

Sixth College Student Council Standing Rules

- *Amended 01/14/2010*
- *Amended 03/05/2015*
- *Amended 03/03/2017*
- *Amended 11/26/2018*
- *Amended 03/03/2021*
- *Amended 02/16/2023*
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Article I. Elected and Appointed Members

Section A. Elected Members

1. Unless otherwise specified, the following members shall be elected during the Sixth College Student Council (SCSC) general election and serve until the end of the term unless removed from office.
 - a. President
 - b. Vice President Internal
 - c. Vice President Finance
 - d. Vice President Programming
 - e. Vice President External
 - f. Secretary
 - g. Second Year Senator
 - h. Third Year Senator
 - i. Fourth Year Senator
 - j. Commuter Senator
 - k. Transfer Senator
 - l. International and Out-of-State Senator

Section B. Appointed Members

1. Unless otherwise specified, the Appointments Committee, in accordance with Article X of the SCSC Constitution, shall appoint the following SCSC members to serve until the end of the term unless removed from office. All appointments shall be approved by general consent of the SCSC.
 - a. Judicial Board Chair
 - b. Judicial Board Member (3)
 - c. First Year Senatorudici
 - d. Culture Director
 - e. Art Director
 - f. Technology Director
 - g. Special Events Director
 - h. Spirit Director
 - i. Festivals Director
 - j. Marketing Director
 - k. Historian (2)
 - l. Digital Media Coordinator

- m. Hospitality Representative
 - n. Library Representative
 - o. Recreation Representative
 - p. Student Fee Advisory Committee Representative
 - q. Student Fee Advisory Committee Representative Shadow
 - r. Health and Well-Being Representative
 - s. Conduct Representative
 - t. University Centers Representative
 - u. Basic Needs Representative
 - v. Transportation Representative
 - w. Civic Engagement Representative
 - x. Mental Health Representative
 - y. Sustainability Advocate
 - z. Diversity Advocate (2)
2. The following SCSC members are appointed via alternative means as outlined in Article X, Section X.
- a. SCSC Advisors
 - b. Residential Life Liaison
 - c. Community Board (CoBoard) Liaison

Article II. Duties of Members

Section A. General Duties

1. SCSC members must attend all SCSC meetings required for their position unless excused by the President or by the relevant member overseeing such meetings.

Section B. Executive Board

1. Elected members of the Executive Board shall include the following:
 - a. President, who serves as Chair
 - b. Vice President Internal
 - c. Vice President Finance
 - d. Vice President Programming
 - e. Vice President External
2. General responsibilities of the members of the Executive Board shall include the following, in addition to specific responsibilities outlined in each position's respective clauses:
 - a. Shall hold a voting position on SCSC, with certain exceptions for the President in accordance with Article X, Section X of the SCSC Constitution.
 - b. Shall meet on a regular basis with their SCSC Advisor.
 - c. Shall prepare a transition document for their successor.
3. Shared responsibilities of the members of the Executive Board shall include the following:
 - a. The President shall prepare a pre-budget and annual budget in collaboration with the Vice President Finance according to Article X, Section X of the SCSC Finance Bylaws.
 - b. The Vice President Internal shall coordinate the process of making external appointments and standing committee appointments in collaboration with the

