meetings.
  - c. Attend regular Joint Board or Local School Government meetings.
  - d. Report the business of their Joint Board or Local School Government to the Legislative Council no less than once a month.
  - e. Attend their responsible board, committee, and/or commission meetings.
  - f. Report the business of applicable boards, committees, and commissions for which they serve.
  - g. The Executive Committee shall determine if a Representative or Senator has completed their duties.
    - i. They shall also have the ability to determine the most appropriate manner by which to ensure each duty has been adequately completed.
    - ii. 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.
    - iii. This decision is subject to appeal in the CUSG Legislative Council or the CUSG Appellate Court.



- iv. 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.
  - h. 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.
- E. Judicial
- a. 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.
- F. Executive
- a. The Executive(s) and executive staff salaries shall be paid in a manner pursuant to budgetary legislation and the CUSG Proper Budget.

### Section 3: Internal Budgets/Expenditures

- A. Within the CUSG General Operations Budget, a legislative discretionary budget shall be appropriated for Legislative Council expenditures.
- a. 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.
  - b. 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.
- a. Signed authorization requires signatures from the President, the Treasurer, and one of the following members of the Legislative Council:
    - i. Vice President
    - ii. Chair of the Council of Colleges and Schools
    - iii. Speaker of the Representative Council
  - b. 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 XIX – APPROVAL, AMENDMENT, AND SUSPENSION

### Section 1: Suspension of Bylaws

- 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.
  - a. The legislator making the motion must specify as to when the suspension expires.

### Section 2: 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.
  - a. 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 (2) weeks following the approval of the amendments by the Legislative Council.

## **ARTICLE XX – REFERENDA AND CONSTITUTIONAL AMENDMENTS**

### Section 1: Procedure

- 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 XXI – COUNCIL OF COLLEGES & SCHOOLS AUTONOMY**

### Section 1: 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.

### Section 2: 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.
- B. 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 XXII – JOINT & ADVISORY BOARD POLICY

### Section 1: Reports

- A. Article VIII contains additional information on the ratification process for Joint & Advisory Boards.
- B. Joint and Advisory Board Chairs shall make reports in front of the Legislative Council during the fall semester.
- C. 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.
- D. The Legislative Council may call any member of a Joint or Advisory Board in front of the Legislative Council for review.
  - a. At this time, the member may be removed by a two-thirds ( $\frac{2}{3}$ ) vote of the Legislative Council, present and voting.
- E. 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.
  - a. 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.

### Section 2: 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.
  - a. However, by a two-thirds ( $\frac{2}{3}$ ) vote of the Legislative Council, any Joint Board decision may be overruled.
  - b. 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.