

Members:

Present: Gabe Wong (Chair); James Dinh, Lauren Johnson(At-Large); Lily Duong, Matt Condon (Woodring); Melissa Bernal (CENV); John Hardgrove (CSE); Devin Moreno (CBE); Miguel Estevez (Fairhaven); Ellen Esteves (Graduate); Yasmin Lamas Flores, Miguel Acuna (CHSS)

Absent: Ella Byerly, MJ Dizon (CFPA); Dacey Durbin (CBE); Lola Thompson (CENV); Autumn Kay-Chapman, Mariana Flores (At-Large)

Advisor: Leona Friedman

Secretary: Nely Vasquez

Guests:

MOTIONS

SEN-24-W-23	To approve the Consent Items with the edit to the Senate Reports. Passed
SEN-24-W-24	To approve WAWU OSE Resolution. Passed.
SEN-24-W-25	To approve ASWWU Charter Resolution. Passed.

Call to Order: Gabe Wong, Student Senate President, called the meeting to order at 4:02 p.m.

I. REVISIONS TO THE AGENDA

Wong told the Senate that the agenda currently posted is a bit different.

II. CONSENT ITEMS (subject to immediate action)

- a. Finance Council Charter
- b. Appointment of Matt Condon to AS Elections Advisory Committee
- c. Appointment of Ellen Esteves to Graduate Faculty Governance Council
- d. Appointment of Gabe Wong as Chair of the Student Advisory Committee
- e. Approval of Minutes – 1/10/24

Moreno suggested a change to the Senate Reports. Instead of saying “helped launch”, to change to “mentioned the WWU Entrepreneurship Club got approved”.

Moreno

MOTION: To approve the Consent Items with the edit to the Senate Reports		
Motion Made By: Devin Moreno	Second: Matt Condon	SEN-24-W-23
Vote Count: Aye: 9 Nay: 0 Abstain: 0		Action Result: Passed

III. PUBLIC FORUM (comments from students and the community)

IV. INFORMATION ITEMS - Guests*

- a. Student Union Advisory Group Committee Presentation

Friedman presented Greg McBride's (Interim Director VU Facilities) presentation on the Student Union Advisory Group. He would like to get student representatives on this committee.

V. ACTION ITEMS – Guests*

VI. PERSONNEL ITEMS *(subject to immediate action)*

VII. INFORMATION ITEMS - Senate*

- a. Outreach Task Force

Duong made a presentation about the Outreach Task Force to the Senators in hopes of getting some of them to join. The Senate suggested that there should be someone monitoring and moving things along.

- b. SLC Micro Survey

Dinh shared a survey with the Senate the Faculty Senate Library Committee made about WWU's library work for the year. He said the survey will only be available to the Senators and not the student body. Senators don't agree with the approach. He will give the Faculty Senate Library Committee feedback from the Senators.

- c. Senate Budget Request FY25

Wong presented document five and explained what the AS Finance is expecting, in terms of budgeting for future events and revising hours for job sectors. Moreno asked what the monitorial impact would like for all these changes. Wong says there will be more money next year but doesn't have clear numbers.

- d. AS Budget Timeline

Wong presented document 6 and went over the timeline for approving next years budget. She also explained that the OC Programs Coordinator and Club Activities Manager positions need to be added to the Operating Budget, as they are currently funded by grants.

VIII. ACTION ITEMS – Senate*

- a. WAWU OSE Resolution

Wong explained that a changed made to the document was the addition of SB 5895 bill. She also added additional language to address Western's refusal to acknowledge WAWU.

b. ASWWU Charter

Wong presented document 8 and explained the changes made in the preamble and articles 1, 2, 3, 4, and 6.