- President.
 - c. The Vice President Internal shall coordinate one or more quarterly retreats and train all members of SCSC in collaboration with the President.
 - d. The Vice President Internal shall coordinate a transition banquet at the end of their term in collaboration with the President.
 - e. The Vice President Finance shall prepare a pre-budget and annual budget in collaboration with the President according to Article X, Section X of the SCSC Finance Bylaws.
 - f. The Vice President Programming shall develop and maintain a calendar of SCSC events that includes all upcoming SCSC events and meeting times in collaboration with the Vice President Internal.
 - g. The Vice President External shall facilitate correspondence with the SCSB and other college councils in collaboration with the President.
4. President
- a. Shall serve as the official representative of the Sixth College Student Body (SCSB).
 - b. Shall call and preside over all SCSC meetings.
 - c. Shall set and prepare the agenda and make it accessible to all members.
 - d. Shall convene with the other College Council Chairs or Presidents at the discretion of the Associate Vice President of College Affairs of the Associated Students of UCSD (ASUCSD).
 - e. Shall convene the Senate on a regular and as-needed basis for the term.
 - f. Shall oversee and advise the SCSC Senators.
 - g. Shall share responsibilities with members of the Executive Board, in accordance with Article X, Section X of the SCSC Standing Rules.
5. Vice President Internal
- a. Shall oversee the implementation of all SCSC Bylaws.
 - b. Shall convene the Rules Committee on a regular and as-needed basis.
 - c. Shall convene the Appointments Committee on a quarterly and as-needed basis.
 - d. Shall serve as the Chair of the Appointments and Rules Committees and its meetings, in accordance with Article X of the SCSC Constitution.
 - e. Shall oversee and advise the SCSC Administrative Staff.
 - f. Shall share responsibilities with members of the Executive Board, in accordance with Article X, Section X of the SCSC Standing Rules.
6. Vice President Finance
- a. Shall oversee the implementation of the SCSC Finance Bylaws.
 - b. Shall prepare an annual budget report, including organization allocations and the operating budget for the SCSC.
 - c. Shall maintain a current record of SCSC income and expenditure that is accessible to all SCSC members.
 - d. Shall present a statement on all funding requests at SCSC general meetings and evaluate all student projects on the basis of cost.
 - e. Shall convene the Finance Committee on a regular and as-needed basis.
 - f. Shall serve as the Chair of the Finance Committee and its meetings, in accordance with Article X, Section X of the SCSC Constitution.
 - g. Shall not participate in any programming committee.

- h. Shall meet on a regular basis with the designated SCSC Advisor to review the financial state of the SCSC.
- 7. Vice President Programming
 - a. Shall oversee the implementation of the SCSC Programming Bylaws.
 - b. Shall be the official representative of the SCSC Programming Board.
 - c. Shall convene the Programming Board on a regular and as-needed basis.
 - d. Shall serve as the Chair of the Programming Board and its meetings, in accordance with Article X, Section X of the SCSC Constitution.
 - e. Shall coordinate a retreat and train members of the SCSC Programming Board.
 - f. Shall oversee and advise the SCSC Directors.
 - g. Shall share responsibilities with members of the Executive Board, in accordance with Article X, Section X of the SCSC Standing Rules.
- 8. Vice President External
 - a. Shall coordinate town hall meetings and/or transparency initiatives on a regular and as-needed basis to inform the SCSB of all actions and activities of the SCSC and its bodies.
 - b. Shall oversee and advise the SCSC Representatives and Advocates.
 - c. Shall share responsibilities with members of the Executive Board, in accordance with Article X, Section X of the SCSC Standing Rules.

Section C. Judicial Board

- 1. Appointed members of the Judicial Board shall include the following:
 - a. Judicial Board Chair
 - b. Judicial Board Member (3)
- 2. General responsibilities of the members of the Judicial Board shall include the following:
 - a. Shall serve from appointment until the end of the academic year.
 - b. Shall not hold a voting position on the SCSC.
- 3. Shared responsibilities of the members of the Judicial Board shall include the following:
 - a. Shall attend mandatory SCJB training as coordinated by the SCJB Chair and their Advisor.
- 4. Judicial Board Chair
 - a. Shall sit on the all-campus Community Standards Board as a Sixth College representative.
 - b. Shall chair the SCJB in accordance with the SCJB Bylaws and Article X of the SCSC Constitution.
 - c. Shall coordinate project(s) to be implemented during their term, with the minimum requirement per term and/or quarter to be determined by the Vice President Finance for the term in which they serve.
 - i. Project(s) shall directly and chiefly serve to inform the SCSB on student rights and responsibilities.
 - ii. Project(s) must be presented to SCSC during the Caucus or in their report.
 - iii. Project evaluations must be presented to SCSC during Caucus or in their report after the conclusion of the project or before the end of term, whichever comes first.
 - d. Shall prepare a transition document for their successor.
- 5. Judicial Board Member (3)

- a. Shall sit on the all-campus Community Standards Board as an additional or interim Sixth College representative if chosen by the SCJB.

