Western Washington University Associated Students
Senate Meeting Minutes
May 24th, 2023, 6:00-7:30 PM

**Attendees:** Nely Vasquez, Joshua Kurz

**Senate Members:** Rahma Iqbal, Gabe Wong, David Nessa, Calvin Christoph, MJ Dizon, Pierce Bock, Sean Hakala, Katey Queen, Miriam Gold, Sofia Trujillo, Dacey Durbin, Sofia Larrondo, Yasmin Llama Flores, Ted Topper, Quincy Ingalls

**Guests:**

**Staff and Assistants:** Nely Vasquez, Joshua Kurz

<table>
<thead>
<tr>
<th>Officers</th>
<th>College</th>
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<tbody>
<tr>
<td>Rahma Iqbal</td>
<td>AS Senate President</td>
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<tr>
<td>Gabe Wong</td>
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<td>Liam Pratt</td>
<td>At-Large Senators</td>
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<td>David Nessa</td>
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<td>Calvin Christoph</td>
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<td>Sofia Larrondo</td>
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<td>Yasmin Llamas Flores</td>
<td>College of Humanities &amp; Social Sciences</td>
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<td>Dacey Durbin</td>
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<td>Sofia Trujillo</td>
<td>College of Business &amp; Economics</td>
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<td>Hailey Hartford</td>
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<td>Lily Duong</td>
<td>Woodring College of Education</td>
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<td>Name</td>
<td>College</td>
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</tbody>
</table>
| Katy Queen
Jaime Baxter (Absent)| Graduate School                  |
| Miriam Gold
Justin McGlone  | College of Science & Engineering  |
| Ted Topper
Quincy Ingalls    | Fairhaven College of Interdisciplinary Studies |
| Sean Hakala
Pierce Bock      | College of the Environment       |
| Meagan Brown
MJ Dizon          | College of Fine & Performing Arts|

**Motions:**

- **ASWWUSEN-23-S-37** To pass 2/22/23, April 5th, 19th, 26th, May 3rd, 10th minutes
- **ASWWUSEN-23-S-38** To pass the ASWWU Fiscal Year 2024 and Large Grant for new cut positions
- **ASWWUSEN-23-S-39** To pass five more minutes for the finance budget topic
- **ASWWUSEN-23-S-40** To pass the Viking Mascot resolution
- **ASWWUSEN-23-S-41** To pass the AS Governance Guidance
- **ASWWUSEN-23-S-42** To approve the Student Advisory Committee Charge and Charter
- **ASWWUSEN-23-S-43** To pass the STF Tech Initiatives Funding Recommendations

*Rahma Iqbal, AS Senate President, called the meeting to order at 6:02 PM*

**I. CONSENT ITEMS**

To pass 2/22/23, April 5th, 19th, 26th, May 3rd, 10th minutes
Motion by Sofia Larrondo  
Second: Miriam Gold  
Motion passed: 11-0-0

II. REVISIONS TO THE AGENDA

III. PUBLIC FORUM

IV. INFORMATION ITEMS – GUESTS
   a. Wong and Denny present the AS Wage Policy

V. ACTION ITEMS – GUESTS
   a. Wong and Denny present the Finance Council Budget Recommendations  
   b. Iqbal and Handa presented the ASWWU Viking Mascot Change Resolution

To pass the ASWWU Fiscal Year 2024 and Large Grant for new cut positions  
Motion by Gabe Wong  
Second: Ted Topper  
Motion passed: 13-0-0

To pass five more minutes for the finance budget topic  
Motion by Sean Hakala  
Second: Meagan Brown  
Motion passed: 12-0-0

To pass the Viking Mascot resolution  
Motion by Quincy Ingalls  
Second: Sean Hakala  
Motion passed: 13-0-0

VI. PERSONELL ITEMS

VII. INFORMATION ITEMS – SENATE
   a. Wong presented the Committee Charter Template  
   b. Iqbal presented the AS Charter
VIII. ACTION ITEMS – SENATE

a. Wong presented the Governance Guidance and Student Advisory Committee

b. Iqbal presented the STF Tech Initiatives Funding Recommendations and ASWWU Resolution

To pass the AS Governance Guidance
Motion by Gabe Wong
Second: Sean Hakala
Motion passed: 13-0-0

To approve the Student Advisory Committee Charge and Charter
Motion by Sean Hakala
Motion passed: 13-0-0

To pass the STF Tech Initiatives Funding Recommendations
Motion by Ted Topper
Second: Sofia Larrondo
Motion passed: 13-0-0

IX. SENATE REPORTS

X. BOARD REPORTS

XI. OTHER BUSINESS

Rahma Iqbal, AS Senate President, adjourned the meeting at 7:38 PM
AS Governance Rules of Operation
This document guides how voting bodies operate outside of meetings.

**Specific Rules:** The governing bodies of the ASWWU must adhere to the Open Public Meetings Act, [RCW 42.30](https://laws.wa.gov/chapter/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.**
   
   For the governing bodies, the secretary ensures that the public disclosure adheres to the Open Public Meetings Act, [RCW 42.30](https://laws.wa.gov/chapter/42.30).

### Making the agenda

1. **The secretary collects agenda requests.**
   
   Members of the voting body submit their agenda items to the secretary.

