

ADDENDUM IV TO THE VALPARAISO UNIVERSITY STUDENT SENATE BYLAWS

The Elections & Outreach Committee of Student Senate

Section A Membership

Clause 1 The Elections & Outreach Committee shall consist of the following members:

1. Seven Student Senators.
2. The Student Body President, *ex-officio*, non-voting.
3. The Student Body Vice President, *ex-officio*, non-voting.

Clause 2 The Student Senate shall elect the Chair of the Elections & Outreach Committee at the first General Assembly meeting of the legislative session following the Adjournment *Sine Die* Procedure outlined in Section F of Article IV of the Constitution. The Chair shall be elected with $\frac{3}{4}$ (three-fourths) affirmative votes.

Clause 3 The Student Body Vice President shall choose the remaining six members of the Elections & Outreach Committee based on Senator preference.

Clause 4 The Chair shall only vote to break a tie among the voting members.

Section B Chair of the Elections & Outreach Committee

Clause 1 Qualifications

1. Shall be a current Student Senator.
2. Shall be elected by the Student Senate at the first Student Senate General Assembly meeting following the Adjournment *Sine Die* Procedure.
3. Shall be a second term senator unless all eligible Senators decline.

Clause 2 Duties

1. The Chair of the Elections & Outreach Committee shall be responsible for reporting all actions of the committee to the Student Senate in the form of weekly reports at General Assembly meetings. The Chair shall supply additional information to the Student Senate as they deem necessary.
2. The Chair of the Elections & Outreach Committee shall be responsible for the execution of tasks conferred upon the Committee by this Addendum and by the Student Senate.
3. The Chair of the Elections & Outreach Committee shall be responsible to give at least biweekly reports to the Executive Committee stating the actions of the Committee over the period from the last report given.
4. The Chair of the Elections & Outreach Committee is responsible for leading the search and screening of applicants to the Student Senate, the preparation and process of Student Senate Elections, the methods of retention of Student Senators, and the improvement of the relationship between the Student Senate and the Student Body.
5. The Chair of the Elections & Outreach Committee shall submit a list of committee members and schedules of meetings to the Student Body Vice President and Press Secretary by October 1st of the fall semester and February 1st of the spring semester.

Clause 3 The Chair of Elections & Outreach Committee shall sit on the Executive Committee as a voting member.

Clause 4 A Elections & Outreach Committee Chair charged with misconduct or negligence of duty shall be brought before the Student Senate for removal of office following the procedure set forth in Article VII of the Student Senate Constitution.

Section C Duties

Clause 1 The Elections & Outreach Committee shall screen and recommend applicants to the positions of: Executive Treasurer, Executive Secretary, and Press Secretary. These recommendations for the following academic

year shall be made at least four weeks prior to the end of classes in the spring semester.

- Clause 2 The Elections & Outreach Committee shall also screen applicants for Student Senate seats or Executive offices whenever a vacancy exists. These recommendations shall be made on an as-needed basis, according to seat openings. At the discretion of the Chair of the Elections & Outreach Committee, the committee may not screen applicants for vacant Senate seats or Executive offices beyond the 7th week of the Spring semester in order to ensure that the Student Senate consists of Student Senators equipped to participate in the decision-making process in a meaningful manner.
- Clause 3 In the event of a vacancy, the Chair will work with the Press Secretary to advertise the vacancies of both appointed Student Senate positions and open Student Senate seats. The Press Secretary will advertise these vacant positions utilizing on-campus communication channels, social media, and any other medium which may be deemed necessary. The Student Senate may pursue alternative forms of outreach besides those listed, which may include contacting student organizations or academic departments, or accepting peer recommendations. The advertisement shall include information requiring applicants to email and communicate with the Elections & Outreach Committee Chair. The Chair of the Elections & Outreach Committee shall share all deadlines and necessary documents regarding vacant seats with the Student Senate during committee reports.
- Clause 4 The Elections & Outreach shall confirm that all applicants meet the requirements set forth in the Bylaws per their Senate position and confirm with the Registrar's Office that all applicants meet the minimum grade point average requirements to fill the position.
- Clause 5 The Elections & Outreach Committee shall set times for interviews with the applicants.
- Clause 6 The Elections & Outreach Committee may ask any questions of the applicants it deems relevant during the interview.

