



## UHHSA Senate Rules

### Section A. Definitions.

For the purposes of this University of Hawaii at Hilo Student Association Senate and its members:

1. **“Applicants”** means any qualifying member of UHHSA wishing to run for a vacant position on the UHHSA Senate not filled during the annual UHHSA elections. Applicants must meet the requirements in order to qualify to run for an UHHSA Senate position as further stated in Article Two of the UHHSA constitution.
2. **“Appointments”** means any qualifying member of UHHSA that was not elected into office via vote during the annual UHHSA election and is selected by the President to hold an officer and/or executive officer position in order to fill a vacant position on the UHHSA Senate as further stated in Article Two of the UHHSA Constitution.
3. **“Closed”** means any meeting, session, and/or setting only including UHHSA Senators, the UHHSA advisor, and/or any party the UHHSA Senate allows at said meeting.
4. **“Elected”** means to those qualifying nominees that were voted on to the UHHSA Senate at the annual UHHSA election.
5. **“Executive Officer”** means any officer of the UHHSA Senate that holds the position of President, Vice President, Data Director, Treasurer, and/or Executive Senator.
6. **“Formal Meeting”** means any formal assembly that requires and qualifies for quorum with an approved agenda open to UH Hilo students, faculty, staff, and administration where Senate matters are discussed and/or voted upon for approval including, but not limited to senate bills, senate resolutions, senate committee reports, and/or budget requests and in accordance with the specified version of Robert’s Rules of Order used per the Senate Rules.

7. **“Majority”** means when a greater number of individuals of those participating and/or voting ( $\frac{1}{2} + 1$ ) are in support of an item.
8. **“Meeting”** any informal session of two or more individuals that does not require quorum nor the need to follow Robert’s Rules of Order for the discussion of topics. No voting is done at informal sessions.
9. **“Member”** means any student of the University of Hawaii at Hilo that meets the requirements to be a student according to the rules and regulations of the University and abides by these rules and regulations and of this UHHSa Constitution. Members must have paid student government fees in order to qualify as UHHSa members as stated in section B part 1 of the UHHSa Constitution.
10. **“Nominee”** means any qualifying member of UHHSa elected to a Senate officer and/or executive officer position at the annual UHHSa election. Nominees must meet the requirements as further stated in Article Two Section B of the UHHSa Constitution.
11. **“Officer”** means any position on the UHHSa Senate including:
  - a. President, Vice President, Data Director, Treasurer, Executive Senator, College of Pharmacy Senator, College of Arts and Sciences Senator, College of Business and Economics Senator, College of Agriculture, Forestry, and Natural Resource Management, Ka Haka ‘Ula O Ke’elikolani College of Hawaiian Language Senator, Graduate Senator, and Senator at Large Positions.
  - b. **“Executive Officer”** means any senior positions on the UHHSa Senate including:
    - i. President, Vice President, Data Director, Treasurer, and Executive Senator.
12. **“Open”** means any meeting, session, and/or setting the UHHSa Senate allows UH Hilo students, faculty, staff, and/or administration to speak upon pertinent issues relating to the university at a designated time as determined by the UHHSa Senate.

13. **“Operational Session”** An internal closed session not open to the public at a location to be designated by the UHHSa Senate and designed for the purpose, but not limited to the planning and discussion of UHHSa events and operations
14. **“Senate”** The Senate shall comprise of all officers and/or executive officers that are current members of UHHSa.
15. **“Senator”** means any officer and/or executive officer position held by an UHHSa member.
16. **“Session”** means any Senator formal meeting.
17. **“Supermajority”** means when two-thirds ( $\frac{2}{3}$ ) of individuals participating and/or voting are in support of an item.
18. **“Testimony”** means any formal written or spoken statement.
19. **“UHHSa”** The name of this association shall be the University of Hawai'i at Hilo Student Association. The official abbreviation of the name shall be UHHSa.

#### **Section B. Business Procedures**

1. Items to be considered for inclusion on the senate meeting agenda must be submitted, via electronic or hard copy, to the President and Data Director no later than 3 business days prior to the Senate's scheduled meeting time.
  - a. In order to submit a bill or resolution, Senate members must attach the completed bill checklist, found on the UHHSa shared drive and UHHSa website. Treasurer's verification is required for funding proposals.
2. Submissions received after the deadline, but prior to the 24 hours required for posting the Senate's formal meeting notice and agenda, may be added to the agenda at the President and Data Director's discretion.
3. The President shall appoint a chair of any newly created committee(s) by the next Senate formal Meeting.
4. Senate meetings will be open to students, faculty, and staff with a valid UH Hilo ID. Members of the audience may only speak at formal meetings when recognized by the formal meeting chair.

## Section C. Meeting Procedures

1. Senate shall use modified Robert's rules, Garfield Ed. 2011 for senate proceedings.
2. Discussions shall be limited to 15 minutes per agenda item, with a 2 minute time-limit per Senate member, discussion may be extended by a majority vote.
3. UHHSa Senate Members will wear the official UHHSa polo shirt for Senate formal meetings and special events e.g. BOR Meetings, Legislature, and other public appearances pertaining to UHHSa business.
4. UHHSa will establish a regular meeting schedule at the beginning of each semester. The President may call for an emergency meeting as needed.
5. Senate formal meetings will be open to UHHSa members whom have valid student identification; this will be verified by signing in at the information table to ensure membership. UHHSa members are permitted to bring one (1) guest. Guests may speak at meetings only when recognized by the President or formal meeting chair. All guest(s) must follow the same policies that members of UHHSa abide by while in attendance.
6. Executive Meetings shall be open to UHHSa Senate members, for observation only. The Executive Board reserves the right to close executive meetings, if needed.
  - a. The President of UHHSa will provide a report of said executive meeting.
7. If the President is unable to preside over an UHHSa Senate meeting, the duty to preside over the meeting shall fall to the following positions, in descending order:
  - a. Vice-President
  - b. Treasurer
  - c. Executive Senator
  - d. Data Director
  - e. Senators, in alphabetical, by last name, order
2. Any UHHSa Senate Member who is not on leave, as determined by the Executive Board by consensus, at the time of the UHHSa Senate formal meeting shall be considered when determining quorum. Leave will be determined as an extended absence preventing Senate Members from fulfilling their duties.