2. **The secretary confirms the agenda with the chair.**
   
   The chair has the final say on the agenda.

3. **The secretary makes publicly available the meeting agenda.**
   
   For the governing bodies, the secretary ensures that the public disclosure adheres to the Open Public Meetings Act, [RCW 42.30](https://laws.wa.gov/chapter/42.30).

### Preparing for the meeting

1. **Members review the meeting documents.**
   
   Review of 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. An
exception to this process is allowed for time-sensitive items. This exception should rarely be exercised.

**Keeping records**

1. **Item sponsors keep track of document changes between meetings.**
   Edits are clearly noted.

2. **Approved documents are finalized and made publicly available.**
   The item sponsor and the voting body’s advisor work together to prepare the document(s) for public release.

3. **The secretary keeps meeting minutes and makes them publicly available.**

Example below- NOTE: definitions are consistent across all AS/VU Policies, see Master Definition List

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

[Return to Policy](#)

**Policy Information:**

**GUD-AS-GOV-03**
AS Governance Rules of Operation

**Policy Owner:** ASWWU Government

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

**Policy Approved By:** ASWWU Government

**Effective Date:**

**Revision Date:**

**See also:**
AS Parliamentary Procedure [PRO-AS-GOV-02]
AS Student Government Handbook, Meeting Agenda Guidelines
Meeting Agenda Guidelines

Introduction
The agenda is controlled by the Chair (Senate President or Board President), who sets the agenda, controls time allocations, and is otherwise generally responsible for moving the business of the government forward. Different presidents may decide to exercise more or less control over this process, but the power of the presidency includes control over the agenda. The agenda is usually ordered as follows:

1. Consent Items
2. Revisions to the Agenda
3. Public Forum
4. Action Items – Guests
5. Information Items – Guests
6. Personnel Items
7. Action Items – [Board or Senate]
8. Information Items – [Board or Senate]
9. Officer Reports
10. Other Business

Consent Items
This area is primarily for items that do not need deliberation, such as Committee Appointments, certification of election results, confirming WSA participation and travel, and other similar matters.

- If more information is needed, the item should be tabled.
- If discussion is needed, the item can be added to the agenda with the revisions.

Approval of the Minutes
Minutes should be reviewed prior to the start of the meeting. Spelling and grammatical mistakes should be noted and forwarded to the SGA, but these should not prevent the minutes from being approved. Minutes should not be approved if they contain substantial errors or omissions, and these should be made known during the Approval of Minutes section at the meeting.

Revisions to the Agenda
This area is primarily used for the following. The chair rules on these revisions:

- Removal of agenda items,
- Rearranging of items already listed on the agenda,
- Requests for changing the assigned time limits on the agenda,
- Urgent or time sensitive issues that arise after the agenda deadline.

Items should be added to the agenda on short notice very rarely because the spirit of having open, transparent public meetings is that the public and their representatives should have adequate time to review agenda items and necessary documents before being expected to act on them. Regularly adding agenda items on short notice or at the meeting violates basic democratic values.
Public Forum
This area reserves time for the public to speak about anything. Outside of this area, the chair may still recognize members of the public. Individual speakers should be limited to 3 minutes each, and this section should not exceed 15 minutes.

• At times, the public may be sufficiently worked up about an issue that 15 minutes may not be enough time to allow everyone to speak. In this scenario, the decision must be made to either table public comments to the next meeting (and the agenda for which should reflect a plan for more time for public comment), or to allow the meeting to continue by tabling the rest of the agenda.

Information Items
Information items are primarily used for information-sharing or discussion of potential future final action.

Information Items – Guest
Guest items appear on the agenda first because, typically, it takes longer for the governing body to make a decision when hearing from guests. It is common to ask guests to return for more meetings in order to provide the governing body with adequate information to make decisions. This should be done as many times as necessary before moving the item from information to action.

Note: Personnel policy information and the creation of new jobs and job descriptions, will be presented in this area by relevant guests, not under the Personnel Items agenda area.

Information Items – [Board or Senate]
This area is for items created by a member of the governing body, and usually there are no guests involved.

Action Items
Agenda items ready for final action (a vote) go here.

• Almost all action items should first be seen as information items.
• Agenda items should not move from Information to Action simply by default.

Action Items appear before Information Items for two reasons:

• If a meeting runs long, it is important to act on items that need to be finalized before opening new items for consideration.
• Items in this area should have been brought as Information Items as many times as necessary for the governing body to make an informed decision. Once an item moves to an Action Item, there shouldn’t be much left to discuss – members should be ready to make a yes/no/abstain decision.

Action Items – Guest
Action items originating from a guest and sponsored by a member.

Action Items – [Board or Senate]
This area is for items created by a member of the governing body, and usually there are no guests involved.

Personnel Items
Items in this area are subject to immediate action. This area is for hiring, termination, or suspension of personnel, and is not normally conducted in an open session. Discussion and debate, presentation of documents (such as resumes, grievances, etc.), and witness testimony related to hiring, termination, or
suspension is typically conducted in an Executive Session (closed to the public), with only the final vote conducted or reported in the public session.

**Officer Reports**

This area is for officers to report on the following:

- Significant issues they are working on,
- Significant committee information not known to others or the public,
- Projects they are working on,
- “Jobs well done” or “kudos.”