- Clause 7 Members of the Elections & Outreach Committee shall be unbiased in their evaluations of the applicant's qualifications.
- Clause 8 Any Committee member may excuse themselves if they feel that by interviewing any applicant they may be unduly bias or prejudiced concerning that person.
- Clause 9 All recommended applicants must pass through the Elections & Outreach Committee with a simple majority vote before being recommended to the General Assembly.
- Clause 10 The Elections & Outreach Committee shall enforce the election rules in Article VIII of the [Bylaws to the Constitution of the Student Senate](#) and Article VI of the [Constitution of the Student Senate](#).
- Clause 11 The Elections & Outreach Committee must inspect and verify the integrity of the ballot before its release at least one hour before the opening of the polls. The Chair of the Elections & Outreach Committee shall submit all deadlines and necessary documents regarding elections to the Press Secretary of the Student Senate and the Webmaster, if applicable, for distribution to the Student Body.
- Clause 12 The Elections & Outreach Committee shall have quorum in order to count the ballots on election night.
- Clause 13 The Elections & Outreach Committee shall make decisions on violations, interpretations, and complaints regarding the rules in Article VIII.
- Clause 14 The Elections & Outreach Committee shall advertise for elections.
- Clause 15 The Elections & Outreach Committee shall develop strategies and solutions to keeping a well-balanced retention of Student Senators throughout the years. It is up to the discretion of the committee to decide what a good retention model looks like for the Student Senate.
- Clause 16 The Elections & Outreach Committee shall, with the aid of the Press Secretary of the Student Senate, develop strategies of keeping a good relationship between the Student Senate and the Student Body through means of outreach. It is up to the discretion of the committee and the

Press Secretary to decide what a good outreach model looks like for the Student Senate.

Clause 17 The Elections & Outreach Committee shall also have the responsibility of planning all programming efforts of the Student Senate. The Chair shall coordinate with the Student Body President, Student Body Vice President, and Press Secretary of the Student Senate to plan and execute all Student Senate programming events, e.g. town halls, co-sponsored events, etc.

Clause 18 Additional duties may be given to the Elections & Outreach Committee by the Student Senate as it deems necessary.

Section D Screening Procedure in the General Assembly

Clause 1 The Elections & Outreach Committee shall make a recommendation to the Student Senate as to the most qualified applicant. The Elections & Outreach Committee Chair will explain why they made the recommendation in their weekly General Assembly report.

Clause 2 Any committee member who disagrees with either the content or intent of the recommendation may speak about their concern immediately following the Chair's reading of their explanation of the recommendation.

Clause 3 The Committee shall answer any pertinent questions that Student Senators have concerning the applicant.

Clause 4 Recommended applicants may be present during the Student Senate meeting to answer questions in the event the Committee is unable to answer Student Senate's questions concerning the aforementioned persons. The Elections & Outreach Committee may decide to discuss the recommended applicant without the aforementioned applicant present.

Clause 5 All recommendations of the Elections & Outreach Committee shall require a $\frac{2}{3}$ (two-thirds) affirmative vote of the Student Senate in order to become effective.

Clause 6 The recommended applicants with the affirmative vote shall be sworn in by the Student Body Vice President in the following General Assembly

meeting by reciting the oath of office found under Article II, Section A of the Bylaws to the Constitution of the Student Senate.

Section E Meetings

Clause 1 The Elections & Outreach Committee shall hold meetings at least once every two weeks during the course of the academic year.

Clause 2 The Elections & Outreach Committee Chair shall set the day, time, and place of the meetings. The Chair shall notify the Student Body Vice President and Press Secretary of the Student Senate of this time once determined. Meetings may be more regular during screening meetings of applicants.

Clause 3 A simple majority of the voting membership of the Elections & Outreach Committee shall constitute a quorum.

Clause 4 All Committee members shall be notified by the Chair of meeting times and places no later than five days prior to the scheduled meeting unless constrained due to an emergency.

Clause 5 If the Chair is unable or unwilling to conduct a meeting, members of the Committee reserve the right to call an emergency meeting at the request of any two members. Another member chosen among the remaining members will conduct the meeting.

Clause 6 All meetings will be closed to the Student Body at large unless the Chair requests students to be present. The time and location of the meetings should be made public through the Student Senate website no later than one week before the meetings.

Section F Voting

Clause 1 All potential pieces of legislation proposed by the committee must be voted on during an officially sanctioned meeting of the committee.

Clause 2 All potential pieces of legislation or recommendations to the Student Senate will be passed out of the committee with a simple majority vote. Pieces of legislation that pass the committee will then be presented to the Executive Committee at their next weekly meeting.

Clause 3 All recommendations of applicants must pass through the committee with a simple majority vote.

Clause 4 The Chair of the committee is only to vote when breaking a tie.

Section G Initiatives and Programs

Clause 1 The Elections & Outreach Committee shall hold events and programming throughout the academic year to attract attention to Student Senate's mission, aid the student body or other recognized student organizations in their philanthropic endeavors, and help the immediate Valparaiso community.

Clause 2 The Chair of the Elections & Committee shall be responsible for all communications of events, collections, and distribution to the Student Senate General Assembly.

Clause 3 The Chair shall communicate all events, dates and deadlines to the Press Secretary of the Student Senate and campus publications for promotions and awareness.

Clause 4 The committee, if commissioned by the Student Body President, shall be responsible for the planning and execution of at least one (1) food drive event, the collection of non-perishable and canned food items, and the distribution of collected food items to local shelters, food banks, and food pantries.

Clause 5 It is at the discretion of the committee of when and how events and programming will be conducted. If the committee is coordinating with a Student Senate-approved student organization or office on campus, the committee shall be responsible for coordinating with said organization or office on event dates and deadlines.