



THE UNIVERSITY OF HAWAII‘I AT HILO STUDENT ASSOCIATION
SENATE RULES, 2020-2021

Purpose of Senate Rules:

For the purposes of the University of Hawai‘i at Hilo Student Association Senate and its members, Senate Rules summarizes personnel policies and procedures that apply to UHHSA Senate Members. Senate members should thoroughly read the Senate Rules so that they may understand the policies and procedures of the University of Hawai‘i at Hilo Student Association Senate. Senate Rules cannot anticipate every situation or answer every question; it provides only an overview of policies and procedures. It is not an employment contract or legal document, nor should its contents be considered a strict interpretation of the procedures. It is suggested that Senate Rules be revisited annually.

Section A. Definitions:

1. “**Applicant**” 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. “**Appointment**” means any qualifying member of UHHSA that was not elected
 - a. into office via vote during the annual UHHSA election and is selected by the
 - b. 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
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
 - a. 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. **“Member”** means any student of the University of Hawai‘i at Hilo that meets the
 - a. requirements to be a student according to the rules and regulations of the
 - b. University and abides by these rules and regulations and of this UHHSa
 - c. Constitution. Members must have paid student government fees in order to
 - d. qualify as UHHSa members as stated in section B part 1 of the UHHSa
 - e. Constitution.
9. **“Nominee”** means any qualifying member of UHHSa elected to a Senate officer
 - a. and/or executive officer position at the annual UHHSa election. Nominees must
 - b. meet the requirements as further stated in Article Two Section B of the UHHSa
 - c. Constitution.
10. **“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 Natural and Health 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.
11. **“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.
12. **“Operational Session”** An internal closed session not open to the public at a
 - a. location to be designated by the UHHSa Senate and designed for the purpose,
 - b. but not limited to the planning and discussion of UHHSa events and operations

13. **“Senate”** The Senate shall comprise of all officers and/or executive officers that
 - a. are current members of UHHSAs.
14. **“Senator/Senate Member”** means any officer and/or executive officer position held by an UHHSAs member.
15. **“Session”** means any Senator formal meeting.
16. **“Supermajority”** means when two-thirds (2/3) of individuals participating and/or voting are in support of an item.
17. **“Sustainability”** means the enhancement of communities into the indefinite future without impinging on the value of natural systems.
18. **“Testimony”** means any formal written or spoken statement.
19. **“UHHSAs”** The official abbreviation of be the University of Hawai’i at Hilo Student Association.

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 UHHSAs shared drive and UHHSAs 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 be ran in the spirit of Robert’s Rules of Order
 - a. It is encouraged that the Senate to make use of parliamentary procedure for professional conduct, but to however not let it stmy their progress,

- b. It is encouraged that all Senate and Committee members be acquainted with Robert's Rules prior to their first formal meeting with UHHSAs
 - c. The President, or presiding chair, is to conduct these meetings to their level of comfort with Robert's Rules, but should almost never suspend use of Robert's Rules
 - i. It is expected that if a Senator or Committee Member does not know how to proceed in the spirit of Robert's Rules that the President, or presiding chair, advise them on what to do
 - 1. If there is a point where operation of a meeting comes to a halt, because of uncertainty of Robert's Rules, or a question comes up that cannot be answered by the President or one of the UHHSAs advisors, it is encouraged that UHHSAs Senate proceed by voicing how they intend to move forward, and moving forward exactly as such,
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. UHHSAs Senate Members will wear the official UHHSAs polo shirt for Senate formal meetings and special events (e.g. BOR Meetings, Legislature, and other public appearances pertaining to UHHSAs business).
 4. UHHSAs 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 UHHSAs members who have valid student identification; this will be verified by signing in at the information table to ensure membership. UHHSAs 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 UHHSAs abide by while in attendance.
 6. Executive Meetings shall be open to UHHSAs Senate members, for observation only. The Executive Board reserves the right to close executive meetings, if needed. The President of UHHSAs will provide a report of said executive meeting.
 7. If the President is unable to preside over an UHHSAs Senate meeting, the duty shall fall to the following positions, in descending order:
 - a. Vice-President
 - b. Treasurer
 - c. Data Director
 - d. Executive Senator

- e. Senators, by college
8. 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.
 9. 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.
 - b. Unanticipated emergencies, as determined by Senate consensus.
 10. 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 UHHSa members after Senate formal meetings and all recordings will be archived electronically within 72 hours.
 11. 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 Vice President, who serves as Sergeant-at-arms, after two (2) warnings.
 12. 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. 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.
 13. 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 UHHSa 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. The UHHSa office will be open from 8:00am to 4:30pm on instructional days, provided Senators are able and present in the office.
3. UHHSa Senators in the office will take messages for those members not present. Messages shall be immediately forwarded via email to their respective Senate Member.
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. 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. Senators, by college

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 UHHSa Senate are considered Operational Sessions, and as such are closed, and not intended for outside individuals unless otherwise indicated.
6. For the first few months for new Senators, it is highly suggested that you cc the UHHSa President, as well as advisors, to ensure proper email conduct.