These reports should be limited to 3 minutes maximum, and should not take up more than 10 minutes in the Executive Board and 15 minutes in the Senate. There is no requirement that all officers must make reports at every meeting.

**Other Business**

This area is for items that do not fit in other categories and/or do not require ongoing deliberation. These items are typically “FYI”-type items, or reminders from the Advisor, or brief notes about upcoming events/projects that are not directly related to student government.
AS Parliamentary Procedures

This procedure describes how governing body and committee meetings are run. **Specific Rules:** Some meetings 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 members 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, members may make motions.
   Each agenda item is subject to action by the voting body. A 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 members. The chair may elect to have sponsors recognize members, temporarily delegating facilitation.

4. **Discussion ends.**
Discussion ends when the allotted time expires, at the chair's discretion when conversation slows or stops, or when a relevant, substantive motion passes. Discussion is paused while motions are passed.

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. Passing a motion**

1. **A 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. **A second is made by another member.**
   E.g., “[last name] seconds the motion” or “[last name] seconds.” If no second is made, the motion dies.

3. **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 moves to the next step.
   
   A contesting my 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.

4. **The chair opens discussion on the motion.**
   For example, “the motion is in order, 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 threshold (e.g., simple majority (50%+1), supermajority (60%+1), 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 members of the voting body vote; the chair and secretary record the votes.
   If the vote is not unanimous, 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 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**
  - **Member** – A voting member of the voting body.
  - **Sponsor** – The sponsoring member of the voting body.
  - **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 Policy**

**Policy Information:**

- **PRO-AS-GOV-02 AS Parliamentary Procedure**
  - **Policy Owner:** ASWWU Government
  - **This policy cancels:** AS Board Parliamentary Procedures (ASB-14-W-45, Feb. 19, 2014)
  - **Policy Approved By:** ASWWU Government
  - **Effective Date:**
  - **Revision Date:**

**See also:**
- AS Governance Rules of Operation [GUD-AS-GOV-03]
- AS Student Government Handbook, Meeting Agenda Guidelines
Parliamentary Procedure Quick Reference Guide

Non-comprehensive table of motions

Useful definitions:

1. procedural motions: affect the progression of the meeting. 
   require (50%+1) vote of the present voting members.
2. substantive motions: affect things outside of the meeting. 
   require (50%+1) vote of the seated voting members, or more where stipulated.
3. point motions: interrupt speaker. 
   require neither a second nor a vote.

Motions are made in the form: “[last name] moves to [do something]”

Points are made in the form: “point of [kind of point]”

<table>
<thead>
<tr>
<th>Motion</th>
<th>Type</th>
<th>When it can be made</th>
<th>Why it's made</th>
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<tbody>
<tr>
<td>to approve [document]</td>
<td>substantive</td>
<td>upon recognition</td>
<td>to take final action</td>
</tr>
<tr>
<td>to appoint [appointee]</td>
<td>substantive</td>
<td>consent items, upon recognition</td>
<td></td>
</tr>
<tr>
<td>to vote on [motion]</td>
<td>procedural</td>
<td>during discussion, upon recognition</td>
<td>to stop talking and start final action</td>
</tr>
<tr>
<td>to end debate to amend</td>
<td>procedural</td>
<td>when there’s a motion on the table (made and seconded), upon recognition</td>
<td>to change the effect of a motion</td>
</tr>
<tr>
<td>to table [item]</td>
<td>procedural</td>
<td>upon recognition</td>
<td>not enough time or information</td>
</tr>
<tr>
<td>to overrule the chair</td>
<td>procedural</td>
<td>interrupt</td>
<td>disagree with rule of the chair</td>
</tr>
<tr>
<td>point of privilege</td>
<td>point</td>
<td>interrupt</td>
<td>out of some personal need (less noise, heat, etc.)</td>
</tr>
<tr>
<td>point of order</td>
<td>point</td>
<td>interrupt</td>
<td>intentional and disruptive deviation from parliamentary procedure</td>
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This is from the WIP student gov handbook
ASWWU Student Senate By-Laws  
May 23rd, 2022

ARTICLE I  
Name and Objectives

A. Name  
The name of the council is the Associated Students Student Senate, hereafter known as the Student Senate.

B. Objectives  
The purpose of the Student Senate is to serve as a legislative body in coordination with the AS Executive Board (ASEB) on relevant student issues and ensure representation from all students of Western Washington University. The Student Senate will be comprised of student senators representing the eight WWU Colleges on campus, and students at-large. The Student Senate will not be limited in the scope of issues it covers. Issues discussed by the Senate can originate from the ASEB, other Associated Students offices (AS), University committees, within the Senate itself, or directly from students. The Student Senate has the ability to draft, approve, and release resolutions on any issues brought before it. The Student Senate will also approve any changes to the charge and charter of the AS Election Board. Overall, the Student Senate will be part of a bicameral system in the AS, acting as a separate and equal-in-power body from the ASEB.

ARTICLE II  
Membership Qualifications

A. Individual Membership  
Any student currently enrolled in six or more credits for undergraduate students and four or more credits for graduate students at Western Washington University (WWU) is eligible for membership, assuming they maintain a 2.0 GPA.