Section D. Senate

1. Shall be overseen by the President.
2. Elected members of the Senate shall include the following:
 - a. Associated Students Senator for Sixth College (2)
 - b. Second Year Senator
 - c. Third Year Senator
 - d. Fourth Year Senator
 - e. Transfer Senator
 - f. Commuter Senator
 - g. International and Out-of-State Senator
3. Appointed members of the Senate shall include the following:
 - a. First Year Senator
4. General responsibilities of members of the Senate shall include the following, in addition to specific responsibilities outlined in each position's respective clauses:
 - a. Shall represent the interests of the SCSB with a focus on their constituent group to the SCSC.
 - b. Shall collect feedback and keep up-to-date on SCSB happenings within their constituent group.
 - c. Shall hold a voting position on SCSC.
 - d. Shall coordinate project(s) to be implemented during their term, with the minimum requirement per term and/or quarter to be determined by the President for the term in which they serve.
 - i. Project(s) shall consist of an event or initiative that directly and chiefly serves the SCSB with a focus on their constituent group.
 - ii. Projects must be presented to SCSC during the Caucus or in their report.
 - iii. Project evaluations must be presented to SCSC during Caucus or in their report after the conclusion of the project or before the end of term, whichever comes first.
 - e. Shall attend the regular meetings of either or both the Finance Committee and Rules Committee.
 - f. Shall meet on a regular or as-needed basis with their SCSC Advisor.
 - g. Shall prepare a transition document for their successor.
5. Senators must meet the following eligibility criteria by the start of the Fall Quarter of their respective term:
 - a. The Commuter Senator must be a commuter student who resides off-campus.
 - b. The Transfer Senator must be a transfer student.
 - c. The International and Out-of-State Senator must be either an international student or an out-of-state student.
 - d. The Fourth Year Senator must be a fourth-year student (or above).
 - e. The Third Year Senator must be a third-year student.
 - f. The Second Year Senator must be a second-year student.
 - g. The First Year Senator must be a first-year student.
6. Associated Students Sixth College Senators

- a. Shall attend all Associated Students (ASUCSD) Senate meetings.
 - b. Shall represent the interests of the SCSB and the SCSC to ASUCSD.
 - c. Shall, in collaboration with the other ASUCSD Sixth College Senator, present report regarding weekly ASUCSD Senate meetings at SCSC general meetings.
 - d. Shall be allowed to attend meetings of college councils other than SCSC on an exchange basis with other ASUCSD college senators.
 - i. In this case, visiting Senators count for attendance and quorum purposes as voting members but shall not have a vote in matters before the SCSC.
7. First, Second, Third, Fourth Year Senator
- a. Shall represent the interests of students of their respective year to the SCSC. An exception is made for the Fourth Year Senator, who may represent fourth-year students and above.
8. Transfer Senator
- a. Shall represent the interests of transfer students to the SCSC.
9. Commuter Senator
- a. Shall represent the interests of commuter students who reside off-campus to the SCSC.
 - b. Shall serve as the Sixth College representative to the All Campus Commuter Board.
10. International and Out-of-State Senator
- a. Shall represent the interests of international and out-of-state students to the SCSC.
 - b. Shall serve as a liaison between the SCSC, the International Students Advisory Council, and the International Services and Engagement Office.
 - c. Shall collaborate with the International Student Center to support Sixth College international students.

Section E. Programming Board

- 1. Elected members of the Programming Board shall include the following:
 - a. Vice President Programming, who serves as Chair
- 2. Appointed members of the Programming Board shall include the following:
 - a. Culture Director
 - b. Art Director
 - c. Technology Director
 - d. Special Events Director
 - e. Spirit Director
 - f. Festivals Director
 - g. Marketing Director
- 3. General responsibilities of the members of the Programming Board shall include the following, in addition to specific responsibilities outlined in each position's respective clauses within the SCSC Programming Bylaws:
 - a. Shall uphold the interests of the SCSB through programming events.
 - b. Shall work in collaboration with the Administrative Staff to ensure the documentation of each event.
 - c. Shall perform all responsibilities in accordance with the SCSC Programming Bylaws.
 - d. Shall hold a voting position on SCSC.

