

Resolution 40: Creating a Speaker of the Student Assembly

Abstract: This resolution amends the Bylaws to create an *ex officio* Speaker who will be tasked with presiding at meetings of the SA in a neutral and impartial manner.

Sponsored by: Clyde Lederman '23, Michelle Song '25, Patrick Kuehl '24, Pedro Da Silveira '25, Rocco DeLorenzo '24, Claire Ting '25, Isaac Chasen '23, Duncan Cady '23, Morgan Baker '23

Reviewed by: Executive Committee, 04/20/2023, 4-1-1

Type of Action: Internal Policy

Originally Presented: 04/27/2023

Current Status: Old Business

Whereas the presiding officer of a legislative body is tasked with serving as a neutral moderator of debate to protect the rights of all members and ensure productive deliberations; the Speaker as proposed in this resolution would serve in a similar capacity with a charge to impartially moderate debate;

Whereas under the current bylaws the President is discouraged from participating in debate because they are tasked with chairing meetings of the SA, therefore limiting their ability to advocate for the policy platform on which they were elected before the SA; creating the role of a Speaker would permit the President to participate in debate;

Whereas the Speaker would be responsible for working with the Assembly and Executive Committee to formulate functional rules and procedures that best reflect the requirements of the Assembly thereby improving the transparency of debate;

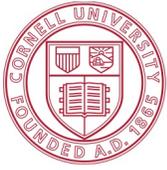
Whereas the Assembly is able to more effectively conduct business when knowledge of the governing documents is institutionalized, a consideration that this resolution prioritizes;

Whereas peer universities, including the University of Michigan, Duke University, Georgetown University, Johns Hopkins University, and Syracuse University have a speaker or similar non-voting, internally elected presiding officer responsible for chairing meeting of their assemblies in order to facilitate debate;

Now, be it therefore resolved, that the attached Appendix A bearing a copy of the Bylaws as amended shall be adopted and take effect immediately upon adoption.

Respectfully Submitted,

Clyde Lederman '23, Michelle Song '25, Patrick Kuehl '24, Pedro Da Silveira '25, Rocco DeLorenzo '24,
Claire Ting '25, Isaac Chasen '23, Duncan Cady '23, Morgan Baker '23



Res. 40 Appendix A:

Bylaws

Cornell University Student Assembly

As amended on ~~September 9, 2021~~ May 4, 2023

ARTICLE I: EX-OFFICIO MEMBERS

Section 1: Ex-officio Membership

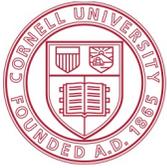
Ex-officio membership grants members of the Cornell community (student, alumni, faculty, staff, administrator, etc.) full-debating privileges but not voting privileges. These positions are granted to community members to either provide a perspective from another governing body or to enhance the overall operations of the Student Assembly.

Section 2: Ex-Officio Executive Committee Positions

- A. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Executive Archivist.
- B. The SA can grant an ex-officio position to any member of the Cornell community to serve as the ~~Parliamentarian~~ Speaker.
- C. The SA can grant an ex-officio position to any member of the Cornell Community to serve as Director of Elections.
- D. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Student Advocate.
- E. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Director of Student Government Relations.
- ~~E.~~ F. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Deputy Speaker.
- ~~F.~~ G. The SA must grant an ex-officio position to any member elected by the Student Assembly Office of Ethics to serve as the Chairperson.

Section 3: Organizational Liaisons

- A. The SA shall grant one member chosen from each constituency of the Greek Tri-Councils. This will grant an ex-officio position to one member of the Multicultural Greek and Fraternal Council, Panhellenic Association, and InterFraternity Council.



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- 30 B. The SA will grant one executive member from Residential Student Congress an ex-officio
31 position as an organizational liaison.
- 32 C. The SA will grant one member from Cornell Undergraduate Veteran Association an ex-officio
33 position as an organizational liaison. This liaison must represent the interests of the United States
34 and its allies.
- 35 D. The SA will grant one liaison, an undergraduate with an interest in computing and technology an
36 ex-officio position as titled IT Governance Liaison.
- 37 E. The SA will grant one member from the Student Athlete Advisory Committee (SAAC) an ex-
38 officio position titled “Student Athlete Representative”.

39 Section 4: Shared Governance Liaisons

- 40 A. Student Trustees. The SA will grant the Student Trustees ex-officio positions as shared
41 governance liaisons for the duration of their terms.
- 42 B. Undergraduate University Assembly Members. The SA will grant both student-elected University
43 Assembly members ex-officio positions for the duration of their terms.

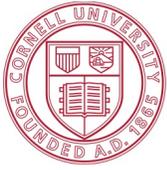
44 ARTICLE II: OFFICERS

45 Section 1: Officers

46 The officers of the SA shall be a President, an Executive Vice President, a Vice President of Internal
47 Operations, a Vice President for Finance, a Vice President of External Affairs, a Vice President of Diversity
48 and Inclusion, a Director of Elections, a ~~Parliamentarian~~Speaker, and an Executive Archivist. These officers
49 shall perform the duties prescribed by this Charter and by the parliamentary authority adopted by the SA.

50 Section 2: Election and Appointment of Officers, Time of 51 Election/Appointment

- 52 1. The SA will, as soon as possible after the spring election, hold an organizational and planning
53 meeting in executive session, except for the election of the Speaker which shall occur in open
54 session. At this meeting, the President shall preside until the Speaker is chosen; the voting members
55 will elect from among themselves the offices of Vice President of Internal Operations, Vice
56 President for Finance, a Vice President of External Affairs, a Vice President of Diversity and
57 Inclusion. At this meeting or a meeting soon after, the voting members will elect from the Cornell
58 community (student, employee, faculty, alumnus living in Ithaca) the office of Director of Elections.
59 Self-nomination will be in order in each of the elected offices. Elected officers should be approved
60 by a majority vote of SA members present at organizational meeting.
- 61 2. Additionally, at this meeting or a meeting soon after the members will affirm the appointments of
62 ~~Parliamentarian~~Deputy Speaker and Executive Archivist. The ~~offices of Parliamentarian and~~
63 Executive Archivist will be appointed by the SA President, and Deputy Speaker will be appointed by



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64 the Speaker - Each nominee for the ~~respective~~ offices shall be subject to majority approval of the SA
65 voting members. The newly elected officers will undertake the responsibilities of their position at the
66 start of their term on the SA. Elections for officers shall be by secret ballots. SA voting members
67 may have one vote for each position to be filled but may not vote for any one individual twice on any
68 ballot.

69 Section 3: Terms of office

70 Officers shall serve for a term of one year or until their successor is elected and is administered the oath of
71 office. Following the next regular or special Student Assembly elections.