B. Term of Office  
Following election by their respective constituents, senators will serve a term of office until the end of finals week Spring Quarter. Senators will be elected during Fall Quarter for the current academic year and confirmed by the ASEB.

C. New Members  
New Student Senators will be elected by eligible voting members of the WWU student body. Student Senators will then be acknowledged by the ASEB two weeks or less after election results.

1. Any applicant for the Student Senate must fill out an application and submit it to the AS Program Coordinator, who will then work with the Office of Civic Engagement (OCE) Support Staff.

2. The Senate President will consult the Assistant Director for Student Representation & Governance during the Student Senate confirmation process, in order to confirm eligibility.

D. Students are only eligible to represent a single college within their major(s) or declared pre-major(s); if students are pursuing majors in separate WWU Colleges, then Student Senators are expected to choose one. Student Senators may not represent minors, or multiple WWU Colleges.

ARTICLE III  
Senate Leadership

A. Senate President  
The Senate President may not vote on both the ASEB and the Student Senate concurrently. The Senate President must fulfill all obligations of the Student Senate job description and the AS Election Code, available with the ASEB Program Assistant.

1. The duties of the Senate President will be to;
   a. Chair, facilitate, and create agendas for;
      i. Student Senate
      ii. Student Technology Fee Committee.
   b. Work with the Student Senate Vice-Chair, unless vacant, to assign Committee and voting responsibilities.
   c. By the second meeting, work to assign student senators to the following committees, including but not limited to;

Approved 5/23/22  By the ASWWU Student Senate  Motion #:
i. Academic Coordinating Commission.
ii. Academic Coordinating Commission Executive Board
iii. Academic Fee Committee
iv. Bottleneck Funding Request Committee
v. Career Services Center Advisory Board
vi. Center for Service Learning Advisory Board
vii. Committee on Undergraduate Education
viii. Enrollment Fee Funding Allocation Committee
ix. First Year Experience Advisory Committee
x. Scholars Week Steering Committee
xi. Student Technology Center Governing Board
xii. University Planning and Resource Council
xiii. University Planning and Resource Council Executive Board
xiv. Western Integrity Coalition
xv. Student & Activities Committee.
d. Serve as a recurring invitee on:
   i. Faculty Senate.
   ii. WWU Board of Trustees
e. Work to ensure the stewardship of student funds, in accordance with Associated Student goals and policies, by management of the following fund(s):
   i. Academic Affairs (FXXSBR-ASBAAX).

B. Vice-Chair
The Vice-Chair may not serve concurrently as member of the ASEB.
1. The duties of the Vice-Chair will be to:
   a. Perform the duties of the Senate President in the absence of the Senate President. While serving as the Senate President, the Vice-Chair will not have voting privileges. If neither the Senate President nor Vice-Chair is present, the meeting will be adjourned, and all items will be tabled.
   b. Coordinate forums and other student outreach activities as needed or assigned by the Senate President.
   c. Assist the Senate President with committee appointments, and committee scheduling as assigned.
   d. Attend any meetings Student Senators are otherwise not able to attend if Student Senators have expressed in written notice to the Vice-Chair 24-48 hours prior to absence.
   e. Serve as the interim Senate President following a dismissal of the Senate President. See Article 3, Section E.

2. The Vice-Chair will be nominated by any sitting Student Senator and will be seconded by any additional Student Senator. Any Student Senator may retain the choice to nominate themselves as Vice-Chair, should no other sitting Student Senator. The Vice-Chair will then be elected by a majority vote of the Student Senate. In the case of more than two candidates, the Vice-Chair will be elected by an instant runoff vote.
   a. Elections will be a two-meeting process. Nominations will be held the first meeting and remain open until the next meeting. Student Senators will have the opportunity at the second meeting to speak to their abilities as the potential Vice-Chair. Voting will be held the second meeting.
   b. Each Senator has the ability to make one nomination.
   c. Elections will be held any time there is a vacancy in the position of Vice-Chair. The two-meeting process will begin at the next regularly scheduled meeting of the Student Senate.
   d. Student Senators may decline the nomination for the Vice-Chair at their discretion.

C. Secretary
The Secretary of the Student Senate will be the AS Board Assistant for Academic Shared Governance.
1. The duties of the Secretary will be to:
   a. Take and publish the minutes of the Student Senate.
   b. Assist the Senate President in maintaining parliamentary order.
   c. Serve as an advisor to the Student Senate in all matters concerning parliamentary procedure.
   d. Manage and organize the Student Senate documents.

Approved 5/23/22 By the ASWWU Student Senate
e. Work with the Senate President and the Vice-Chair bi-weekly to maintain communication between the ASEB and the Student Senate.

2. The Secretary of the Senate is a non-voting member.

D. Removal of Senate Leadership Positions
1. The Senate President may be removed in accordance with the Student Code of Conduct & the AS Elections Code (available in the Personnel Office & with the AS Elections Coordinator).
   a. If the Senate President’s employment is terminated, they may refile for elections the following year.
   b. If the Senate President’s employment is terminated, See Article 3, Section E.
2. The Vice-Chair may be removed from their position by a two-thirds 2/3rd vote of the Student Senate. Such removal will not affect their status as a Senator.

