

# The Bylaws of the Porter Student Senate

## 1) Non-Binding Budget

- a) Officers in office Spring quarter shall meet to draft the non-binding budget to guide the next years senate. The Budget shall be presented to senate for approval no later than the third to last meeting of the quarter.
- b) Majority of officers, including Chair and Treasurer must be present at the drafting meeting for non-binding budget.

## 2) Town Hall Meeting

- a) All officers, except Chair shall be nominated exclusively by senators. Candidates for Chair are required to submit a petition with at least twenty five signatures of current Porter students, which must be submitted to the Elections Commissioner no later than one week prior to the Town Hall Meeting.
- b) All officers will be nominated for office two weeks prior to the Town Hall Meeting.
- c) Town Hall Meetings shall take place the ninth week of the quarter at a time and place to be set by the Elections Commissioner.
- d) All candidates for office shall be given two minutes to speak during the Town Hall Meeting with a question and answer period for each office. The Q&A period for each office shall be no longer than five minutes with the exception of Chair and Treasurer, which will be allotted ten minutes.
- e) Before speaking, all candidates shall be announced by full name by the Elections Commissioner. The order of speaking shall be as follows, with candidates speaking in alphabetical order according to office:
  - i) Public Relations Official
  - ii) Secretary
  - iii) Parliamentarian
  - iv) Treasurer (Only during Spring Quarter Town Hall Meetings)
  - v) Vice-Chair
  - vi) Chair (Only during Spring Quarter Town Hall Meetings)
- f) Voting for officers shall be closed ballot and take place during the Town Hall Meeting. The Voting table shall be open throughout the Town Hall Meeting. All voters must be checked off a current list of registered Porter students obtained from the Student Affairs Office, and shall be allowed to cast a vote on presentation of a valid UCSC picture identification card.
- g) No form of written campaigning will be permitted within ten feet of the Town Hall Meeting. All candidates may campaign in any reasonable manner, provided no public campaigning is conducted outside of Porter College.
- h) There shall be no endorsements of any kind on the ballots.
- i) No person shall be informed of the results of the election for Senate Officers until all candidates have been informed. Results of the election shall be announced at the first practical Senate meeting following elections, and duly recorded in the Senate meeting for posting.

## 3) Elections Commissioner

- a) It shall be the duty of the Elections Commissioner to run the Town Hall Meeting in accordance with the procedures outlined within the Porter Senate Constitution and Bylaws.
- b) In the seventh week of the quarter the Senate body shall vote on an Elections Commissioner. At this point, nominations for the Senate officer positions shall be facilitated by the Elections Commissioner.
- c) During the week following their selection, the Elections Commissioner shall begin publicity of the upcoming Town Hall Meeting, making all reasonable efforts to reach all Porter students.
- d) Any candidate for office may request that a statement of intent be posted in the Senate display case. These statements shall be presented to and posted by the Elections Commissioner no later than one week prior to the Town Hall Meeting.

## **Porter Senate Bylaws**

- e) The Elections Commissioner shall sign no petition for Chair and shall refrain from expressing opinions on the candidates or issues involved in the election. The Elections Commissioner may not run for an office in the election they are serving as Commissioner. This shall not be construed to deny the Elections Commissioner the right to vote.
- f) The Elections Commissioner shall make the effort to have two persons attending the polls at all times.
- g) The votes for all offices shall be tallied by the Elections Commissioner in the Porter Activities Office in the presence of the College Programs Coordinator, or other suitable college official, and one other Porter student not running for office.

### **4) Recall of Officers**

- a) A written complaint calling for the recall of officers may be submitted to Senate the second senate meeting of each new quarter, or any time thereafter. At the following Senate meeting the complaint will be officially addressed. The officer in question will be given an opportunity at that time to address the complaint. Questions may be asked for clarification by any Porter student present, and then voting will commence.
- b) Recall of an officer requires at least two thirds of the votes of all active senators.
- c) Recalled officers may retain their status as a senator, but are not eligible to run again for office in the Academic Year they are recalled.

### **5) Re-election of Office Vacancies**

- a) If an office vacancy is to occur due to recall or voluntary resignation an emergency meeting shall be called to re-elect an officer for the vacant office. The vacancy, and reason for vacancy shall be posted in the Porter Senate box no less than two days after the vacancy occurs, and an emergency re-election meeting shall be called.
- b) The Emergency re-election meeting will take place during the next Senate meeting, unless such meeting is scheduled to occur within two days of the vacancy, in which case the Emergency re-election shall take place the following meeting, and be advertised by the appropriate Public Relations officer, unless that office is currently vacant, in which case a temporary appointment by the Chair shall be made.
- c) Nominations for the vacant position will be made during the Emergency Re-election Meeting.
- d) Voting for the recall vacancy shall be by a show of hands, and will be open to all Porter students present.

### **6) Committees**

- a) All committee chairs are accountable for the funds allotted them by Porter Senate. All committees must meet at least six times every quarter, and meeting times must be well posted. Committee Chairs must keep Senate abreast on their committee's happenings by attending, or appointing someone to attend, at least four Senate meetings. Committee Chairs may not use funds to pay themselves or any other committee member for work done during or for committee events, and they must turn in a record of their spending to the treasurer at the end of each quarter. If the chair of a committee cannot meet these requirements, another committee chair will be appointed by the Vice-Chair.
  - b) Committees can be created at the beginning of each year by submitting a proposal for funding to Senate with an outline of the expected duties and services to be performed by the committee for the good of Porter Students.
  - c) All materials purchased with committee funds are property of Porter College, and must be turned over to the Activities Office at the end of every academic year.
- 7) The PR Official shall make a reasonable effort to inform all Porter Students of the day and time of the weekly meetings. Whenever a special meeting is called, a reasonable effort shall be made by the PR Official to announce beforehand and publicly at the College the date, hour, place, and business of the meeting. The agenda of a special meeting shall be limited to the announced business of the meeting.
  - 8) All visitors to Senate meetings shall be accorded the same speaking rights as Senators.
  - 9) The first Senate meeting of each quarter shall commence the first complete week of school, unless otherwise specified by the Chair.
  - 10) The position of Secretary may have two officers, a Quorum taker and a Minute taker.

## **Porter Senate Bylaws**

- 11) If a funding proposal is tabled for three weeks due to the absence of the presenter and no attempt is made by the presenter to contact Senate, the proposal dies.
- 12) Each meeting, time must be allotted for Funding, Officer Reports, Rep Reports, and Announcements.
- 13) There shall be no Bylaw number 13.
- 14) In the event of multiple Senate officer absences at a meeting (including both the Chairperson and Vice-Chairperson), the order of the presiding Senate officer shall be as follows: Parliamentarian, Secretary, Treasurer, and Public Relations Official.
- 15) The Chair may hold no other Senate positions simultaneously. The offices of Treasurer and Secretary may not be held by the same individual simultaneously.
- 16) Funding Rules
  - a) All recipients of fund requests are required to provide sufficient documentation of use of funds. Sufficient documentation shall be provided to the Porter Activities Office within seven days after proposed time of use.
  - b) All unused funds provide through a discretionary fund request shall be reintegrated into the Porter Senate funds seven days after the proposed time of use.
  - c) Failure to provide documentation of funds or misuse of funds may lead to revocation of funds.