72 Section 4: Recalling officers

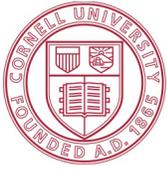
73 Two-thirds vote of the voting membership of the SA may vote to recall any officer of the SA from his or her
74 office.

75 ARTICLE III: OFFICER DUTIES

76 Section 1: President

77 The responsibilities of the President are as follows:

- 78 1. Attend ~~and chair~~ all SA meetings, and during such meetings, retain the right of first recognition.
- 79 2. Attend all Assemblies' leadership meetings and meetings with Executive staff.
- 80 3. Submit agenda items for leadership meetings after soliciting topics from Assembly members.
- 81 4. Serve as the primary Assembly correspondent with the administration, the media, and the student
82 body.
- 83 5. Correspond with the University President following each Assembly meeting enumerating all actions
84 that are passed and are under the University President's purview and to solicit his or her response.
- 85 6. Correspond with the Deans of the College of Agriculture and Life Science; College of Architecture,
86 Art, and Planning; College of Arts and Sciences; College of Engineering; School of Hotel
87 Administration; College of Human Ecology; School of Industrial and Labor Relations, College of
88 Business; following each Assembly meeting enumerating all resolutions that are passed and under the
89 purview of each individual college and school and to solicit their responses.
- 90 7. Supervise all elected officers and ensure they are discharging their responsibilities.
- 91 8. Attend all open sessions of the Board of Trustees and the Board of Trustees Executive Committee
92 held in Ithaca and report back to the Assembly on said meetings.
- 93 9. Appoint ~~Assembly Parliamentarian and the~~ Executive Archivist.
- 94 10. Write and present annual SA report by the end of the term.
- 95 11. Consult with the Director of Elections regarding elections' advertising as long as the President is not
96 eligible for reelection.



97 Section 2: Executive Vice President

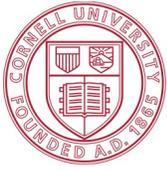
98 The responsibilities of the Executive Vice President are as follows:

- 99 1. Attend all SA meetings. ~~and act as Chair in the absence of the President.~~
- 100 2. Chair the Executive Committee
- 101 3. Assume the office of President should a vacancy arise.
- 102 4. Serve as Assembly correspondent in the absence of or on behalf of the President.
- 103 5. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
- 104 6. Submit agenda items for leadership meetings after soliciting topics from Assembly members and be
- 105 responsible for the creation of the weekly agenda for Assembly meetings.
- 106 7. Coordinate and assist the undergraduate student UA delegation.
- 107 8. Supervise and assist all ad-hoc committees.
- 108 9. Track actions of the Assembly to ensure final disposition and confirm correspondence with
- 109 appropriate units when Assembly actions impact them.
- 110 10. Be responsible for responding to questions or comments made during Open Microphone. Issues can
- 111 be delegated to other members of the Assembly.
- 112 11. Oversee the Committees on Health and Wellness, Academic Affairs, the Environment, and
- 113 Residential Life by assisting and advising the committee chairs, attending meetings as necessary, and
- 114 holding monthly executive sessions with all committee chairs.
- 115 12. Plan fall retreat for committee chairs with the Vice President of Internal Operations.
- 116 13. Coordinate and supervise new member orientation with the Vice President of Internal Operations
- 117 and the Vice President of Diversity and Inclusion.

118 Section 3: Vice President of Internal Operations

119 The responsibilities of the Vice President of Internal Operations are as follows:

- 120 1. Attend all SA meetings. ~~and act as Chair in the absence of the President and Executive Vice~~
- 121 ~~President.~~
- 122 2. Assume the office of Executive Vice President should a vacancy arise.
- 123 3. Chair the SA when the Assembly is in executive session.
- 124 4. Chair the Executive Cabinet.
- 125 5. Monitor committee membership.
- 126 6. Coordinate and supervise all aspects of the SA cabinet in Willard Straight Hall.
- 127 7. Maintain and monitor SA attendance records and send warning notices to members who are in
- 128 jeopardy of violating the Assembly attendance policy.
- 129 8. Oversee all SA committees by assisting and advising the committee chairs, attending meetings as
- 130 necessary, and ensuring that any vacancies are filled.
- 131 9. Enforce committee attendance and outreach requirements for all voting SA members.
- 132 10. Coordinate and supervise new member orientation with the Executive Vice President and the Vice
- 133 President of Diversity and Inclusion.



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- 134 11. Supervise SA Liaisons.
135 12. Maintain relations with intercollegiate student organizations of which the SA is a member — e.g. Ivy
136 Council, SUNY Student Assembly.
137 13. Plan fall retreat for committee chairs with the Executive Vice President.

138 **Section 4: Vice President for Finance**

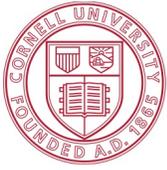
139 The responsibilities of the Vice President for Finance are as follows:

- 140 1. Serve as SA treasurer and report to the Assembly regarding Assembly balances in December and
141 May.
142 2. Chair the Appropriations Committee.
143 3. Propose the Student Assembly's budget in the form of a resolution by one of the first two general
144 assembly meetings of each SA term.
145 4. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding
146 establishing new fee, biannually.
147 5. Meet with GPSA members to discuss the Student Activity Fee Guidelines, which appear as Charter
148 appendices, at least once per semester.
149 6. Oversee the Financial Aid Review Committee and the Student Assembly Infrastructure Fund
150 Commission by assisting and advising the committee chairs and attending meetings as necessary.

151 **Section 5: Vice President of External Affairs**

152 The responsibilities of the Vice President of External Affairs are as follows:

- 153 1. Coordinate constituency representatives' community outreach efforts (including, but not limited to,
154 community forums, meetings with Deans, internal school governments, etc.);
155 2. Invite all relevant stakeholders to Student Assembly meetings, when the weekly agenda is released;
156 3. Devise mechanisms for student organizations to become active members in the decision making
157 process of the SA; most importantly, committees;
158 4. Oversee the City and Local Affairs Committee and the Technology Committee by assisting and
159 advising the committee chair and attending meetings as necessary;
160 5. Chair the Communications and Outreach Committee;
161 6. Consult with the Director of Elections regarding elections' advertising;
162 7. Arrange all advertising, postering, banners, social media, etc.;
163 8. Serve as a liaison to relevant news sources;
164 9. Serve as editor of SA newsletter to be sent over email to the entire undergraduate student body at
165 least two times/semester. The newsletter should include the current month's accomplishments and
166 next month's plans, accompanied by the name of a contact person to whom comments and
167 questions may be addressed. Maintain contact with Student Assembly alumni through distribution of
168 the biannual Student Assembly newsletter to any interested alumni;



169 **Section 6: Vice President of Diversity and Inclusion**

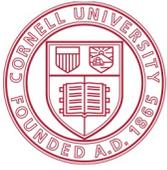
170 The responsibilities of the Vice President of Diversity and Inclusion are as follows:

- 171 1. Chair the Diversity and Inclusion Committee;
- 172 2. Prepare training sessions for the SA on addressing issues of diversity along with the Vice President of
173 External Affairs;
- 174 3. Meet on an as-needed basis with other administrators and staff concerning diversity initiatives;
- 175 4. Attend the Diversity Community meetings on a semesterly basis;
- 176 5. Ensure that legislative acts of the SA are culturally inclusive;
- 177 6. Provide updates on the state of diversity at Cornell and work to align the SA with University
178 initiatives;
- 179 7. Work with University-sponsored programs such as the Pre-freshmen Summer Program and Diversity
180 Hosting Month to introduce new students to the governance system of Cornell;
- 181 8. Coordinate with the Vice President of External Affairs to effectively communicate with groups that
182 advocate for underrepresented students on campus.
- 183 9. Monitor and maintain all aspects of the Student Assembly website at <http://cornellsa.com>
- 184 10. Coordinate with the Executive Vice President, the Vice President of Internal Operations, and the
185 Intergroup Dialogue Project to incorporate a IDP Training Session into the SA new member
186 orientation.

187 **Section 7: Director of Elections**

188 The responsibilities of the Director of Elections are as follows:

- 189 1. Chair the Elections Committee and report all the activities of said committee to the general SA;
- 190 2. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with
191 the Director of the Office of the Assemblies, the VP of External Affairs, and the President;
- 192 3. Serve as SA correspondent for election matters;
- 193 4. Ensure that the Elections Committee is successfully completing the following tasks:
 - 194 a. Making every effort to ensure the greatest number of candidates for each available position,
 - 195 b. Ensuring all candidates are aware of and abiding by elections, campaigning, postering, and other
196 Assembly and University policies,
 - 197 c. Coordinating and advertising an informal “Meet the Candidates Forum”,
 - 198 d. Coordinating and advertising opportunities for candidates to make public appearances,
 - 199 e. Coordinating and advertising public forums specifically for candidates to discuss any ballot
200 referenda, if such forums are deemed necessary by the Executive Board,
 - 201 f. Contacting student organizations and informing them of the elections process and encouraging
202 them to send delegates to elections activities in order to report candidates’ stances on relevant
203 issues to their organizations,
 - 204 g. Ensuring that candidates have submitted pictures and statements



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- 205 h. Making every effort to achieve the highest possible voter turnout by advertising and assisting the
206 Office of the Assemblies in the coordination of elections days;
- 207 5. Make sure, in conjunction with the VP of External Operations, that there are a substantial number of
208 potential ballot referenda to be considered for approval by the SA, and that all approved referenda
209 are advertised along with all elections activities described in #5 above (especially c. and e.).

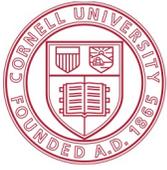
210 **Section 8: ~~Parliamentarian~~ Speaker and Vice-Speaker**

211 ~~The Parliamentarian need not be an SA member. The office of Parliamentarian holds no special voting~~
212 ~~privileges. The Parliamentarian also may not hold the President or Executive Vice President positions. The~~
213 ~~responsibilities of the Parliamentarian are as follows:~~

- 214 ~~1. Advise the President and committee chairs on questions of parliamentary procedure;~~
215 ~~2. Consult with the sponsors on new actions brought before the SA into the categories specified in~~
216 ~~Article III, Section 2, Item A of the SA Charter;~~
217 ~~3. Upon a specific request by an SA voting member, the Parliamentarian shall give the Assembly~~
218 ~~his/her recommendation on a parliamentary inquiry;~~
219 ~~4. The Parliamentarian shall present a workshop on parliamentary procedure and this charter to the~~
220 ~~incoming assembly, preferably before the end of the spring semester but no later than the fourth~~
221 ~~week of the fall semester;~~
222 ~~5. The Parliamentarian shall count a hand vote to discern simple majority from the gallery, where all~~
223 ~~eligible voters sit in a designated area;~~
224 ~~6. The Parliamentarian shall coordinate with the Office of Assemblies to ensure that the SA governing~~
225 ~~documents are public and reflect the changes made by the SA.~~

226 **1. Duties and Responsibilities**

- 227 a. The Speaker of the Assembly shall serve as the chair of the Student Assembly. The principal
228 responsibilities of the Speaker shall be to do as follows:
- 229 i. Preside at meetings of the Student Assembly, including during executive sessions,
230 and the Committee of the Whole;
- 231 ii. Rule on questions concerning parliamentary or procedural matters;
232 iii. Consult with the sponsors on new actions brought before the Student Assembly
233 into the categories specified in Article III, Section 2, Item A of the Student
234 Assembly Charter;
- 235 iv. Propose standing rules and special rules of order for the consideration of the
236 Student Assembly;
- 237 v. The Speaker shall present a workshop on parliamentary procedure and the
238 governing documents to members of the Assembly no later than the third meeting
239 following the commencement of an annual term of the Assembly; and be charged
240 with ensuring that members are sufficiently acquainted with the aforementioned to
241 substantively engage with questions that come before the Student Assembly.
- 242 vi. The Speaker or their designee shall display a speakers list during debate, which shall
243 contain the pending question, members who have previously spoken on the pending



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question, and members designated to speak on the pending question; the speakers list shall be displayed in a manner such that it is visible, to the extent practicable, to all members present; the speakers list or lists generated during each meeting of the Assembly shall be attached as an appendix to the meeting minutes for the relevant meeting.

2. Status, Removal, and Accountability

- a. Any member of the Cornell community (students, alumni, faculty, or staff) may serve as Speaker; however, the Speaker shall not be an elected member of the Student Assembly nor shall serve as an Officer of the Student Assembly, except for that of Speaker. No individual serving as Speaker may be elected to the Student Assembly for one academic year following their term of service.
- b. At all times, the Speaker shall be neutral on and impartial to questions before the Assembly.
- c. The Speaker shall hold no special voting privileges.
- d. The responsibilities and duties of the Speaker shall not be abridged during executive sessions of the Student Assembly.
- e. The Speaker and Vice-Speaker shall be accountable to the Office of Ethics and subject to their jurisdiction in the same manner prescribed for elected members of the Assembly.
- f. The Speaker may be removed by a vote of two-thirds ($\frac{2}{3}$) of the elected membership of the Assembly.
- g. Members of the Assembly, provide there exists a sufficient second, may reverse any action of the Speaker with a motion to *Appeal*; the motion shall be adopted by a simple majority vote (50% +1).

3. The Vice-Speaker

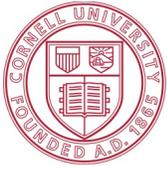
- a. The Speaker shall nominate a Vice-Speaker, who shall act on behalf of the Speaker when the Speaker is absent or when designated by written notice to the Executive Vice-President; the Vice-Speaker shall assume the office of Speaker in case of vacancy until the position may be filled by an election of the Student Assembly.
- b. The Vice-Speaker, to the extent practicable, shall be subject to the provisions of subsection 1 of this section when serving as Speaker.