MOTION: To approve WAWU OSE Resolution		
Motion Made By: John Hardgrove	Second: Melissa Bernal	SEN-24-W-24
Vote Count: Aye: 11 Nay: 0 Abstain: 0		Action Result: Passed

MOTION: To approve ASWWU Charter Resolution		
Motion Made By: James Dinh	Second: Melissa Bernal	SEN-24-W-25
Vote Count: Aye: 11 Nay: 0 Abstain: 0		Action Result: Passed

IX. SENATE REPORTS

X. OTHER BUSINESS

Friedman informed the Senate she changed the structure of the Student Senate teams channel.

Adjournment: *Gabe Wong, AS Senate President, adjourned the meeting at 5:28 p.m.*

Members:

Present: Gabe Wong (Chair); James Dinh (At-Large); Lola Thompson (CENV); John Hardgrove (CSE); Devin Moreno, Dacey Durbin (CBE); Ellen Esteves (Graduate); Yasmin Lamas Flores (CHSS)

Absent: Ella Byerly, MJ Dizon (CFPA); Melissa Bernal (CENV); Mariana Flores, Lauren Johnson (At-Large); Miguel Estevez (Fairhaven); Miguel Acuna (CHSS); Lily Duong (Woodring);

Advisor: Leona Friedman

Secretary: Nely Vasquez

Guests:

MOTIONS

Call to Order: Gabe Wong, Student Senate President, called the meeting to order at 4:10 p.m.

I. REVISIONS TO THE AGENDA

- a. Add info item
Add some minutes
- b. Table consent and action items. Quorum not met.

II. CONSENT ITEMS *(subject to immediate action)***III. PUBLIC FORUM** *(comments from students and the community)*

Katherine Williams expressed their concerns about the sewage leak in Fairhaven. She is here to advocate the importance of communicating with the general student body through email about what is going on.

IV. INFORMATION ITEMS - Guests***V. ACTION ITEMS – Guests*****VI. PERSONNEL ITEMS** *(subject to immediate action)***VII. INFORMATION ITEMS - Senate***

- a. Constitutional Amendment

Wong explained the changes made to the Constitutional Amendment document.

- b. Ramadan Resolution

Wong made some changes to the document. They added line 23, 31, 32, 49 and 50. She also lowered line 36-38. They sent a copy to Muslim Student Association, and they will get back to Wong with feedback.

c. AS Senate FY25 Budget Proposal

There is an increase in the Senate budget next year in part because the Senate President and Senate SGA salaries were added, also because of state and local laws that increases minimum wage.

d. Academic Coordinating Commission Vacancy

Durbin presented document 4 to the senate. The purpose is to recruit students to the ACC committee.

e. Free Headshots Info

Friedman informed the Senate that the Career Center does free headshots for students to post on their LinkedIn, or for any other professional use. She would like to use these headshots for the Senate website.

f. SLC Micro Survey Follow- Up

Dinh reports that the Senate Library Committee was receptive to the feedback the Senators gave at the last meeting, and thus will not be using the data they received from them. There is a different survey they will be using to gather data.

g. Meeting Agenda Guidelines

Wong proposed adding a discussion item section to the agenda, allowing the Senators to present topics they would like to get an understanding of or get feedback on.

VIII. ACTION ITEMS – Senate*

IX. SENATE REPORTS

X. OTHER BUSINESS

Adjournment: *Gabe Wong, AS Senate President, adjourned the meeting at 5:20 p.m.*

Bylaws Discussion Item – Senate Meeting 2/21/24 - Document #3

Summary – 5 minutes

Bylaws will NOT be ready by the previously expected date (2/21/22). An updated timeline seems to be closer to the end of March/early April. No rush, as the AS constitution is more of a priority atm. Which may reflect changes in bylaws.

Been working on questions of how the Senate could/should be governed. Less so on grammar and punctuation, but also that is an important factor.

