

# Government Operations Committee Rules

## **Section 1: Meetings, Publicity, Meeting Notice, Special Meetings, Quorum**

1.1 Meetings shall be held bi-weekly

- A. Meetings shall consist of discussing legislation (whether proposed or in its infancy), voting on committee member-sponsored legislation, hearing funding appeals cases, hearing strike appeals cases, and addressing any other matters that may arise relating to this committee's responsibilities or that of the USGT Senate.

1.2 All meetings will be open to the public

- A. All meeting times, dates, and locations shall be determined by the Government Operations committee for the duration of each semester before each semester begins.
- B. Meetings, dates, time, and locations shall be published on the USGT Website and respective social media accounts of USGT. The chair is responsible for ensuring the website reflects the accuracy of the determined meeting schedule
- C. Each meeting will allow 10 minutes for remarks from the public. Committee members shall simply listen to constituent concerns and only respond if a question is presented.

1.3 At least 48 hours in advance of each meeting, the Chair shall issue a meeting notice complete with meeting date, time, and location reminder and a completed agenda for the meeting to the members of the committee.

1.4 Special meetings may be called by the chair or a majority of the voting members of this committee

- A. If a special meeting is to be called, the chair must send a meeting notice at least 24 hours in advance of the meeting and shall notify the PR team to advertise the meeting to the public with the same time constraints
- B. If this does not occur, with approval from the majority of the committee members may a special meeting be called off

1.5 A majority of the voting members of this committee shall constitute a quorum

## **Section 2: Appointment of a Secretary, Duties, Absence of the Secretary**

2.1 The committee shall, by majority vote, appoint a secretary to serve for the duration of the legislative session in which the members of this committee serve at the first regular meeting of this committee.

2.2 The secretary shall be responsible for creating agendas for all meetings of this committee, taking minutes, and communicating with the chair at least 72 hours prior to a regularly scheduled meeting and 24 hours prior to a special meeting

2.3 In the event that the secretary is absent at a regular or special meeting of this committee, the committee, by majority vote, shall appoint a secretary-pro tem who shall serve as secretary for the duration of the meeting in which they were appointed.

### **Section 3: Strike Appeals Procedure, Appeals form**

3.1 Title VII, Article 1, Section 4 of the USGT Bylaws grants this committee the authority and responsibility to handle appeals of disciplinary strikes. This process shall be governed by that same section of the USGT Bylaws

3.2 Appealants shall use a corresponding appeals form formulated by this committee when filing an appeal.

### **Section 4: Funding Appeals**

4.1 Funding appeals are to be voted on by this committee

- A. Any club or organization that was denied funding and wishes to appeal their denial shall submit to the chair of this committee the corresponding funding appeals form, which is found on the USGT Website, within 72 hours of their denial of funds.
- B. At the next regular meeting of this committee, after an appeal is submitted, the committee shall vote on approving the appeal. A majority vote in favor of acceptance of the appeal is required.
- C. Should an appeal be accepted, a committee member shall write legislation requesting that the senate overturn the denial of funds and shall vote on this at their next meeting. A majority vote of the senate is required to allocate the denied funds.
- D. This committee, and a subsequent referral to the Senate, is the final decision making body on all funding appeals.

4.2 All other funding appeals procedures shall be governed Title VI, Article 8.6 of the USGT Bylaws

### **Section 5: Reporting enrollment numbers, Calculating seat counts, Legislation**

5.1 The chair of this committee shall request official ASU enrollment statistics from the ASASU Faculty director by November 15 of each year.

5.2 The committee shall work together to calculate the correct number of seats eligible for election in the following election cycle and school year pursuant to Title IV, Article 1.1.A of the USGT Bylaws.

5.3 The committee shall write a resolution to confirm the accurate seat count determined for each college and have this resolution proposed to the entire senate by the last meeting of the Fall semester.

- A. The resolution shall state that a copy of it be sent to the ASASU Faculty Director, USGT President, and Elections Commissioner.

### **Section 6: Committee Member Responsibilities**

6.1 The members of this committee are bound by the responsibilities established in Title IV, Article 7.1 of the USGT Bylaws and the Government Operations Committee Responsibilities

6.2 Committee members shall read the ASASU Governing Documents, USGT Bylaws, This document, and any other governing documents that govern the transaction of business in USGT.