- e. Shall meet on a regular or as-needed basis with their SCSC Advisor.
 - f. Shall prepare a transition document for their successor.
4. Shared responsibilities of the members of the Programming Board shall include the following:
 - a. Shall contribute to the planning and hosting of the annual Sixth College festival, Kuncocshun, in any given role as determined by the Festivals Director.
 5. Shall fulfill responsibilities in accordance with the SCSC Programming Bylaws.

Section F. Administrative Staff

1. Shall be overseen by the Vice President Internal.
2. Elected members of the Administrative Staff shall include the following:
 - a. Secretary
3. Appointed members of the Administrative Staff shall include the following:
 - a. Historian (2)
 - b. Digital Media Coordinator
4. General responsibilities of the Administrative Staff shall include the following, in addition to specific responsibilities outlined in each position's respective clauses:
 - a. Shall meet on a regular or as-needed basis with their SCSC Advisor.
 - b. Shall prepare a transition document for their successor.
5. Shared responsibilities of the Administrative Staff shall include the following:
 - a. The Historians shall work in collaboration with the Digital Media Coordinator and Marketing Director to ensure photos, videos, and miscellaneous content are up to date on all of SCSC's media platforms and website.
 - b. The Digital Media Coordinator shall post SCSC's agenda and minutes from the previous meeting every week within 48 hours of receiving it from the Secretary.
6. Secretary
 - a. Shall prepare minutes of all SCSC meetings and ensure that copies are accessible to all members.
 - b. Shall ensure that current copies of the SCSC governing documents are accessible to all members.
 - c. Shall maintain files and records of all SCSC events and positions.
 - d. Shall take attendance at every SCSC meeting and keep attendance records.
 - e. Shall hold a voting position on SCSC.
7. Digital Media Coordinator
 - a. Shall serve as SCSC's main point of contact for the other college councils and ASUCSD purely for promotional and marketing purposes within the SCSB of their events.
 - b. Shall be responsible for producing promotional strategy and material of SCSC's events, programs, projects, and election outreach that are not directly related to the SCSC Programming Board and their events.
 - c. Shall be responsible for maintaining the content for the SCSC website and keeping it updated monthly.
 - d. Shall be responsible for ensuring all documents on the SCSC webpage are up to date; this includes but is not limited to, SCSC member contacts, agendas, forms, governing documents, and minutes.
 - e. Shall promote, implement, and update the SCSC branding across its various social

- media and content platforms through posts such as graphics and real-time photos during events as needed to market for SCSC events and initiatives.
- f. Shall be able to produce original designs, logos, and artwork for SCSC merchandise upon request.
 - g. Shall work closely with Vice President Internal to ensure that marketing efforts, both physical and digital, are effectively promoting SCSC organized events.
 - h. Shall maintain a data record of SCSC's social media presence in terms of the basic insights of post reach, post views, and post workability each month; and report back to the Vice President Internal with recommendations.
 - i. Shall communicate and take requests through a system of their own design to ensure any and all marketing material needs of SCSC members are met in a timely and reasonable manner, given that such requests have been made with adequate notice.
 - j. Shall not hold a voting position on SCSC.
8. Historian (2)
- a. Shall create and maintain a multimedia account of all SCSC activities, primarily by capturing photographs, videos, or other media of record.
 - b. Shall be able to attend SCSC events to capture photographs, video, or other media of record in coordination with the other Historian.
 - c. Shall, if available, be able to take photos at any SCSC programs at the request of members, given that such requests have been made with adequate notice.
 - d. Shall present a form of memorabilia for their term at transition banquet through any creative platform they choose (Scrapbook, Video Blog, etc.)
 - e. Shall not hold a voting position on the SCSC.