- The removal process of a senator.
- Accountability
- Communication expectations

Discussion Questions for the Senate - 10 minutes

1. What do you think are the bare minimum duties of a student Senator?
2. What do you think are the duties of a student Senator to do the job well (that go beyond the bare minimum)?
3. Thoughts on a Senate Communication Liaison? What would this position look like?
Similar appointment as the Vice Chair

**A RESOLUTION OF THE ASSOCIATED STUDENTS OF
WESTERN WASHINGTON UNIVERSITY
Sen. J.Res. 2023/24-03**

“Supporting Muslim Students Seeking Religious Accommodations for Ramadan”

WHEREAS, The Associated Students of Western Washington University recognizes the diverse backgrounds represented in our campus community, and

WHEREAS, the holy month of Ramadan, the ninth month of the Islamic lunar calendar, occurs every year [1], and

~~**WHEREAS**,~~

WHEREAS, this month is of importance to the approximate 1.8 billion followers of Islam, including many Western Washington University students, staff, and faculty [2], and

~~**WHEREAS**, this year the month of Ramadan lasts from March 11 to April 8, 2024 [1], and~~

WHEREAS, during Ramadan, Muslim students abstain from food and water from dawn to dusk, or sunrise to sunset, whilst adhering to the month’s spiritual traditions of prayer, meditation, reflection, and maintenance of good character [3, 4], and

WHEREAS, Muslim students may adhere to differing conditions in the observance of Ramadan due to cultural and religious variability [6], and

WHEREAS, fasting is a mandatory act for all Muslims who are able and fulfills one of five pillars of Islam, Sawm [1], and

WHEREAS, this act of worship takes a mental and physical toll on Muslim students that may impair day-to-day functioning, such as difficulty completing assignments, taking exams at certain times, and attending classes [7], and

WHEREAS, for many Muslim students this toll will be in addition to the mental and physical toll caused by the catastrophic Israeli siege on Gaza, the West Bank, and East Jerusalem in Palestine, and

WHEREAS, for many Muslim students these tolls are in addition to the mental and physical toll caused by the continued and lingering impacts of the COVID-19 pandemic, including long-COVID, and

WHEREAS, Muslim students may experience food insecurity due to the limited availability of dining options that recognize and accommodate the observance of Ramadan [4], and

WHEREAS, during the second half of Ramadan, the residential dining halls will not be open before sunrise [sunrise times and Chartwells Proposal], and

WHEREAS, during the entirety of Ramadan, the residential dining halls will not have regular dinner service after sunset, and

WHEREAS, there is mental, spiritual, and physical risk to Muslim students observing Ramadan in Bellingham due to a recognized history of Islamophobia [8], and

WHEREAS, there has been an acute rise in Islamophobia and racism in Bellingham and at Western that has placed additional mental, spiritual, and physical risk on our Muslim students, and

WHEREAS, Eid al-Fitr, a three-day holiday of celebration with friends and families occurs directly after Ramadan [5], and

WHEREAS, Ramadan may be difficult for Muslim students who are away from their families, and

WHEREAS, in this context, the ASWWU further recognizes that to foster an environment that embodies our strategic mission of “inclusive success,” we must be sensitive to and honor the needs of all students, staff, and faculty, and

45 **WHEREAS**, Senate Bill 5166, effective July 8, 2019, states, “educational institutions must develop policies to
46 accommodate students’ absences to allow students to take holidays for reasons of faith or conscience... so
47 that students’ grades are not adversely impacted by the absences” [9]; and

48 **WHEREAS**, Senate Bill 5166 also states that faculty members are required to “accommodate students who,
49 due to observance of religious holidays, expect to be absent or endure a significant hardship during certain
50 days of the course or program” [9].