Section 9: Executive Archivist

The Executive Archivist need not be an SA member. The office of Executive Archivist holds no special voting privileges. The Executive Archivist also may not hold the President or Executive Vice President positions. The Executive Archivist shall be responsible for verifying the novelty or precedence of any proposed action or legislation with Assembly members, or others, bring before the Executive Board.

Section 10: Offices of Officers

- A. Each Office is permitted to develop its own recruitment process. Relevant materials including, but not limited to, application forms, candidate lists, recruitment methodology, and a list of the selected



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281 office members shall be submitted to the Office of the Assemblies after the recruitment process has
282 been completed.

283 a. Members of the office are not allowed to be ex-officio officers or voting members of the
284 SA.

285 b. Each roster will be approved by majority vote by the Student Assembly.

286 **ARTICLE IV: MEETINGS**

287 **Section 1: Regular Meetings**

288 Regular meeting times and places will be publicly announced at least 72 hours-prior to the scheduled meeting
289 date.

290 **Section 2: Executive Session**

291 With the concurrence of two-thirds (2/3) of the voting members in attendance, the SA or any of its
292 committees may go into executive session during a regularly scheduled meeting only to discuss confidential
293 matters as defined by this Charter. No policy determinations will be made in executive session. The Student
294 Assembly may also hold executive sessions for internal elections and planning purposes. Executive session
295 shall be closed to non-voting, non-executive members of the assembly except the Chairperson of the Student
296 Assembly Office of Ethics and all present members of the Student Assembly Office of Ethics. Community
297 members may be invited by the assembly to participate in an executive session. Secret ballot votes shall be
298 reserved for executive sessions.

299 **Section 3: Organizational Meeting**

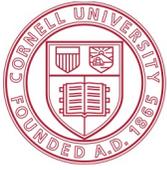
300 The first meeting of the academic year shall be known as the Organizational Meeting and shall be for the
301 purpose of adopting the schedule for regular meetings and approving the standing rules.

302 **Section 4: Informal meetings**

303 The SA shall hold an informal meeting as events warrant at the discretion of the Executive Board. This
304 meeting will be reserved for informal discussions between SA members and other interested parties, to set
305 goals and priorities for the upcoming weeks. No legislation can be decided upon during these informal
306 sessions. The attendance policy will remain in effect during the meeting.

307 **Section 5: Executive Session**

308 With the concurrence of two-thirds of the voting members in attendance, the SA or any of its committees
309 may go into executive session during a regularly scheduled meeting only to discuss confidential matters as
310 defined by this Charter. No policy determinations will be made in executive session. The Student Assembly



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311 may also hold executive sessions for internal elections and planning purposes. Executive session shall be
312 closed to non-voting, non-executive members of the assembly. Community members may be invited by the
313 assembly to participate in an executive session. Secret ballot votes shall be reserved for executive sessions.

314 **Section 6: Quorum**

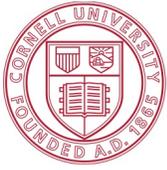
315 A quorum shall consist of a majority of the voting members of the SA.

316 **Section 7: Community Votes**

- 317 A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will
318 only be allocated one vote.
- 319 B. The community clause may only be exercised on final votes of sense-of-body resolutions, which
320 excludes (1) funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules,
321 (3) the ability to make motions, (4) creation/dissolution of committees (5) selection of officers,
322 committee members, and liaisons from the popularly elected SA (i.e. allocation of the Student
323 Activity Fee, approval of [Parliamentarian Speaker](#), Liaison to the Provost, etc.).
- 324 C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be
325 permitted to cast their vote. The President will announce to the Assembly the collective vote of the
326 gallery and liaisons prior to the casting of popularly elected members' votes on any given sense-of-
327 the-body resolution. Both community votes will be allocated to the side that has a simple majority.
- 328 D. All community votes shall be submitted through a Qualtrics survey to which a Cornell University
329 Web Authorization Portal has been applied. The link to this survey will be made easily accessible on
330 the Student Assembly website. The relevant deliberations that occur during the assembly meeting
331 shall be live-streamed on the same page. The page must also feature a link to the text of the
332 legislation being voted upon. The voting shall commence at the beginning of the Student Assembly
333 meeting at which the final vote is conducted. The voting shall end at the commencement of voting
334 for assembly members, at which point the tally of community votes will be announced to the Student
335 Assembly. It will be the responsibility of the [Parliamentarian Speaker](#) to work in tandem with the
336 Office of the Assemblies in order ~~to~~ execute all tasks except those relevant to the live stream,
337 which shall be the responsibility of the Student Assembly Clerk.

338 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly** 339 **Attendance Policy**

- 340 A. Attendance at all organizational and specially scheduled meetings is required, when the Executive
341 Committee provides SA members at least 72-hours prior notice of the meeting.
- 342 B. Any member who fails to attend a required meeting or event shall be considered absent. Any late
343 arrival or early departure from a required meeting will result in a half-absence. This includes
344 Executive Sessions.



345 Section 9: Tie Votes

346 ~~B.A.~~ When the Assembly is equally divided on a question, the question shall be lost.

347 **ARTICLE V: EXECUTIVE BOARD**

348 **Section 1: Composition**

349 The Executive Board shall be composed of the officers of the SA. The Executive Archivist, the Director of
350 Elections ~~and the Parliamentarian~~ Speaker and Deputy Speaker shall serve as non-voting members of the
351 Executive Board.

352 **Section 2: Duties**

353 The Executive Board of the SA shall coordinate the actions of the SA to ensure its smooth operation, set the
354 agenda for the Regular Meetings of the SA and inform all relevant parties of Executive Cabinet decisions.
355 Additionally, the board shall send its minutes to all representatives within 24 hours of its meeting.

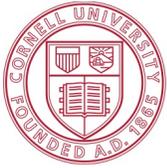
356 **Section 3: Meetings**

357 The Executive Board shall hold meetings at least once a week during the academic year. Special meetings of
358 the Board may be called by the Executive Vice President and shall be called upon the written request of four
359 members of the board.

360 **ARTICLE VI: COMMITTEES**

361 **Section 1: Creation and Maintenance of Committees**

- 362 A. Committees will be established with the adoption of a committee charge to be included in these
363 bylaws. A committee's charge must be adopted and placed in these Bylaws before its bylaws are to be
364 considered. Committee bylaws shall be adopted with a majority vote.
- 365 B. Any member of any SA committee or commission (except for the Appropriations committee,
366 Executive Committee, and Elections committee) who will be an undergraduate for the entirety of the
367 following SA term and who requests to maintain their membership during the transition from one
368 SA term to the next may do so at the discretion of the committee's outgoing chair. The chair of the
369 committee or commission will transmit the names of any returning members or commissioners to
370 both the outgoing and newly elected Vice Presidents of Internal Operations by the last day of classes
371 in May. The Vice President of Internal Operations will ensure that all returning committee or
372 commission members are staffed and included on the appropriate listserv once the new SA term
373 begins on June 1st and will inform each chair of any returning members or commissioners.