3. Agenda items may be added to the agenda at the Senate formal meeting time, only if they adhere to the following criteria:
  - a. Unforeseen external deadlines, which require action before next the Senate formal meeting
  - Unanticipated emergencies, as determined by Senate consensus
8. Senate formal meetings will be recorded and only be recorded (which may include video, voice, written, and/or typed) by the data director for the purposes of accurate formal meeting minutes. Finalized minutes will be made available to UHHS members after Senate formal meetings and all recordings will be archived electronically within 72 hours.
9. In the event that there is a disruption by an audience member(s) or guest(s) as deemed by the Senate, said audience member(s) and/or guest(s) may be asked to leave per the Sergeant-at-arms after two (2) warnings.
10. An open forum whereby students and/or faculty can speak upon agenda item issues will be designated at the beginning of each Senate formal meeting after the voting of the formal meeting minutes from the prior meeting. This open forum will be for a time period of no longer than fifteen (15) minutes total with no more than two (2) minutes per person total. The time allotted to participants will be fulfilled at a first-come, first-serve basis prior to the Senate formal meeting.
  - a. To sign up for the open forum: students, faculty, staff and/or administration must have and show a valid student or staff ID at the information table and check availability of time slots open prior to the Senate formal meeting in order to sign up to speak or provide testimony at the open forum.
11. Presentations from students, staff, administration, and/or faculty will be permitted only if said presentations were added to the agenda prior to the Senate formal meeting. All presentations must come to the executive board for approval.

## **Section D. Office Rules**

1. All UHSA Senators will assist in the cleanliness and maintenance of the office, office supplies, and office equipment, as it is a shared space. As such all Senate members will act in a professional manner and act respectfully towards other members.
2. UHSA office will be open from 8:00am to 4:30pm on instructional days provided Senators are able and present in the office.
3. UHSA Senators in the office will take messages for those members not present. Messages shall be immediately placed in per senator's mailbox.
4. Personal contact information will be kept confidential in accordance with Family Educational Rights and Privacy Act (FERPA).
5. The Data Director is in charge of maintaining inventory, and as such, must be notified of any changes.
6. If the Data Director is unavailable or position vacant, the duty to preside over the said duties shall fall to the following positions, in descending order:
  - a. Vice-President
  - b. Treasurer
  - c. Executive Senator
  - d. Data Director
  - e. Senators, in alphabetical, by last name, order

## **Section E. Email Etiquette**

1. Be concise and to the point.
2. Use standard spelling, grammar, punctuation, and proper syntax.
3. Use capitals judiciously.
4. Emails must have a relevant subject line. (Only one topic may be discussed under each subject heading.)
5. Emails within the UHSA Senate are considered Operational Sessions, and as such are closed, and not intended for outside individuals unless otherwise indicated.

## **Section F. UHHSa Senate Vacancies**

1. Under the UHHSa Constitution Article II: Section C: 1-D, the President must appoint and fill vacancies on the Senate and be directed as follows:
  - a. Announce open positions on all available UHHSa venues including but not limited to bulletin boards, radio, digital, electronic and social media outlets such as Facebook, Instagram, Twitter, and the “OOH La La” App.
  - b. Announce a hiring period week for applications to be submitted.
  - c. Interviews are to be conducted the following Business week.
    - i. In the event that no applications are received or that the applicants do not meet the minimum requirements, the President may restart the process or appoint an applicant as per the UHHSa Constitution Article II: Section F: Part A.
    - ii. Should a candidate meet qualifications and is able to serve, the individual will be announced to the Executive Board in order to appoint the applicant at the following Senate formal meeting.
    - iii. In the case whereas there is no Vice President to assume the position, the appointment of a vacant President position must be done by a simple ( $1/2 + 1$ ) majority vote at a Senate formal meeting.
2. Only with the approval of the Senate can the President be exempt from this process by  $2/3$  majority vote at a Senate formal meeting.

## **Section G. Stipends**

1. Will be handled by the Treasurer of UHHSa
2. All policies regarding stipends must be approved by Senate majority.

## **Section H. Consequences**

1. Senate Rules are intended to clarify the functioning of the UHHSa Senate. As such, failure to comply with rules may result in disciplinary actions including, but not limited to, suspension or removal from office and stipend adjustments, as determined by the Executive Board with confirmation by the Senate with a two-thirds ( $2/3$ ) majority vote.

**Section I. Adoption and Amending UHHS Rules**

1. UHHS Senate Rules will be adopted by a  $\frac{2}{3}$  majority vote of the Senate.
2. Amendments to the Senate Rules may be proposed by any member of the Senate.
3. UHHS Senate Rules may be amended with a  $\frac{2}{3}$  majority vote of the Senate.

**Section J. Enactment**

<b>UHHS Senate Minutes Adopted</b>	<b>Date of Enactment</b>
UHHS Senate Minutes 15-16: 018	December 4, 2015