51
52 **NOW THEREFORE BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY:**

53
54 **THAT**, the ASWWU respects and supports the needs of our Muslim students; and

55 **THAT**, ~~the ASWWU acknowledges the diversity among our Muslim students; and~~

56 **THAT**, the ASWWU Student Government is willing to help individual students receive the accommodations
57 they need, if such help is requested; and

58 **THAT**, ~~the ASWWU encourages Muslim students to seek religious accommodations for spring quarter under~~
59 ~~their Senate Bill 5166 rights by reaching out to their instructors; and~~

60 **THAT**, the ASWWU requests that

61 **THAT**, the administration and faculty acknowledge that Ramadan ~~begins over 2023 Spring Break~~ ~~takes place~~
62 ~~from March 11 to April 8 this year; and;~~

63 **THAT**, the ASWWU requests that faculty members and instructors

64 1) ~~acknowledge that Ramadan begins the week before Winter Quarter Finals,~~

65 2) ~~are proactive about recognizing Ramadan, and encourage students to seek accommodations,~~

66 3) ~~faculty members~~ refrain from implementing unconditional Ramadan accommodations for all
67 Muslim students and instead work with Muslim students on a case-by-case basis to define
68 reasonable Ramadan accommodations,

69 4) ~~faculty members~~ are courteous with reasonable absences of Muslim students due to the
70 observance of Ramadan,

71 5) ~~faculty members~~ are courteous with 11:59 p.m. deadlines, and if a student who is fasting
72 needs to complete their assignment during the hours after sunset, implement a 24-hour grace
73 period with no impact to the student’s grades,

74 6) ~~allow exams; and quizzes; if strictly timed and on limited hours, can to~~ be taken with
75 reasonable accommodations, ~~including~~ at a different time, as discussed between the student and
76 instructor; and

77 **THAT**, the Dean of each college ensure that this document is sent to each Department Chair, ~~and~~ faculty
78 member, ~~and instructor; and~~

79 6) ~~THAT, -University Dining Services, Dining at WWU (Chartwells) provides food options that accommodate~~
80 ~~the observance of Ramadan, including providing extended hours before sunrise and after sunset.~~

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AS Parliamentary Procedures

This procedure describes how governing body and committee meetings are run. **Specific Rules:** The governing bodies of the ASWWU and committees that act on behalf of them must adhere to the Open Public Meetings Act, RCW 42.30.

I. General Principles

Rather than referencing standing rules of order (e.g., Robert's Rules, Reed's Rules) when questions or ambiguities arise out of these procedures, the **Chair should make a fair ruling** with consideration to these general principles:

1. **One person speaks at a time.**
2. **The chair of a [voting body](#) will recognize or call upon those who wish to speak.**
3. **Voting bodies will consider one item at a time.**
4. **The will of the majority shall determine the [voting body's](#) action.**
5. **The rights of the minority are preserved.**
6. **The public (students) are informed of actions taken or considered by a [voting body](#).**

II. Holding a meeting

1. **A date, time, place, and agenda are set for a meeting.**
Voting bodies will often regularly schedule meetings: weekly, bi-weekly, etc.
2. **The chair calls the meeting to order.**
This marks the start of this meeting's proceedings.
3. **The chair moves the [voting body](#) through the agenda, sponsors present their agenda items, voting members may make motions.**
Each agenda item is subject to action by the [voting body](#). A [voting](#) member of the [voting body](#) may move to take some action on the item (e.g., "[Last Name] moves to approve [item]").
4. **The chair adjourns the meeting.**
The marks the end of the meeting's proceedings.

III. Presenting an agenda Item

1. **The chair asks the sponsor to present their item.**
The chair may cede a set amount of time to the sponsor: this amount may be stipulated in the agenda.

2. The sponsor presents their item.

The sponsor may present their item in whatever manner they wish, within reason. Typically, sponsors go through an associated document or presentation. This initial presentation should only take up a portion of the allotted time.

3. The sponsor opens the discussion.

Members will seek recognition to participate in the discussion. The chair will recognize speakers. The chair may elect to have sponsors recognize speakers, temporarily delegating facilitation.

4. Discussion ends.

Discussion ends when the allotted time expires (the chair or designee will keep time), when conversation slows or stops and the chair transitions to the next item, or when a relevant, substantive motion passes. Discussion is paused while motions are considered.

5. Discussion continues.

Discussion may continue if a motion to add time to the discussion passes: the new time remaining in the discussion will be the balance of the current allotment plus the time added.

