I. General Provisions.

a. Authority. These codes are established under the power and authority of the Associated Students (AS) Bylaws and the AS Senate.

b. Purpose. The purpose of these codes is to provide procedures to the functional areas of the AS Senate.

II. Attendance. Each AS Senator and AS Elected Executive Officer shall have no more than three unexcused absences, per term of office, from AS Senate meetings, AS retreats and trainings or any AS committee or board on which they serve.

a. The AS Senate, and all AS committees and boards, shall keep minutes that reflect unexcused absences of each voting member.

b. More than three unexcused absences per term of office should be considered neglect of office and may result in removal proceedings as outlined in the AS Bylaws Article IX, Section 3

i. For the purposes of this section, 2 recorded tardies should be considered as equivalent to 1 unexcused absence.

c. Excused absences will only be allowed for family emergencies, severe illness and/or academic requirements.

d. Missing more than \( \frac{3}{4} \) of any AS Senate meeting or AS committees or boards will be recorded as an unexcused absence.

e. Arriving to an AS Senate meeting or AS committee or board more than 10 minutes after it has been called to order will be recorded as a tardy.

III. Legislation. There shall be four forms of legislation that can be passed by the AS Senate.

a. Appointment. An appointment shall be the approval of a member of the AS to have the title and perform the duties of an AS office, committee post or other position.

b. Bill. A bill shall create, edit or reestablish a policy of the AS.

i. Revisions to AS Codes will also be considered as bills.
c. **Business Item.** A business item shall approve the disbursement of funds and the business functions of the Associated Students of Sonoma State University.

i. Business functions can include, but are not limited to approving the AS budget and the revision thereof, accepting the annual audit of the AS, creating fiscal procedures, changing the awards of AS Officers and approving human resource issues.

d. **Resolution.** A resolution shall express the will, opinion or intent of the AS.

e. **Recommendation.** A recommendation shall express a desired course of action.

f. **Legislative Checklist.** Each year the Chair of the AS Senate shall issue an AS Legislative Checklist detailing the process for submission and review of legislation for consideration by the AS Senate, including procedural steps for “post-approval” action.

i. The Chair shall issue the AS Legislative Checklist to all members of, advisors and liaisons to the AS Senate, at least 10 days prior to the first scheduled meeting of the fall semester.

ii. The Chair will submit the signed checklist for inclusion in the corporate record and make sure the checklist is available to the organization’s membership electronically.

iii. The Chair may amend and re-issue the AS Legislative Checklist only after the checklist has been placed on an agenda as a discussion item at a regularly scheduled meeting of the AS Senate.

iv. The Senate may amend the AS Legislative Checklist with a 2/3 vote of the members present at a regularly scheduled meeting.

IV. **Committees & Boards.** The AS Senate shall have committees and boards, as listed in the AS bylaws.

a. Each committee or board shall have code section that details the purpose, process and procedures of each committee or board.

V. **Outreach.** The AS Senate is responsible to connect with students and keep the student body informed, and seek feedback, on issues related to university and academic affairs, student life and the co-curriculum at Sonoma State University.

VI. **Chair of the Senate selection.** The Chair of the Senate shall be appointed by the AS President, and approved by the AS Senate. The following process shall be used to make a recommendation for the nomination to the AS President Elect. This process shall be used for the initial Chair of the Senate process at the beginning of each term.

a. The recommendation of the Chair of the Senate will be made by the Chair of the Senate Selection Committee to the AS President elect.
b. The recommendation of AS Chair of the Senate shall be based on an application and an interview.

c. The Chair of the Senate selection committee will consist of the Chair of the Senate (if he/she is not an applicant) who shall serve as chair, the AS President elect, not less than one and no more than three Members elect, less than one no more than three Senate Members, the AS Executive Director or his nominee.

i. In the event the outgoing Chair of the Senate is an applicant, an AS Senator will serve as chair by presidential appointment.

d. The AS Senate shall confirm the presidential nomination by a majority vote of those present at a regularly held Senate meeting.

e. The Chair of the Senate selection committee will forward a letter of recommendation to the AS President elect recommending one to two individuals for the Chair of the Senate. The AS President elect or the AS Executive Director do not have the authority to sign the letter.

VII. Chair of the Senate Vacancy. In the event the Speaker of the Senate position becomes vacant during the term, the AS President shall forward a single nominee to the AS Senate for confirmation.

a. The AS President shall make the vacancy public and allow ample time for interested students to apply.

b. The AS President will use an application process to develop a pool of students interested in filling the vacancy.

VIII. Chair of the Senate Removal Process The Chair of the Senate is subject to the same removal process as any other elected AS officer.