E. Vacancy of the Senate President
Should the position of Senate President become vacant, the Vice-Chair will temporarily assume the duties of the Senate President, until a new Senate President is elected, in accordance with AS special election policies.
1. If the positions of the Senate President and Vice-Chair will be vacant concurrently, the AS Assistant Director for Student Representation and Governance will appoint a sitting Student Senator to temporarily assume the duties of the Senate President, until a new Senate President is elected, in accordance with AS special election policies.
2. If the Senate President is relieved from their positions before the conclusion of their responsibilities by winter or spring quarter of the current Academic Year, the Student Senators vote with a 3/4 3/4th majority to either promote the Vice-Chair to the Senate President, or to hold a campus special election. This election will be in coordination with the AS OCE.

ARTICLE IV
Senate Membership

A. Designations
1. 1 Senate President to be elected in accordance with AS Election procedures.

2. Senators as follows:
   a. 2 Student Senators to represent students in the College of Business and Economics.
   b. 2 Student Senators to represent students in the College of Fine and Performing Arts.
   c. 2 Student Senators to represent students in the College of Humanities and Social Sciences.
   d. 2 Student Senators to represent students in the College of Science and Engineering.
   e. 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
   f. 2 Student Senators to represent students in the Graduate School.
   g. 2 Student Senators to represent students in the Huxley College of the Environment.
   h. 2 Student Senators to represent students in the Woodring College of Education.
   i. 4 Student Senators to represent students yet to be declared in any specific WWU College, with no intent to declare in the current academic year.

3. The AS Board Assistant for Academic Shared Governance (non-voting member, serving as secretary).

4. The Assistant Director of Student Representation and Governance (non-voting, serving as advisor).

B. Vacancies
1. Vacancies will be filled in accordance with Article II, Section C.

2. In the event that no one is elected from one of the designated standings listed in Article IV, Section A, then that position will remain open until appointed by the Senate President, Vice-Chair, and the AS Board Assistant for Academic Shared Governance and then confirmed with a 2/3rd vote of the Student Senate.

3. In the event that a Student Senator is relieved from their position, eligible voting members of the WWU community will be made aware of the vacancy by a formal announcement in the form of direct electronic communication, campus wide posting, or departmental distribution, etc. Applicants will then be reviewed in accordance with Article 4, Section B, and Sub-Section 2.

C. Student Senator
A Senator may not serve concurrently as member of the ASEB. The student must be currently enrolled at WWU and have the correct college standing for the position to which they are seeking election. The student must commit time to Student 3 Senate
business outside of bi-weekly Student Senate meetings (approximately 4 to 6 hours per week). Student Senators should have a strong interest in Western’s community and provide a unique perspective to the Student Senate and WWU as a whole.

1. The duties and responsibilities of a Student Senator will be to:

   a. Attend all meetings of the Student Senate (see Article IV, Section D: Attendance).
   b. Sit on 1 to 3 AS or University Committees as assigned by the Senate President and Vice-Chair.
   c. Serve as an active participant in all Student Senate meetings; come prepared having read appropriate minutes and documents as well as bringing finished Committee Reports from any assigned meetings since the last Student Senate meeting.
   d. Inform the Student Senate on campus and committee activities and other relevant information.
   e. Submit necessary documents for presentation to the Student Senate, to the Senate President within the assigned deadline for Student Senate meetings.
   f. Help coordinate events as designated by the Senate President, or the Vice-Chair.
   g. Bring forward issues to the Student Senate that are of concern to the Senators College, or the WWU campus as a whole.
   h. Be accessible by direct and appropriate communication to meet with constituents as needed.
   i. Follow any other duties as assigned by the Senate President, or Vice-Chair, within reason.
   j. Review and nominate student members for:
      i. Academic Coordinating Commission.
      ii. Academic Honesty Board.
      iii. Academic Technology Committee.
      iv. Excellence in Teaching Award Committee.
      v. Faculty Outstanding Services Award Committee.
      vi. Graduate Council.
      vii. International Programs Advisory Committee.
      viii. Learning Commons Advisory Board.
      ix. Peter J. Elich Excellence in Teaching Award Committee.
      x. Robert T. Kleinknecht Excellence in Teaching Award Committee.
      xi. Senate Library Committee.
      xii. Student Academic Grievance Board.
      xiii. Student Technology Center Governing Board.
      xiv. Student Technology Fee Committee.
      xv. Teacher Curricula and Certification Council.
      xvi. Any other committees, as needed or assigned by the Senate President.

D. Attendance

Each Senator will be allowed two absences from a Student Senate meeting per quarter, and two absences from an assigned Committee per quarter.

1. Following a third absence, the Student Senator must meet with the Senate President and the Assistant Director for Student Representation and Governance, and discuss appropriate consequences, including but not limited to;
   a. Additional Committee assignments.
   b. Reallocation of Student Senator Stipend.
   c. Loss of voting privileges for one-cycle of a Student Senate meeting, to be completed immediately following sanctions.
   d. Recommendation of resignation from the Student Senate.

E. Removal

Any member of the Student Senate may be relieved from the Student Senate for violating any requirements set forth in these Bylaws, or per the AS Code of Conduct. The process of removal will be a two-meeting process.