IV. Considering and passing a motion

1. A voting member of the [voting body](#) is recognized by the chair and makes a motion.

An example of a motion would be: "I move to table the parliamentary procedure discussion."

2. The chair affirms or contests that the motion is in order.

Affirmation may take the explicit form "the motion is in order" or is implied when the chair asks for seconds.

A contesting may take the form "the motion is not in order..." the chair should always explain why the motion is not in order and give the proposing member the opportunity to correct or withdraw the motion.

A motion is in order if it applies to the agenda item under consideration or if it's procedural in nature.

3. A second is made by another voting member.

E.g., "[last name] seconds the motion" or "[last name] seconds." If no second is made, the motion dies.

4. The chair opens discussion on the motion.

For example, "moved and seconded, do we have any discussion?"

If there's no comments, the chair closes the discussion and holds a vote.

5. The chair holds a vote.

The number of votes needed for a motion to pass can vary: the chair will let the [voting body](#) know the vote threshold (e.g., 11/20 for a simple majority (50%+1) or 15/20 for 3/4ths)

There are few ways to vote:

A vote by acclamation or a vote by unanimous consent is one where no member objects. This is often done by the chair asking, “are there any objections [to this motion]?”

A voice vote is one where each side (yes, no, abstention) says their vote aloud in series. The chair would ask “those in favor say ‘aye’... those against say ‘nay’... those abstaining say ‘aye’...” and then estimate the results by ear.

A vote by show of hands is one where each side raises their hand in series. The chair might say ask “those in favor raise your hands... those against raise your hands ... those abstaining raise your hands...” and count the hands for each side.

The ASWWU tends to combine the voice vote and show of hands. This is the middle ground between accuracy and efficiency.

A vote by electronic means is one where each member types out their vote into the meeting chat or otherwise casts their vote electronically.

A roll-call vote is one where the chair goes through the list of all members of the [voting body](#) and asks each of them how they vote (yes, no, abstention). This form of voting is time-intensive and is usually only used for contentious votes or transparency.

6. All present [voting](#) members of the [voting body](#) vote; the chair and secretary record the votes.

If the vote is not unanimous or it’s a roll-call vote, the chair and secretary should record the names of the voting members who voted yes or no, or who abstained.

7. The chair announces the result of the vote.

This usually takes the form of “this motion passes unanimously” or “this motion passes 12-1-0.” The vote counts are usually written out in the order of yes-no-abstentions. The chair should give opportunity for those dissenting to explain their vote.

V. [Amending a motion](#)

Note: A motion to amend should not be itself amended. While not usually out of order, amending an amendment is inefficient. Usually, the first amendment should first be defeated and then another amendment moved and seconded.

1. A [voting](#) member of the [voting body](#) moves to amend a motion.

A motion to amend is like any other motion and follows the procedure in [Section III](#).

2. The [voting body](#) considers the motion to amend.

3. The [voting body](#) returns to considering the original motion, with or without the amendments depending on passage of the amendment.

In some cases the motion to amend may be worded as a competing motion (i.e., the original motion is “motion to approve policy A” and the motion to amend is “motion to approve policy A with X amendments”). In these cases, at the discretion of the chair, an affirmative vote on the motion to amend may be taken as an affirmative vote on the original motion.

VI. [Overruling the Chair](#)

1. When a voting member objects to a procedural ruling of the chair, they may move to overrule the chair.

A motion to overrule the chair is like any other motion and follows the procedure in [Section III](#).

Global Definitions: these definitions are consistent across all AS/VU Policies, see Master Definition List

Voting Body – The governing bodies or committees of the ASWWU.

Procedure-specific definitions

Sponsor – A member of the voting body that's bringing an item to the agenda.

Chair – The person with the authority to preside over the meeting of the voting body (e.g., Chair or Vice-chair).

Agenda – The list of topics planned for discussion and/or action during a meeting.