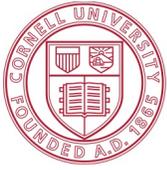


Cornell University Student Assembly

- 374 C. For the purposes of communication and collaboration, the President and all Vice Presidents of the
375 Student Assembly will serve as ex-officio non-voting members of all Student Assembly committees
376 and commissions on which they do not serve as voting members. This policy does not apply to the
377 Appropriations Committee, Infrastructure Fund Commission, and Elections Committee.

378 **Section 2: Review Committees**

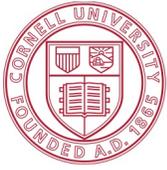
- 379 D. Review Committees shall review all policies, programs, and actions and shall aid in the
380 budget/program planning process of sectors of the University that create policy directly affecting
381 student life.
- 382 E. The Vice President for Student and Campus Life shall appoint a staff member to work with the
383 chairperson of certain review committee to assure proper functioning of the committee.
- 384 F. Undergraduate members of the review committees will be designated by the appropriate constituency
385 bodies and by application. All non-Student Assembly members will be subject to the approval of the
386 SA.
- 387 G. Review committees will discuss program assessment/planning documents with the SA during the fall
388 semester as part of the committee's responsibility for the areas under their jurisdiction.
- 389 H. Review committees will be convened in the beginning of the fall semester by the VP Internal
390 Operations.
- 391 I. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their
392 discretion legislative authority over residential life policies of the University (i.e. the Department of
393 Campus Life and the Office of the Dean of Students). When exercising this authority, review
394 committees are recommended to consult the Residential Student Congress of Cornell.
- 395 J. **Committee on Dining Services** – The Committee on Dining Services will work to represent
396 student interests in the Cornell food system. The committee will consist of at least one faculty
397 member, two Dining student workers and/or Dining Student Sustainability Coordinators, two voting
398 SA members, one graduate/professional student, and at least ten additional students. The VP of
399 Internal Operations for the Student Assembly will recommend additional students to both the
400 committee Chair and the Executive Cabinet for their approval. Additionally, the Director of Dining
401 (or a designee) and the Budget Director of Dining shall serve ex-officio. The Chair, who does not
402 have to be a SA member, will work with the Director to select relevant administrators and staff to be
403 present at meetings. Members will collectively review the policies and initiatives of Dining Services,
404 and make recommendations to Student Assembly and Dining Services leadership for improving
405 existing policies or integrating new ideas.
- 406 K. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell
407 Health to examine healthcare policies improve student health, wellness, and safety, and act as a form
408 of open communication between student voices and Cornell Health administration. The committee
409 will consist of a Steering Committee, which is made up of a SA & GPSA co-chair, committee
410 chairs(s) from each respective sub-committee, a SHBAC liaison, an SDS liaison, and designated
411 Cornell Health administration. The recognized subcommittees of the student Health Advisory
412 Committee are: Patient Care, Sexual Health and Gender Services, Health and Wellness, Student



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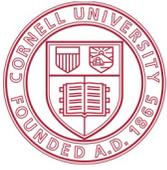
- 413 Health Benefits, and the Mental Health Standing Committee. The SA co-chair will be held by a
414 member of the SA and the committee will be under the supervision of the SA & GPSA co-chairs.
- 415 L. **Environmental Policy and Planning Commission** – The commission will research issues
416 affecting the campus and its surrounding area, as well as provide recommendations for reducing
417 Cornell’s environmental impact. The Environmental Policy and Planning Commission will be
418 charged with creating new legislation and enforcing past environmental legislation. This commission
419 is also charged with providing environmental education and outreach in order to better inform
420 students and the campus community about the campus’s environmental impact and sustainability
421 issues. The Environmental Policy and Planning Commission will work closely with students,
422 administrators, student environmental organizations, the Cornell Sustainability Office, the Campus
423 Planning Committee, the Campus Infrastructure Committee, and the City and Town of Ithaca
424 Sustainability to better recognize and address the environmental concerns of the campus and its
425 community as well as to encourage collaboration in working toward the creation of a more
426 sustainable environment. The chair position can be held by any member of the Cornell
427 undergraduate student population and the committee will be under the supervision of the Executive
428 Vice President.
- 429 M. **City and Local Affairs Committee** – This committee will advocate on behalf of students’ interest
430 at the city and county government levels. In addition to its advocacy work, the committee will
431 organize events that foster a sense of engagement in the Ithaca community for Cornell students. The
432 chair position can be held by any member of the Cornell undergraduate student population and the
433 committee will be under the supervision of the Vice President of External Operations.
- 434 N. **Academic Policy Committee** – The committee will advise the Student Assembly on all academic
435 matters at Cornell. Committee members will research, review, recommend, and develop projects to
436 improve academic life for the student body. This committee will work closely with the Dean of
437 Students and the Faculty Senate to ensure that students’ concerns related to academic policy are
438 voiced effectively to university officials. The chair position can be held by any member of the Cornell
439 undergraduate student population and the committee will be under the supervision of Executive Vice
440 President.
- 441 O. **Financial Aid Review Committee** – The committee will examine the financial aid policies of
442 Cornell University. It shall also be responsible for the administration of the Student Helping Students
443 grant. The committee shall consist of a chair, up to two SA members, between five and ten
444 undergraduate students, at least four-fifths of whom receive some form of institutionalized financial
445 aid. The Associate Vice Provost for Enrollment, the Directors of Financial Aid, the Associate
446 Director of Financial Aid for Customer Service and Community Relations, a counselor from the
447 Office of Financial Aid, two faculty members, and the Vice President for Student and Academic
448 Services shall serve as ex-officio non-voting members. This committee will be under the supervision
449 of the Vice President for Finance.