Section G. Representatives

1. Shall be overseen by the Vice President External.
2. Appointed Representatives shall include the following:
 - a. Hospitality Representative
 - b. Library Representative
 - c. Recreation Representative
 - d. Student Fee Advisory Committee Representative
 - e. Student Fee Advisory Committee Representative Shadow
 - f. Health and Well-Being Representative
 - g. Conduct Representative
 - h. University Centers Representative
 - i. Basic Needs Representative
 - j. Transportation Representative
 - k. Civic Engagement Representative
 - l. Mental Health Representative
3. General responsibilities of the Representatives shall include the following, in addition to specific responsibilities outlined in each position's respective clauses:
 - a. Shall collect feedback and keep up-to-date on SCSB happenings within the area of focus.
 - b. Shall protect and promote the interests of the SCSB and the SCSC in the external bodies to which they are sent, if applicable.

- c. Shall deliver a report regarding previous committee meetings and recent developments in the area of focus at SCSC general meetings.
 - d. Shall prepare findings and action plans related to their areas of focus to present to the SCSB during the Vice President External's scheduled town hall events or for their transparency initiatives.
 - e. Shall coordinate project(s) to be implemented during their term, the minimum number of which shall be determined by the Vice President External.
 - i. The project shall directly and chiefly serve the SCSB.
 - ii. The project shall promote and advocate for positive health and well-being among the SCSB.
 - iii. The project must be presented to SCSC during Caucus or in their report.
 - iv. Project evaluations must be presented to SCSC during caucus or in their report after the conclusion of the project or before the end of term, whichever comes first.
 - f. Shall not hold a voting position on the SCSC.
 - g. Shall prepare a transition document for their successor.
4. Hospitality Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student housing and dining.
 - b. Shall serve as the SCSC representative to the Housing Dining Hospitality (HDH) Advisory Committee.
 5. Library Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of library facilities and usage.
 - b. Shall serve as the SCSC representative to the Library Student Advisory Council (LSAC).
 6. Recreation Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student recreation and the usage of recreational facilities.
 - b. Shall serve as the official SCSC representative to the Recreation Facilities Advisory Board (RFAB).
 7. Student Fee Advisory Committee (SFAC) Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student fees.
 - b. Shall serve as the SCSC representative to the Student Fee Advisory Committee (SFAC).
 8. Student Fee Advisory Committee (SFAC) Representative Shadow
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student fees.
 - b. Shall serve as the SCSC shadow representative to the Student Fee Advisory Committee (SFAC).
 9. Health and Well-Being Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student health and well-being.
 - b. Shall serve as the SCSC representative to the Well-Being Cluster Student Advisory Board (WCSAB).

10. Conduct Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student conduct and regulations.
 - b. Shall serve as the SCSC representative to the Student Conduct Regulations Review Committee (SRRC).
11. University Centers Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student center facilities and usage.
 - b. Shall serve as the SCSC representative to the University Centers Advisory Board/Bookstore Advisory Committee (UCAB/BAC).
12. Basic Needs Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student basic needs.
 - b. Shall serve as the SCSC representative to the Basic Needs Advisory Board (BNAB).
13. Transportation Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student transportation facilities and usage.
 - b. Shall serve as the SCSC representative to the Student Transportation Advisory Committee (STAC).
14. Civic Engagement Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student civic engagement.
 - b. Shall serve as the SCSC representative to the Civic Engagement Office (CEO).
15. Mental Health Representative
 - a. Shall maintain a focus on and serve as an advocate for issues in the area of student mental health
 - b. Shall serve as the SCSC representative to the Student Mental Health Advisory Committee (SMHAC).

Section H. Advocates

1. Shall be overseen by the Vice President External.
2. Appointed Advocates shall include the following:
 - a. Sustainability Advocate
 - b. Diversity Advocate (2)
3. General responsibilities of the Advocates shall include the following, in addition to specific responsibilities outlined in each position's respective clauses:
 - a. Shall coordinate project(s) to be implemented during their term, with the minimum requirement per term and/or quarter to be determined by the Vice President External for the term in which they serve.
 - i. Project(s) shall consist of an event or initiative that directly and chiefly serves the SCSB with a focus on their constituent group.
 - ii. Projects must be presented to SCSC during the Caucus or in their report.
 - iii. Project evaluations must be presented to SCSC during Caucus or in their report after the conclusion of the project or before the end of term, whichever comes first.