[Return to Procedure](#)

Procedure Information:

PRO-AS-GOV-02

AS Parliamentary Procedure

Procedure Owner: ASWWU Government

This procedure cancels: AS Board Parliamentary Procedures (ASB-14-W-45, Feb. 19, 2014)

Procedure Approved By: ASWWU Government (SEN-23-F-20; NOT YET APPROVED BY EB)

Effective Date: 02/09/2024

See also:

AS Governance [Meeting Guidelines](#) [Rules of Operation](#) [GUD-AS-GOV-03]

AS Student Government Handbook, Meeting Agenda Guidelines

AS Student Government Handbook, Parliamentary Procedure Quick Reference Guide



AS Governance Meeting Guidelines Rules of Operation

This guidance describes how [voting bodies](#) operate outside of meetings.

Specific Rules: The governing bodies of the ASWWU and committees that act on behalf of them must adhere to the Open Public Meetings Act, [RCW 42.30](#).

Scheduling meetings

- 1. At the beginning of each quarter the voting body's secretary determines members' availability.**

The secretary and the chair collaborate to determine the best time for regular meetings. Alternatively, the chair may decide to stick with the fall quarter meeting times throughout the whole year.

- 2. The secretary makes publicly available the schedule of meetings.**

The secretary and advisor ensure that the public disclosure adheres to the Open Public Meetings Act, [RCW 42.30](#).

Making the agenda

- 1. The secretary and chair agree to an agenda-making process.**

A written agreement of agenda timelines and process should be made before the first meeting of the voting body.

- 2. The chair has the final say on the agenda.**

All voting members can propose agenda items.

- 3. The secretary makes publicly available the meeting agenda.**

The secretary and advisor ensure that the public disclosure adheres to the Open Public Meetings Act, [RCW 42.30](#).

Preparing for the meeting

- 1. Members review the meeting documents.**

Members review previous meeting minutes, the agenda, and agenda documents. Members form opinions and questions on agenda items where applicable.

- 2. The secretary invites the appropriate guests.**

Acting on agenda items

- 1. The [voting body](#) will address an agenda item in at least two meetings before action.**

The item will be introduced in the first meeting. The item will be voted on in a later meeting. The item may be brought to the body as many times as necessary. The [voting body](#) may take action on the item in the first meeting if it deems such acceleration reasonable.

Keeping records

- 1. Item sponsors keep track of document changes between meetings.**
Edits are clearly noted. Source documents are retained and shared with the secretary.
- 2. Approved documents are finalized and made publicly available.**
The item sponsor and the [voting body](#)'s chair or advisor work together to prepare the document(s) for public release.
- 3. The secretary keeps meeting minutes and makes them publicly available.**
A voting body will approve minutes before they are made publicly available.
- 4. Voting bodies will retain agendas, minutes, meeting documents, and approved documents in an organized way.**
The advisor will ensure that records are retained in compliance with applicable policy, regulation, and law.

Changing operations

- 1. Committees of the ASWWU may adopt their own ~~Meeting Guidelines~~ Rules of Operation.**
These rules should be seen as guidance, not a mandate. The spirit and intent of these guidelines should be used in their interpretation.

Global Definitions: consistent across all AS/VU Policies, see Master Definition List

Voting Body – The governing bodies or committees of the ASWWU.

[Return to Guidance](#)

Guidance Information:

GUD-AS-GOV-03

AS Governance Rules of Operation

Guidance Owner: ASWWU Government

This guidance cancels: AS Board Meeting Operational Guidelines (ASB-14-W-45, Feb. 19, 2014)

Guidance Approved By: ASWWU Government (SEN-23-F-21, NOT YET APPROVED BY EB)

Effective Date: ~~01/01/2024~~02/08/2024

See also:

AS Parliamentary Procedure [PRO-AS-GOV-02]

AS Student Government Handbook, Meeting Agenda Guidelines

AS Student Government Handbook, Parliamentary Procedure Quick Reference Guide