450 Section 3: Operational Committees



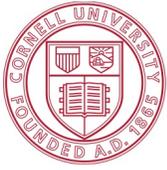
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- 451 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA,
452 and shall therefore facilitate the full expression of the SA's responsibilities to the Cornell student
453 body.
- 454 B. Operational committees shall be convened in the beginning of the fall semester, or when the
455 committee's function prescribes, by the Committee on Committee Structure (or its successor body)
456 in coordination with interested SA voting members.
- 457 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of
458 the SA. It reviews all requests for SA funding as well as the policies and guidelines regarding the
459 Student Activity Fee and those organizations, which receive funding from it. The Committee shall
460 consist of 8 voting members of the SA, to be selected by the Assembly at large during their
461 organizational meetings; the VP Finance, who shall serve as Chair; and 7 undergraduates at-large to
462 be selected by the Executive Cabinet. The Director of the Office of the Assemblies or their designee
463 shall serve as an ex-officio non-voting member. No SAFC Commissioners shall serve as voting
464 members of the Committee. Quorum shall be defined as a simple majority of all voting members. A
465 designee of the chair shall take minutes at all meetings.
- 466 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the
467 SA is responsible for evaluating applications for funding through the SAIF. The rules governing the
468 operation of the SAIFC are contained in Appendix C of the SA Charter. The Commission shall
469 consist of at least 12 and no more than 17 commissioners. The commissioners must include five
470 voting members of the SA, consisting of a Chair, who will be the Vice President of Infrastructure of
471 the SA, three Assembly members elected during the Assembly's Spring organizational meetings, and
472 one New Student voting member of the SA, internally elected by the Assembly following the Fall
473 election. The remaining commissioners will consist of at least seven and no more than twelve
474 undergraduate students who are either returning commissioners or are selected from a pool of
475 applicants and approved by the Executive Cabinet, with the exact number of commissioners to be set
476 at the discretion of the Chair of the Commission and the Staffing Committee of the SA. No SAFC
477 Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice
478 President for Finance). No more than 2 of the voting Student Assembly members on the SAIFC may
479 also be voting members of the Appropriations Committee and no more than 4 of the total voting
480 members on the committee may be voting members of the Appropriations Committee. Quorum
481 shall be defined as a simple majority of all staffed voting members. Upon request, a written summary
482 of the meeting will be provided by the chair. The Vice President for Finance and Vice President of
483 External Affairs shall serve ex-officio as non-voting members of the Commission. The Director of
484 the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member.
- 485 E. **Communications and Outreach Committee** – The Communications and Outreach Committee
486 helps to bridge the disconnect between campus and the Student Assembly. The Assembly strives to
487 foster collaborative student activities, as well as inform the student body about the Student Assembly
488 initiatives, meetings, and resolutions. The committee will ensure a direct and ever present link
489 between students active in campus government, the administration, and students at-large and will
490 relay student interest to the SA. The committee will assist in furthering the outreach efforts of the
491 assembly by aiding in the coordination of SA-sponsored events including, but not limited to



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- 492 conducting polls, referenda, community outreach forums, designated constituency events, and
493 hearings. The committee will also assist in coordinating efforts and devising strategies to involve
494 more non-voting members in the decisions and events of the SA. The Assembly plans recreational
495 events for students. The SA Vice President of External Affairs will serve as Chair of the Committee.
- 496 F. **Elections Committee** – The committee will coordinate and implement regularly scheduled and
497 special elections of the SA and directly elected undergraduate representatives to the UA. The SA
498 Director of Elections shall serve as chair with a vote only in the event of a tie. The committee
499 consists of ten voting members, of whom less than half may also be members of the SA. At one of
500 the first two SA meetings of each academic year, the Executive Cabinet will present a slate of
501 proposed members to the SA for confirmation, which the SA must approve or disapprove in its
502 entirety. The Executive Cabinet may fill any subsequent vacancies without confirmation by the SA.
503 No person may be a candidate in an election supervised by the committee in the same academic year
504 when the person served as a voting member of the committee. All committee meetings will be
505 closed. Only voting members will be permitted to attend the meetings unless specifically invited by
506 the Director of Elections. This committee will be chaired by the Director of Elections of the Student
507 Assembly.
- 508 G. **Executive Cabinet** – The committee shall staff any vacant committee positions the Student
509 Assembly (SA) is empowered to staff during meetings in early fall. The committee shall re-evaluate
510 the committee application outreach plan at the end of every spring term. The committee shall also
511 evaluate SA committees' end of the year report and determine if the SA committee and/or their
512 composition need to be changed. The committee shall be charged with creating and enforcing an
513 attendance policy for all committees. The membership of this committee shall include the SA's
514 President, Executive Vice President, Vice President for Finance, Vice President of External Affairs,
515 Vice President of Internal Operations, Vice President of Diversity and Inclusion, and all SA
516 committee chairs. Ex-officio membership shall be granted to the Director of the Office of
517 Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall
518 be responsible for consulting with chairpersons of committees and recommending candidates for
519 vacant committee positions to the Executive Cabinet. The Executive Cabinet shall assume the duties
520 and responsibilities of the Student Assembly Staffing Committee, as referred to in other documents.
- 521 ~~H.~~ **Research & Accountability Committee** – The committee will pursue any necessary accountability
522 and research concerns of SA members and directly elected undergraduate representatives to the UA.
523 Research and accountability concerns consist of, but are not limited to: general body attendance,
524 resolution voting, liaison role accountability, committee attendance, committee conduct, and general
525 representative accountability. The committee will also evaluate all requests submitted by community
526 members that are against any SA member, SA committees, or directly elected undergraduate
527 representatives to the UA. The Chair position can be held by any non-Student Assembly member of
528 the Cornell undergraduate student population and the committee will be under the supervision of
529 Executive Vice President. The committee shall consist of ten voting members, two of which are
530 current SA members and/or directly elected undergraduate representatives to the UA and eight
531 undergraduate community members. The chair shall only vote in the event of a tie. The composition
532 of the committee can change for specific meeting types in which members of the SA Executive

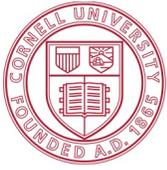


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533 Committee or other student representatives can be given an ex-officio status – this is to be voted on
534 by the RE committee as a whole and only when initially decided on by the Chair. The committee has
535 the obligation, if decided upon, to conference any SA member, directly elected undergraduate
536 representative to the UA, SA affiliated committees, or Committee Chair if they have received a notice
537 from any member of the Cornell Community. The committee is restricted from passing resolutions
538 due to the necessary impartial nature of the committee. However, after a full inquiry or fact finding
539 action – a written report may be presented to the SA, which will include a brief summary of the
540 situation being investigated and any necessary actions the committee recommends. The requester’s
541 name and others who are not SA members or directly elected undergraduate representatives to the
542 UA shall be redacted from the report if permission from any of the individual(s) is not given.
543 Adoption of the (possible) recommendation(s) requires a three quarters majority vote of SA voting
544 members. Rejection of the (possible) recommendation(s) require three quarters of SA voting
545 members. If recommendation or report are not approved or rejected, it will be tabled indefinitely.
546 The committee chair shall present reports to the SA at both the requestor(s), RA Committee’s, and
547 Chair’s discretion