- b. Shall not hold a voting position on the SCSC.
 - c. Shall meet on a regular or as-needed basis with their SCSC Advisor.
 - d. Shall prepare a transition document for their successor.
4. Sustainability Advocate
- a. Shall maintain a focus on and serve as an advocate for issues in the area of sustainability and environmental justice.
 - b. Shall keep SCSC informed on pertinent issues concerning sustainability and environmental justice in their reports at SCSC meetings.
 - c. Projects shall promote and advocate for the greater awareness of environmental justice issues and the implementation of sustainable practices among the SCSB.
5. Diversity Advocate (2)
- a. Shall maintain a focus on and serve as an advocate for issues in the area of diversity and social justice.
 - b. Shall keep SCSC informed on pertinent issues concerning diversity and social justice in their reports at SCSC meetings.
 - c. Projects shall promote and advocate for awareness, education, and appreciation of diversity among the SCSB.

Section I. Other Members

- 1. SCSC Advisors
 - a. Shall consist of members of the Sixth College Student Affairs professional staff who assist SCSC members in executing their duties and responsibilities.
- 2. Residential Life Liaison
 - a. Shall be a Residential Assistant appointed by Sixth College Residential Life.
 - b. Shall serve at-will until removed from office by Sixth College Residential Life.
 - c. Shall serve as an official liaison between the Sixth College Residential Life and the SCSC.
 - d. Shall report on SCSC issues at Residential Assistant meetings.
 - e. Shall not hold a voting position on the SCSC.
 - f. Shall prepare a transition document for their successor.
- 3. Community Board (CoBoard) Liaison
 - a. Shall be a member of the Sixth College Community Board appointed by the Executive Board of the Sixth College Community Board.
 - b. Shall serve at-will until removed from office by the Executive Board of the Sixth College Community Board.
 - c. Shall serve as an official liaison between the Sixth College Community Board and the SCSC.
 - d. Shall report on SCSC issues at Sixth College Community Board meetings.
 - e. Shall not hold a voting position on the SCSC.
 - f. Shall prepare a transition document for their successor.

Article III. Meeting Types

Section A. Regular Meetings

- 1. Regular SCSC meetings shall take place on Thursdays at 5:15 p.m. in the Main Conference Room of the Catalyst Administration Building during the academic term,

unless an alternate location is required, at which point the Executive Board will decide and provide advance notice to the SCSC.

2. The first regular SCSC meeting of a term shall be held during the 6th week of Spring Quarter.

Section B. Special Meetings

1. Special meetings shall be called at any time by any member of the Executive Board or upon the presentation to the President a petition signed by no less than a supermajority of all SCSC voting members.
2. It shall be the responsibility of the President to notify all members of the date, time, and location of the special meeting within twenty-four (24) hours prior to the scheduled meeting.
3. The President or the petitioners calling such a meeting must, in their call, state specific subjects for consideration, and only these items shall be considered during the meeting.

Section C. Closed Review Meetings

1. Closed review meetings shall take place to review administrative records in regards to a member's attendance or conduct in order to make a formal recommendation for removal of office or other penalties.
2. Members
 - a. President
 - b. Vice President Internal
 - c. Vice President Finance
 - d. Vice President Programming
 - e. Vice President External Senators (2)
3. In the case of removal, the members of the closed review shall make a formal recommendation at the next immediate SCSC meeting, for which the member in question's name and list of violations must be presented.
4. In the case of an alternative penalization, the members of the closed review shall make a formal recommendation at the next immediate SCSC meeting, for which the member in question's name can remain anonymous but violations must be presented
 - a. If the member in question approves of the penalization, the decision may be passed without a formal recommendation to SCSC, at the discretion of the members of the closed review.

Article IV. Meeting Procedures

Section A. Parliamentary Authority

1. The rules contained in Robert's Rules of Order shall govern the business of the SCSC in all cases to which they are applicable and are not inconsistent with these bylaws and any special rules of order the SCSC may adopt.
 - a. In meetings conducted virtually, the application of Robert's Rules shall be relaxed to the extent determined by the President in order to encourage more discussion amongst members.

