

Student Government 2014-2015

Senate Transition

Meeting Minutes

March 30, 2014

Meeting called to order at 2:00 pm by Student Body Vice President Matt Devine.

Members

- I. Voting members
 - a. Matt Devine, Student Body Vice President
 - b. Senators: 24 present, 6 absent
- II. Non-voting members
 - a. Lauren Vidal, Student Body President
 - b. Shannon Montague, Chief of Staff
 - c. Katie Wood, Student Union Secretary
 - d. Directors: Brent Murphy, Jamie Gryzbowski, Shuyang Li, Angel Zambrano

Agenda

- I. Introductions
 - a. Matt Devine introduced himself as the Chairman of Senate
 - b. Brief introductions by each senator
 - c. Brent Murphy introduced the Department of Residence Life
 - i. Undergraduate student needs (housing, dorm life, dining halls, Du Lac)
 - ii. Major projects: SNAP (revision of Safe Walk), medical amnesty, Frosh-O
 - d. Jamie Gryzbowski introduced the Department of Community Relations
 - i. Goal: to empower students to get engaged on and off campus and to bring South Bend to campus
 - ii. Major projects: Quad Markets (large-scale farmer's markets), 29 v. 29 in collaboration with the Center for Social Concerns
 - e. Shuyang Li introduced the Department of Campus Technology
 - i. Major projects: charging stations around campus, student access to computer software, The Playbook (expansion of The WeekND, aggregate calendar of all campus events), Mobile Summit, IT Education Series, integrating technology in the classroom (iPads, class recordings), revamping CIFs and DARTing
 - f. Angel Zambrano introduced the Department of Internal Affairs
 - i. Looking at resolutions and amendments to the Constitution
- II. General Concept and Importance of Senate
 - a. Role:
 - i. Representative of constituency and actionable voice of the Student Body
 - ii. Voting members: 29 Residence Halls + Off Campus (30 voting members)

- iii. Non-voting members: Class Presidents, HPC Chair, SUB Chair, Judicial Council Chair, Parliamentarian, etc. (~60 members total)
- III. Logistics
- a. Date and Time
 - i. Wednesdays at 6:00pm in the Notre Dame Room of LaFortune Student Center
 - ii. Meetings usually last an hour, but please block off about 2 hours in your schedules
 - b. Organization
 - i. Communication
 - 1. Matt will send out the agenda on Sunday Nights for Hall Government following Cabinet
 - 2. Katie Wood (Student Union Secretary) will send out meeting minutes, also posted on the website
 - 3. Lindsey Huth (Director of Communications) will control the website
 - ii. Average Meeting
 - 1. Guest Speakers, Discussion, Resolutions/Updates, Announcements and Proposals
 - 2. Requests from Senators
 - iii. Absences and Attendance
 - 1. Tardy (10min late) 3x = Absence
 - 2. Absence 3x Unexcused and Ethics Commission
 - 3. Permission from the Chair – please email Matt and Katie if you know you will be absent
 - 4. Applies to department meetings as well
 - 5. Proxy Procedure – must be approved by your Hall President, proxies are non-voting members, sign your vote and give it to Matt beforehand if you will be absent and are sending a proxy
 - iv. Order of Senate
 - 1. Speakers
 - 2. Resolutions/New Business
 - 3. Discussion
 - 4. Announcements, etc.
 - v. Representative Committees
 - 1. Campus Life Council
 - a) Chaired by Lauren Vidal (Student Body President)
 - b) Elected in senate meeting
 - c) Monday afternoons (time TBD)
 - 2. 4 Members (One Off-Campus Senator)
 - vi. Departments
 - 1. 15s (Selections Afterwards)
 - 2. Application Based Communications Department
 - 3. Technical Skills
 - vii. Powers: Resolutions/Constitutional Amendments/Discussion
 - 1. Angel Zambrano: Director of Internal Affairs
 - 2. 3 main things senators do:

- a) Discussion: express your dorm's opinion in Senate, important to stay connected to your Halls and bring back information from Senate to your Hall Government meetings
 - b) Resolutions: proposed actions
 - c) Constitutional amendments: updating or changing the Student Union Constitution
 - 3. Example of a constitutional amendment: addition to the non-discrimination clause
 - 4. Importance of Involvement in Departments
- viii. Parliamentary Procedure
 - 1. Lauren Vidal: Student Body President
 - 2. Logistics of how Senate runs
 - 3. General Structure of meetings
 - a) Call to order
 - b) Roll call of members present
 - c) Reading of minutes of last meeting – please inform us of any changes to minutes when Katie sends them out so they can be amended
 - d) Officer's report
 - e) Committee report
 - f) Special orders – important business previously designated for consideration at this meeting
 - g) Unfinished business
 - h) New business
 - 4. Types of motions
 - a) Main motions: original main motions, incidental motions (questions of procedure), restorative main motions
 - b) Secondary motions: subsidiary motions, privileged motions – all motions must be seconded, but can be debated
 - 5. Meetings must always have quorum (22 of the 30 senators must be present)
 - 6. 3 kinds of voting
 - a) By voice (ay or nay)
 - b) By hand
 - c) By ballot
 - 7. Resolutions can be tabled if it is not ready to be voted on
 - 8. Seconding: if you second a motion, it will be voted on immediately – allow time for objections before seconding
- ix. Publicity
 - 1. Senate is an open meeting unless someone motions for a Closed Senate due to special circumstances
 - 2. The Observer and Quotations
 - 3. The Scholastic

IV. Ongoing Discussions

- a. Diversity and Non-Discrimination Clause
- b. One is Too Many

V. Department Selections

- a. Contacts
- b. Ballots/Selection – everyone is required to sit on 2 departments, choose top 3
- c. Applications for Communications Department – send an email with interest and/or experience to Lindsay Huth (Director of Communications)
 - i. Social Media
 - ii. Graphic Design
 - iii. Website Management
 - iv. Publicity
- d. Shannon Montague (Chief of Staff) read descriptions of all departments

Next Meeting

First Senate meeting: Wednesday at 6:00pm in the Notre Dame Room

- a. Swearing in
- b. Appointments of Department Members
- c. Emeritus Status

Meeting was adjourned at 3:00pm.