1. To remove a Student Senator;
   a. A Student Senator may be recommended for removal by 3/4th affirmative vote of the seated membership of the Student Senate; the Student Senators will then have one-week deliberation.
   b. At the beginning of the following meeting, the Senator in question will have approximately 5 minutes to defend the claims against them. The Student Senate will then vote, and it will require a 3/4th vote to relieve the Student Senator from their duties, as well as a 2/3rd vote of the ASEB.
   c. Once a Senator is relieved of duties, it will be the responsibility of the seated members of the Student Senate to assign 1/3rd of the Student Senate to draft an official resolution to be released by the conclusion of the following Student Senate meeting on why the aforementioned Student Senator was relieved of duties.
   d. The Senate President and Vice-Chair will have the vacant Committee Assignments redistributed by the following Student Senate meeting.

Approved 5/23/22 By the ASWWU Student Senate Motion #: 
2. To remove the Student Senate President;
   a. An official motion will be filed by any Student Senator and will be brought to the attention of the Student Senate. The removal process will be the same as it were for a Student Senator, with the exception of a special or urgent Student Senate meeting, to be chaired by the Vice-Chair.
   b. This proceeding will require a 3/4\(^{th}\) vote of seated membership, as well as a 2/3\(^{rd}\) vote of the seated ASEB.
   c. The vacancy of the Student Senate President will be filled in accordance with Article 3, Section E of these By-Laws.

F. Quorum

Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate President will table all voting items for the Student Senate, until the next scheduled meeting.

ARTICLE V
Meetings

A. Meetings
The Senate will hold at least bi-weekly (every other week) meetings, in consideration of other standing meeting times.
   1. It is the discretion of the Senate President and Vice-Chair to hold additional meetings as necessary, in the case of an urgent situation.
   2. Meetings may be called by any member (voting or non-voting) when agreed upon by quorum of the seated voting membership, in written expression to the Senate President.
   3. All meetings conducted by the ASWWU Student Senate will adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

B. Rescheduling of Meetings
   1. If quorum is met, a simple majority of the Senate may reschedule meetings as needed. If quorum is not met, meetings may be rescheduled according to Article IV, Section F.

ARTICLE VI
Voting

A. Voting
In order for an action item or resolution to pass, it must obtain a quorum of the eligible votes cast. An abstention by a Student Senator will not count as a vote cast in favor or against the action item or resolution being voted upon.
   1. Voting may be done via electronic device, but only with prior approval of the Senate President and Vice-Chair, and only under irregular or extreme circumstances.
   2. Voting may not be done by proxy vote, and a student senator is the only one who may cast their vote for official ASWWU Student Senate business.

ARTICLE VII
Committees

A. Committee Assignments
   1. Each Senator will be appointed by the Senate President and the Vice-Chair to sit on 1-3 committees within WWU and the AS governance structure.
      a. These committees include, but are not limited to the:
         i. Academic Coordinating Commission.
         ii. Academic Coordinating Commission Executive Board
         iii. Academic Fee Committee
         iv. Bottleneck Funding Request Committee
         v. Career Services Center Advisory Board
         vi. Center for Service Learning Advisory Board
         vii. Committee on Undergraduate Education
         viii. Enrollment Fee Funding Allocation Committee
         ix. First Year Experience Advisory Committee
         x. Scholars Week Steering Committee
         xi. Student Technology Center Governing Board
         xii. University Planning and Resource Council

Approved 5/23/22 By the ASWWU Student Senate
xiii. University Planning and Resource Council Executive Board
xiv. Western Integrity Coalition.
b. Student Senators are responsible for attending all assigned committee meetings and developing a report and presenting it to the Student Senate on any items of interest and relevance that were presented, pursuant to Article IV, Section C, and Number 1.

2. Student Senators may serve on additional committees not assigned to them by the Senate President or the Vice-Chair but may not do so in their official capacity as an AS Student Senator, only as a private student.

3. The Student Senate retains the ability to create sub-committees as seen fit by the Senate President and Vice-Chair, with a vote of 51% of seated membership in the affirmative of said committee creation.

ARTICLE VIII
Reportage

A. Reportage
The Student Senate will not report to any other body but will provide a report to the Senate President on request of the ASEB or the Western Washington University Board of Trustees, in the spirit of shared governance. However, the Student Senators themselves will report on their assigned committees or on the needs of their constituents to the entirety of the Student Senate at the scheduled meetings of the Student Senate.

B. Referral from the AS Executive Board
The ASEB may refer any matter to the Senate for its consideration, including application of personnel policies. Such referral should occur when the ASEB wishes to provide for greater student input or allow further time for public comment. The Senate may make recommendations to the ASEB, via the Senate President.

C. Implementation of AS Elections Code Against the ASEB
Any Student Senator may choose to bring an item to the Student Senate in regard to any member of the ASEB or Student Senator directly defying or disobeying the AS Elections Code.
1. Such an item will require the immediate attention of the Student Senate, who will then create a sub-committee of the Student Senate with the guidance of the Senate President to conduct an official investigation in coordination with the AS Personnel Office.
   a. If found guilty of the aforementioned actions by the sub-committee, the accused member of the ASEB will be subject to consequences at the discretion of the entirety of the Student Senate.
   b. These consequences are subject, but not limited to:
      i. Issuing a formal apology against actors involved, to be approved by the Student Senate with a 51% vote.
      ii. A publicly written address to the student body of WWU, to be approved by a 51% vote of the Student Senate.
      iii. Loss of certain position privileges, to be determined in coordination with the Assistant Director for Student Representation and Governance and confirmed by a 51% of the Student Senate.
      iv. Formal removal of the aforementioned party, to be enforced by the Assistant Director for Student Representation and Governance and the ASEB and confirmed with a 3/4\textsuperscript{th} Student Senate vote.