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 “UH Hilo” App.
 - b. Announce a hiring period 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 UHHS A 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 where 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.
 - iv. The President decides who conducts the interviews for applicants.
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. Budget

1. The annual UHHS A budget is to be approved for use by the Senate of that academic year
2. The Executive Board of the year prior are to propose a budget for the incoming Senate to review
 - a. It is at the discretion of the incoming Senate to accept, amend, or deny this proposal
 - b. This budget proposal is to be finished at the least two weeks prior to the end of the Senate of the prior year's term
3. It is recommended that UHHS A approve of a budget no later than the second meeting of that academic year the budget is intended to be used for
 - a. This is to ensure approval of the budget gets to Campus Center and the Vice Chancellor for Student Affairs in a timely manner, and is not arbitrary.

Section H. Awards For Service (Previously Stipends)

1. Will be handled by the Treasurer of UHHS A, with assistance from the E-Board
2. All policies regarding awards must be approved by a Senate majority.
3. An "Award Justification" form created and approved by the Senate is used to determine the criteria for senate members and should be forwarded to the Advisor and approving authority for review. Once approved, the form will be used in the paperwork process.
 - a. Effective the 2020-21 Academic Year, Vice Chairs of UHHS A committees are eligible for Awards for Service

- i. A separate “Award Justification” forms are to be made to determine the awards Vice Chairs receive,
 - b. It is highly recommended that UHHSa review these forms during the Summer,
 4. For Senate members who may be receiving financial aid, UHHSa does not require that they see a Financial Aid Officer, as unlike stipends, Awards For Service do not affect Financial Aid.
 - a. Awards for Service, however, must be put down on one's taxes, and it is recommended that Senators and Committee Vice-Chairs navigate this through their various advisors.

Section I. 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 $\frac{2}{3}$ majority vote.

Section J. Sustainability

UHHSa shall support, as well as encourage, sustainable operations of UH Hilo. Sustainability is achieved through conservation of biodiversity and natural systems, whilst also enhancing the interdependency and resilience of economic, environmental and social systems.

In recognition of this, the UHHSa Sustainability Committee was formed to accelerate the university's ability to provide for the needs of its current and future members without compromising the long term health and vitality of our biosphere and society.

To provide a framework, UHHSa adopts and recognizes four principles of sustainability proposed by the County of Hawai'i to reduce and eventually eliminate our contribution to:

1. The use, and build up, of materials such as fossil fuels and associated wastes that are extracted from the earth's crust;
2. The increased use, and build up, of synthetic materials;
3. The physical degradation of the earth; and
4. The conditions that prevent a person's ability to meet their basic needs (shelter, food, hygiene, etc.)

Section K. The UHHSa Advisor(s)

1. An UHHSa Advisor shall:
 - a. Provide staff training and development workshops as needed,

- i. An advisor is not responsible for the initial introductory training, but may assist in training,
 - 1. Refer to Section K2a, vi; as well as Section K2b, v, in regards to the responsibilities of the different advisors
 - b. Serve as an advocate for the positions and decisions of UHHSAs in conversations with UH Hilo administration
 - i. It is not to the discretion of the Advisor(s) what is the correct position or decision of the UHHSAs Senate, but rather the actual positions or decisions of the UHHSAs Senate,
2. There are to be two distinct types of Advisors, the Content Advisor and the CSO Advisor
 - a. The Content Advisor shall:
 - i. Attend all UHHSAs meetings and activities where advisor presence is required,
 - ii. Advise the UHHSAs Senate on responsible UHHSAs and Hawaii legislative procedures,
 - iii. Serve as the liaison between UHHSAs and the Chancellor's Office,
 - iv. Make the initial connection for UHHSAs Senators with administration and/or staff
 - v. Serve as UHHSAs's primary resource regarding University and BOR policies and procedures
 - vi. The content advisor, at their discretion, may assist in training throughout the year, but this responsibility of training falls mostly upon the CSO advisor and UHHSAs's executive board.
 - b. The CSO Advisor shall:
 - i. Be encouraged to attend all UHHSAs meetings and activities, and may be asked to attend upon the unavailability of the Content Advisor for meetings and events where advisor presence is required,
 - ii. Serve as liaison between UHHSAs and Campus Center
 - iii. Serve as UHHSAs's primary resource regarding Campus Center policy and procedures
 - iv. Facilitate communication and build relationships between the RISOs, CSOs, and other campus student organizations with UHHSAs
 - v. The CSO advisor is to facilitate the organizational trainings needed to maintain effective work between UHHSAs and Campus Center's staff,

1. It is encouraged that the CSO advisor reviews UHHSAs' trainings annually and make modifications, with assistance from UHHSAs' Executive Board, as needed.
 - a. These trainings may include, but are not limited to:
 - i. Robert's Rules
 - ii. Record Keeping
 - iii. Writing Bills
 - iv. Writing Reports
 - v. Filing Requests to Purchase
 - vi. Fiscal Deadlines and Responsibilities
 - vi. Advise and assist Senate members in meeting their responsibilities,
 1. The CSO Advisor should, but is not mandated to, meet once a month with Senators individually to check in on their feelings on projects with UHHSAs and their current progresses.

Section L. Adoption and Amending UHHSAs Senate Rules

1. UHHSAs Senate Rules will be adopted by a 2/3 majority vote of the Senate.
2. Amendments to the Senate Rules may be proposed by any member of the Senate.
3. UHHSAs Senate Rules may be amended with a 2/3 majority vote of the Senate.

Section L. Enactment

UHHSAs Senate Minutes Adopted

UHHSAs Senate Minutes 19-20:031

Date of Enactment

May 1, 2020