548 **Section 4: Diversity**

- 549 A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the
550 SA, the diversity councils of the undergraduate schools and colleges, the Office of Academic
551 Diversity Initiatives (OADI), and the Center for Intercultural Dialogue coordinate their efforts to
552 promote awareness and understanding of the increasing importance of diversity and create an
553 environment that brings together diverse perspectives and fosters diversity of thought. The charge of
554 the Diversity and Inclusion committee will be to:
- 555 a. To be a meeting grounds for interested students to meet members of the administration to
556 brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
 - 557 b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
 - 558 c. To provide a brief report of its progress to be presented by the Vice President of Diversity
559 & Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full
560 report to include (but not limited to) the goals of the academic year, the strategies devised
561 for achievement of these goals, the progress of UDC initiatives, college- specific initiatives,
562 obstacles, and potential goals for the next academic year to be presented in the same manner
563 at the final meeting of the spring semester.
 - 564 d. Composition
 - 565 i. The Diversity and Inclusion Committee will aim to be a collective voice of the
566 diversity of backgrounds, cultures, ethnicities, gender identities, races, religions, and
567 sexual orientations represented at Cornell.
 - 568 ii. Non-SA student representation: student members of the committee may be
569 recruited from institutions and organizations such as the diversity councils of the
570 colleges, Women’s Resource Center, Center for Intercultural Dialogue, ALANA,
571 Haven Executive board, Cornell Outdoor Education, International Student Union



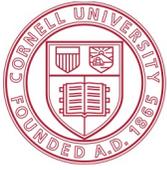
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- 572 and any member of the Cornell student body who is interested in diversity
573 initiatives.
- 574 iii. Student Assembly representation: SA LGBTIA+ Liaison at-large, Women's
575 representative, International representative, both Minority Liaisons, First
576 Generation Students Representative, Students with Disabilities Representative, and
577 the Vice President of External Affairs are required to be members of the committee.
- 578 e. Structure
- 579 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair
580 the Diversity and Inclusion committee.

581 **Section 5: EXTERNAL COMMITTEES**

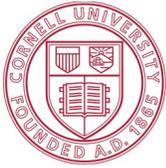
582 **A. Student Assembly Office of Ethics**

- 583 a. Name
- 584 i. The name of the office shall be the Student Assembly Office of Ethics.
- 585 b. Mission:
- 586 i. The mission of the Student Assembly Office of Ethics shall be to pursue any
587 necessary ethics concerns of SA members and directly elected undergraduate
588 representatives to the UA.
- 589 ii. The Student Assembly Office of Ethics will investigate perceived ethical violations
590 and draft reports to the SA for guidance and potential repercussions.
- 591 iii. The Student Assembly Office of Ethics will be available for consulting and support
592 on SA ethical issues for both SA members and the student body.
- 593 c. Affiliation
- 594 i. The Office will review all concerns submitted by the student body that involve any
595 SA members, SA committees, SA elections, or directly elected undergraduate
596 representatives of the UA.
- 597 ii. The Student Assembly Office of Ethics shall be affiliated as an external executive
598 office of the Cornell Student Assembly.
- 599 iii. The Student Assembly Office of Ethics shall work jointly with the Elections
600 Committee to review any potential election violations or concerns.
- 601 d. Roles and Responsibilities
- 602 i. A quorum shall consist of five members of the Student Assembly Office of Ethics.
- 603 ii. Chairperson of the Student Assembly Office of Ethics:
- 604 1. The Chairperson will chair all Student Assembly Office of Ethics
605 meetings.
- 606 2. The Chairperson shall only vote in the event of a tie.
- 607 3. The Chairperson shall have a term limit of one academic year.
- 608 4. The Chairperson shall correspond directly with the Student Assembly on
609 matters of ethics and ethical decorum in its meetings and all proceedings.
- 610 a. In the event of absence, the Chairperson may select any member of
611 the Student Assembly Office of Ethics to temporarily fulfill their
612 obligations as an ex-officio member of the Executive Committee
613 of the SA.
- 614 5. Review all alleged ethical violations submitted to the Office via:
- 615 a. Qualtrics,
- 616 b. Email,



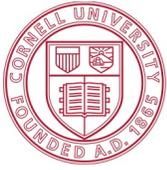
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- 617 c. Personal contact with a committee member of the Student
618 Assembly Office of Ethics.
619 d. Open investigations on perceived ethical violations
620 iii. The Student Assembly Office of Ethics can open its own investigation on an ethical
621 matter by a simple majority vote.
622 iv. Voting Members of the Student Assembly Office of Ethics:
623 1. The Student Assembly Office of Ethics shall consist of seven voting
624 members.
625 2. All voting members shall serve for the duration of one academic year unless
626 their term is renewed by the Chairperson of the Student Assembly Office of
627 Ethics
628 3. Student Assembly Office of Ethics members, if found in violation of the
629 Code of Ethics or any other reasonable basis as determined by the Office,
630 can be removed before their term expires by a unanimous vote of the
631 voting membership of the Student Assembly Office of Ethics.
632 4. The subject of the removal vote must abstain from voting.
633 5. All voting members shall be non-Student Assembly and non-
634 University Assembly members of the Cornell undergraduate student
635 population.
636 6. Voting members may not seek SA office through their term of service in
637 the Student Assembly Office of Ethics.
638 vi. Update the Student Assembly of its proceedings and its mission on a semesterly
639 basis at a hearing conducted during one of the first three general assembly meetings
640 of the academic year. This will be formally referred to as the "Student Assembly
641 Office of Ethics' semesterly report."
642 vii. The Student Assembly Office of Ethics will be commissioned with interpreting and
643 applying the guidelines set forth in the SA Code of Ethics.
644 viii. The Student Assembly Office of Ethics, alone, will be tasked with the ability to
645 revise the Code of Ethics.
646 ix. The Student Assembly Office of Ethics will report revisions of the Code of Ethics
647 to the Student Assembly at the subsequent meeting.
648 x. Recruitment of the Student Assembly Office of Ethics Members
649 i. Any vacancies in the 7 seats of the Student Assembly Office of Ethics shall be
650 appointed individually by any SA member and confirmed by a two-thirds (2/3) vote
651 of the entire voting membership of the Student Assembly.
652 i. Except for nominations following a failed community vote, all nominations
653 for the Student Assembly Office of Ethics must be unanimously approved
654 by the membership of the Student Assembly Office of Ethics prior to the
655 SA nomination hearing.
656 ii. A week-long period in between nominations and appointments shall be
657 dedicated to giving SA voting members the opportunity to speak one-on-
658 one with each nominee.
659 ii. At the beginning of each academic year, the voting membership of the Student
660 Assembly Office of Ethics must select the Chairperson of the Student Assembly
661 Office of Ethics internally by a simple majority vote of the entire voting