ARTICLE IX
Granted Authorities

A. Granted Authorities
The ASWWU Student Senate shall be granted the authority to fulfill its responsibilities within the provisions set forth herein and to act in any University-related matter not specified within the constraints of University regulations, policies, and procedures. In addition, the ASWWU Student Senate shall also have the following granted authorities:
1. To administer and appropriate monies allocated to the ASWWU by the Services and Activities Fee Committee to ensure continuous, safe, and efficient operations.
   i. This administration will be done in coordination with the ASEB prior to each fiscal year, by both bodies electing 20 percent of their seated membership to a co-committee designated to AS budget needs.
2. To appoint student representatives to standing University committees, and other bodies upon request.
3. To be provided by the University Administration all information pertaining to the usage of student fee dollars.
4. To reserve the right to have a student chair, in consultation with the University President or designee, on all committees overseeing and appropriating mandatory and voluntary student fee dollars with the exception to the operating and building fees.
5. To employ students and staff in a manner consistent with those articles, regulations, policies, and procedures of the University and of the Associated Students Student Senate.
6. To allow the ASWWU Student Senate to make decisions in creating and overseeing a program of student activities and services. These decisions agreed upon by the ASWWU Student Senate may be reviewed by the University President or their designee.
7. To reserve the final right to confirm all elected members of the ASEB, pursuant to a simple majority of seated membership.

All Granted Authorities are subject to Amendment One, Section One under Article XI of the By-Laws

ARTICLE X
Books and Records

A. Records
The Student Senate will keep accurate records and minutes of its proceedings, and will keep a record of its seated membership, with the help of the Student Senate Secretary.
1. These minutes are to be made readily available to the public as soon as is possible, following approval by the Student Senate.

B. Legacy Document
The Student Senators for each college as well as the senators in each senate-level committee will maintain a “Legacy Document” of completed and ongoing projects within their college/committee.
   i. For completed projects, the document should include the results of the project, credit to important collaborators, and a short summary.
   ii. For ongoing projects, the document should outline completed and incomplete tasks, as well as introducing important collaborators and contacts for the continuation of the project.

C. Senate Report
   i. A summary of each completed and ongoing project will be compiled into a yearly senate report.
   ii. This senate report should not contain any personally biasing information about WWU faculty/staff or Bellingham community members involved in projects.
   iii. This report should be voted to finalize at the end of the school year and made public.

ARTICLE XI
Amendments

A. Amendments
The Student Senate will have the power to make, alter, and amend the Student Senate Charge and Charter or By-Laws by an affirmative vote of a 3/4th majority of the Student Senate.

B. Amendment One, Section One
The AS WWU Executive Board and the Western Washington University Board of Trustees shall review, and permanently establish the aforementioned Granted Authorities to the ASWWU Student Senate following a successful academic year of 2018-2019, with consideration to an advisory vote of the Student Senate in favor of the Granted Authorities. To permanently establish the Granted Authorities in consideration to the future of the ASWWU Student Senate, the ASWWU Executive Board and the Western Washington University Board of Trustees will need a simple majority vote according to their Charge & Charter’s, respectively.
1. This vote will be held prior to the end of the 2018-2019 Academic Year.
Committee Appointments

Vacancies
These are the vacancies over which the senate has jurisdiction:

<table>
<thead>
<tr>
<th>Committee Name</th>
<th># Senators Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate Library Committee</td>
<td>1 At-Large</td>
</tr>
<tr>
<td>Senate Outreach and Continuing Education</td>
<td>1 At-Large</td>
</tr>
<tr>
<td>Senate Academic Technology Committee</td>
<td>1 At-Large</td>
</tr>
<tr>
<td>Academic Coordinating Commission</td>
<td>1 Senate President (Dacey designated)</td>
</tr>
<tr>
<td>University Planning and Resources Council</td>
<td>1 At-Large</td>
</tr>
<tr>
<td>AS Student Advisory Committee</td>
<td>1-3 Senators</td>
</tr>
<tr>
<td>Academic Honesty Board*</td>
<td>1-3 Senators</td>
</tr>
<tr>
<td>Committee on Undergraduate Education</td>
<td>1 Senator (taken GUR’s req.)</td>
</tr>
<tr>
<td>AS Election Advisory Committee**</td>
<td>1 Senator</td>
</tr>
<tr>
<td>Student Enhancement Fund Committee</td>
<td>1 Senator</td>
</tr>
<tr>
<td>AS Transportation Advisory Committee</td>
<td>1 Senator (James Dinh)</td>
</tr>
</tbody>
</table>

These are the vacancies over which the executive board has jurisdiction:

<table>
<thead>
<tr>
<th>Committee Name</th>
<th># Senators Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability, Equity, and Justice Fund Committee</td>
<td>1 Senator</td>
</tr>
<tr>
<td>AS Legislative Affairs Council</td>
<td>1 Senator</td>
</tr>
</tbody>
</table>
Outreach Task Force
What is the Outreach Task Force (OTF)?