Section B. Attendance and Quorum

1. Policies

- a. All members must attend regular Council meetings.
 - i. SCSC members are allowed two excused absences (excluding class conflict absences) and two unexcused absences per quarter.
 - ii. More than two unexcused absences a quarter from any SCSC member will result in review for impeachment under Article X, Section X of the Constitution.
 - iii. SCSC members are excused from meeting solely for the duration of their class.
 - iv. SCSC members who have to leave a meeting shall notify the President or Vice President Internal of their early departure prior to doing so.
 - v. SCSC members shall attend all required meetings as appropriate and shall fulfill and attend any additional position-specific responsibilities and events (such as retreats) at the discretion of the President.
- b. Attendance of an SCSC member at regular SCSC meetings shall be recorded by the Secretary who shall take roll at the beginning and end of each meeting.
- c. SCSC shall excuse absences at the discretion of the President. In the event that an SCSC member is unable to attend an SCSC meeting, the SCSC member must notify the President and the Secretary and submit a report in writing and, if asked, attach a form of documentation justifying their absence no later than 24 hours before the beginning of the general meeting unless extenuating circumstances preclude that possibility.
- d. Attendance records are made official upon the approval of minutes in accordance with Article X, Section X.

2. Unexcused Absences

- a. One unexcused absence is defined as missing the roll call at both the beginning and end of a single meeting.
 - i. Missing the beginning or ending roll call of a meeting results in a $\frac{1}{2}$ unexcused absence if the President and Secretary have not been notified that the member will arrive late or leave early from said meeting.
- b. Upon the second unexcused absence in any one quarter, an SCSC member shall receive a written reminder of SCSC's attendance policy sent by the President. If the President is absent once in any one quarter, the Vice President Internal shall send the attendance policy to the President.
- c. On a quarterly or as-needed basis, the Executive Board shall meet for a closed review session at a date and time specified by the President.
 - i. SCSC members with two unexcused absences shall be notified by the President of the closed review session date, time, and location no less than five (5) business days before the specified date.
 - ii. On a member's individual basis, a closed review session should be held before the member reaches a third unexcused absence which will result in the review of impeachment as stated in Article X, Section X.

3. Quorum

- a. Quorum shall consist of a simple majority of SCSC members unless otherwise specified.

- b. SCSC cannot run a general council meeting without quorum being met.
- c. All motions made without quorum are void, except a motion to adjourn or delay the meeting start time.

Section C. Motions and Discussion

1. Objections and Discussion
 - a. Discussion of any given motion shall not exceed ten(10) minutes.
 - b. Any SCSC member may move to extend the discussion. Extension of discussion is non-debatable and must obtain general consent to pass. .
 - c. Any SCSC member shall be limited to five (5) minutes to discuss the issue on the table.
2. Suspension of Bylaws
 - a. If a motion is in violation of a bylaw, that bylaw must be suspended before the motion is made, or as a part of the motion.
 - b. Any motion that includes a suspension of bylaws shall pass by a supermajority member consent vote.
3. Invalid and Failed Motions
 - a. Motions that violate the SCSC Constitution or the SCSC Bylaws are void and must be renewed to agree with these documents.

Section D. Consent Votes and Polls

1. General Consent
 - a. Any member may motion to receive general consent of the SCSC on a given matter, which shall constitute, unless otherwise noted, majority support, and is obtained through any of the following means.
 - b. Voice vote: Each member verbally indicates how they vote as each given option is called by the meeting Chair.
 - c. Rising vote: Each member raises their hand to indicate how they vote as each given option is called by the meeting Chair.
 - d. Unanimous consent: The sponsor of the vote motions and receives a second by any member to proceed, given that there are no objections.
 - e. Roll call vote: Each member is called by the meeting Chair and verbally indicates how they vote.
 - f. Any member may contest the results and request a new vote to confirm SCSC general consent via any of the options listed.
2. Vote Thresholds and Limitations
 - a. A majority (or so-called “simple majority”) threshold is met when 50%, or half, of all members voting, plus one, vote in favor.
 - b. A supermajority threshold is met when 66%, or two-thirds, of all members voting, plus one, vote in favor.
 - c. Unless otherwise noted or specified, all votes are assumed to be limited to voting members only.
 - d. The SCSC member requesting the vote may request, if in-line with the SCSC Bylaws, that all members be able to vote, also known as a full Council vote.
3. Council Polls
 - a. Any member may motion to receive an informal opinion from the SCSC on a