OTF is a quick-paced, interorganizational unit specifically aimed to increase student engagement in student government and increase communication within the AS.
Primary Goals

1. Increase student awareness of student government
2. Increase accessibility of government to students
3. Increase communication within the AS & create opportunities for inter-organizational collaboration
4. Manage Senate social media
5. Create Student government branding & tabling materials
Social Media Team

- Manages all Senate social media
  - Instagram
- Writes TLDR Resolutions
- Partners with Comms
- Gathers info from other Senators and promotes their work
Graphic Design Team

- Art!
- Creates posters, flyers, stickers
- Tabling materials
- Student government logo
- Publicity center requests
Event Connectors Team

- Connects Senators with events
- Visits events & clubs, connects to students & hears their concerns
- Promotes knowledge of student government
- Tabling
Collaborative environment

OTF will include:

• Senate
• OCE
• Comms Office
• Ideally at-large students, Exec Board

All Teams will collaborate with one another
Schedule & Attendance

• Weekly meetings
• Each team leader is required to go to each meeting; if unavailable, send a proxy
• First of the month is most important meeting to attend; everyone is required
• Each team will meet separately on their own terms
Possible Projects

Advisory/focus groups
- Create and manage student focus groups & collect all information given
- This gives us a direct line to student voices and how to reach out to them

Visiting classes
- Connect with professors to speak at their classes for a short time
- Focus on GURs or core college classes
- Create a loose script for Senators to refer to when visiting classes

Legacy wall
- Headshots of all Senators displayed in student government office
- General décor for the student government office
<table>
<thead>
<tr>
<th>#</th>
<th>Stakeholder group</th>
<th>Existing relationship to AS?</th>
<th>WWU Colleges/Departments</th>
<th>Stakeholder faculty/staff</th>
<th>Clubs</th>
<th>Events/misc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First-gen students</td>
<td>Club</td>
<td></td>
<td><a href="https://sos.wwu.edu/first-generation-faculty-and-staff/">https://sos.wwu.edu/first-generation-faculty-and-staff/</a></td>
<td>First gen club</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Disabled students</td>
<td>Clubs</td>
<td>DAC</td>
<td>ASL club</td>
<td>Distracted Vikings</td>
<td>Wheelchair Basketball</td>
</tr>
</tbody>
</table>
Join by emailing me! (Maximum 9 Senators)
Temporary members welcome
ingallk2@wwu.edu
Dear ASWWU faculty and staff,

We write to you in regard to an upcoming event we will be hosting. For Latine Heritage Month, the Latine Student Union would like to contact faculty who self-identify as Latine from every possible department, major, or program to attend our “Meet and Greet” educational panel on October 24th, from 5:00 to 7:00 PM in the Fish Bowl in Miller Hall.

The purpose of this event is to provide our Latine members with resources, guidance, and an opportunity to discover the educational interests that they would like to pursue.

Furthermore, for this event, we would like for staff to be either present or we can provide a hybrid option. There will be snacks provided by Chartwell. If you happen to be interested or have more questions, please reach us in our email.

Sincerely,

Latine Student Union Board
**Fall Quarter Land Acknowledgement**

*Official WWU Acknowledgement [Edited]:*

I would like to begin our proceedings today by acknowledging that we gather on the ancestral homelands of the Coast Salish Peoples, who have lived in the Salish Sea basin, throughout the San Juan Islands and the North Cascades watershed, from time immemorial. Please join me in expressing our deepest respect and gratitude for our Indigenous neighbors, the Lummi (LUM-ee) Nation and Nooksack (NOOK-sak) Tribe, for their enduring care and protection of their traditional lands and waterways. I will now quote from the Lummi Nation and Nooksack Indian Tribe websites.

*From the Lummi Nation:*

We are the Lhaq'temish (LOCK-tə-mish), the Lummi People. We are the original inhabitants of Washington's northernmost coast and southern British Columbia. For thousands of years, we worked, struggled and celebrated life on the shores and waters of Puget Sound.

We are fishers, hunters, gatherers, and harvesters of nature's abundance. We envision our homeland as a place where we enjoy an abundant, safe, and healthy life in mind, body, society, environment, space, time and spirituality; where all are encouraged to succeed and none are left behind.

*From the Nooksack Indian Tribe:*

We are a tribe of approximately 2,000 members, located in our ancestral homeland in the northwest corner of Washington State. Our name comes from a place name in our language and translates to “always bracken fern roots,” which illustrates our close ties to our land and the resources that continue to give strength to our people. Our tribe is located in Deming, Washington, just 15 miles east of Bellingham, 12 miles south of the Canadian border, nestled amongst majestic mountains, lush forest, and the meandering and dynamic Nooksack River. Here in this scenic locale, we maintain a Tribal Council and Tribal Government. Both our Council and Government work to create a better future for every Nooksack and ensure our tribe’s sovereignty.

*Circling back:*

I hope that this brief introduction to our indigenous neighbors has reminded you that we should be offering our power to support the Nooksack and Lummi people and their rightful sovereignties.