- given matter, which shall not constitute majority support and is obtained through any of the means provided to obtain general consent.
- b. The results of Council Polls are not to be considered official.

Article V. Meeting Order

Section A. Agenda

1. Items for the agenda must be added at least twenty-four (24) hours before the SCSC meeting.
2. Once a quorum is established and the meeting is called to order by the President.
3. The meeting shall proceed according to the agenda as prepared by the President.
4. The agenda shall be reordered by general consent.
5. If an SCSC meeting adjourns and there are items on the agenda that have not been considered, those items shall be automatically placed on the agenda of the next SCSC meeting.
6. Council shall not entertain any business that is not placed on the agenda unless added by a supermajority general consent vote.
7. Minutes of the previous SCSC meeting shall be approved in accordance with Article X, Section X.

Section B. Minutes

1. Minutes shall be taken by the Secretary for every meeting.
2. In the absence of the Secretary, the President shall appoint any SCSC member to record the minutes.
3. Approval of Minutes
 - a. Minutes of the previous SCSC meeting shall be approved with general consent.
 - b. Approval of Minutes officially certifies the accurate documentation of SCSC meetings, including attendance.
 - c. Amendment of approved Minutes requires supermajority general consent of members present.
 - d. The Minutes shall be distributed to Council members no more than 48 hours following each SCSC meeting.

Section C. Public Input

1. After being recognized by the President, individuals who are not SCSC members may address the Council.
2. Speakers are limited to five (5) minutes per topic and only five(5) individuals shall speak on one topic unless extended by supermajority general consent..
3. SCSC members may ask questions during public input once recognized by the President.
4. Public input, as a whole, shall not exceed thirty (30) minutes, unless extended by supermajority general consent.

Section D. Special Presentations

1. No general consent votes or motions on business items (except to extend time) shall take place during Special Presentations.
2. Speakers are limited to fifteen (15) minutes per topic unless extended by general consent

Section E. Reports

1. Discussion on any one item shall not exceed 15 minutes unless extended by a supermajority general consent. A motion to extend time is non-debatable.
2. Items submitted by committees as defined by the SCSC Constitution shall be entered under Old Business and the committee recommendation shall require general consent to be adopted, provided a member does not object and moves to pull the item from the committee.

Section F. Council Caucus

1. No general consent votes or motions on business items, except to extend time or to change the agenda, shall take place during Council Caucus.
2. Items for Council Caucus should be non-legislative items that do not require a general consent or action by SCSC.
3. The placement of items shall be determined by the President.

Section G. Question Time

1. SCSC members will be able to ask the President to be placed on a Speaker's list and ask another council member or an advisor a question. Only the individual asked may respond. In the case of a question directed at the wider group, the President will create a Speaker's list to respond to the question.

Section H. Announcements

1. The President shall recognize, for the purpose of making an announcement, any individual present at the meeting.
2. Announcements, as a whole, shall not exceed fifteen (15) minutes.

Section I. Adjournment

1. Meetings shall be adjourned by the President when there is no more business to be considered or once supermajority consent is received.
2. A final roll call shall be completed prior to the meeting's adjournment.

Article VI. Appeals

Section A. Decisions

1. Section X. Any SCSC member may appeal the decision of the President at any time without violating Standing Rules.
2. Section X. A motion to appeal must be seconded, is non-debatable, and once seconded immediately goes to a vote; appeals require general consent to pass.

Article VII. Amendments

Section A. Mechanism

1. The Standing Rules may be amended in accordance with Article X, Section X of the SCSC Constitution.