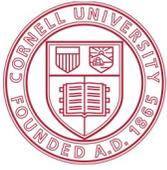
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- 662 membership of the Office. The Chairperson-elect shall be confirmed by a 2/3rds
663 majority vote of the Student Assembly voting membership.
- 664 iii. The Chairperson of the Student Assembly Office of Ethics shall decide upon the
665 retention of the voting membership of the incoming Office before the conclusion
666 of each academic year.
- 667 iv. Vote of No Confidence
- 668 i. The Student Assembly will assess the work of the Student Assembly Office
669 of Ethics during the previous academic year and must conduct a vote of no
670 confidence on an annual basis during or following any of the first three
671 general assembly meetings of each semester.
- 672 ii. Following the Student Assembly Office of Ethics' semesterly report, as
673 defined in Article VI, Section 5, Subsection C, Clause D, Paragraph VI, the
674 SA may commence a Vote of No Confidence by 2/3 majority vote on the
675 grounds that the Office has failed to uphold and execute its mission, as
676 defined in Article VI, Section 5, Subsection C, Clause B.
- 677 iii. The Chairperson of the Student Assembly Office of Ethics and all present
678 members of the Office may directly address the concerns brought against
679 the Office prior to the vote of the SA to commence a Vote of No
680 Confidence.
- 681 iv. If the motion to commence a Vote of No Confidence fails, the Student
682 Assembly Office of Ethics will continue to operate.
- 683 v. In the event of a sustained Vote of No Confidence, a community vote of
684 the undergraduate population shall be taken in order to remove all Office of
685 Ethics members by simple majority.
- 686 vi. In the event of a failed community vote, all Student Assembly Office of
687 Ethics members shall continue to serve.
- 688 v. Student Assembly Office of Ethics Bylaws
- 689 i. All bylaw proposals to Article VI, Section 5, Subsection C, must be
690 approved by the Student Assembly Office of Ethics by a two-thirds (2/3)
691 majority before coming to the SA.
- 692 **A. Office of the Student Advocate**
- 693 a. Roles and Responsibilities
- 694 i. Student Advocate – the responsibilities of the Student Advocate are as follows:
- 695 1. Attend and chair all office meetings
- 696 2. Correspond with Student Assembly to affect office priorities
- 697 3. Create training programs for caseworkers and staff
- 698 4. Monitor the collection of data in the office
- 699 5. Develop relationships with University offices and coordinate informational
700 material
- 701 ii. Chief of Staff – the responsibilities of the Chief of Staff are as follows:
- 702 1. Supervise office staff and ensure cohesion



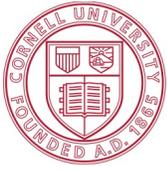
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- 703 2. Ensure that all cases are met with an appropriate and timely response
704 3. Create training programs for caseworkers and staff
705 4. Develop relationships with University offices and coordinate informational
706 materials
707 5. Write and present an office report at the end of each semester
708 iii. Director for Student and Campus Life – the responsibilities of the Director for
709 Student and Campus Life are as follows:
710 1. Oversee caseworkers handling student issues pertaining to residency,
711 discrimination, harassment and student-related conduct violations.
712 2. Create informational material relating to these issues.
713 iv. Director for Academic Affairs – the responsibilities of the Director for Academic
714 Affairs are as follows:
715 1. Oversee caseworkers handling student issues pertaining to professor-related
716 conduct violations, grade and enrollment disputes.
717 2. Create informational materials relating to these issues.
718 v. Director for Student Finance – the responsibilities of the Director for Student
719 Finance are as follows:
720 1. Oversee caseworkers handling student issues pertaining to financial aid
721 disputes and student-employment.
722 2. Create informational materials relating to these issues.
723 vi. Caseworkers – the responsibilities of Caseworkers shall be as follows:
724 1. Follow the supervision of their Director
725 2. Participate in the office’s training process
726 3. Respond to questions and inquiries sent via email by students or in person
727 in a timely manner
728 4. Refer students to the appropriate office within the University to handle
729 their complaint
730 b. Recruitment of the Student Advocate Members
731 i. The outgoing Office of the Student Advocate shall nominate a new Student
732 Advocate as well as staff members each year, to be discussed and approved by the
733 Student Assembly before the end of the academic year. The first student advocate
734 shall be appointed by the SA President and confirmed by the Student Assembly and
735 begin staffing the remainder of the office to be confirmed again by the Student
736 Assembly.
- 737 **B. Office of Student Government Relations**
738 a. Name, Mission, and Affiliation
739 i. Name – the name of the office shall be the Office of Student Government Relations
740 (abbreviated to OSGR).
741 ii. Mission – the mission of OSGR shall be to advocate on behalf of current and future
742 students for the accessibility, affordability, and quality of Cornell University.



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- 743 iii. Affiliation – The Office of Student Government Relations shall be affiliated as an
744 external executive office of the Cornell Student Assembly.
- 745 b. Roles and Responsibilities
- 746 i. Director of the Office of Student Government Relations – the responsibilities of
747 the Director of the Office of Student Government Relations are as follows:
- 748 1. Chair all Office meetings and attend all SA executive board meetings
749 2. Correspond with the Student Assembly to affect office priorities
750 3. Create training programs for directors and other office members
751 4. Appoint additional members of the office as appropriate
752 5. Oversee the budget of the office
- 753 ii. Director of Local Relations – the responsibilities of the Director of Local Relations
754 are as follows:
- 755 1. Understand and act upon student needs and requests
756 2. Maintain and foster communications with appropriate institutions, entities,
757 and individuals
- 758 iii. Director of State Relations – the responsibilities of the Director of State Relations
759 are as follows:
- 760 1. Understand and act upon student needs and requests
761 2. Maintain and foster communications with appropriate institutions, entities,
762 and individuals
- 763 iv. Director of Federal Relations – the responsibilities of the Director of Federal
764 Relations are as follows:
- 765 1. Understand and act upon student needs and requests
766 2. Maintain and foster communications with appropriate institutions, entities,
767 and individuals
- 768 v. Voting Members of OSGR – the responsibilities of Voting Members of OSGR are
769 as follows:
- 770 1. Understand and act upon student needs and requests
771 2. Collaborate and support the Directors of Local, State, and Federal Relations
772 as needed
- 773 c. Recruitment of Office of Student Government Relations members
- 774 i. The outgoing Office of Student Government Relations shall nominate a new
775 Director of the office as well as new Directors of Local, State, and Federal Relations
776 to be discussed and approved by the Student Assembly before the end of each
777 calendar year. Nominations for the Director of State Relations are encouraged to
778 have lived in New York State prior to becoming a student at Cornell. The first
779 Director of the Office shall be appointed by the SA President and confirmed by the
780 Student Assembly and shall staff the remainder of the office to be confirmed again
781 by the Student Assembly.
- 782 d. Funding



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- 783 i. Funding for the OSGR shall be appropriated during byline funding years from the
784 Student Assembly. OSGR funds shall be used for trips to local offices, Albany and
785 Washington, DC. Additionally, funds will be used for the upkeep and maintenance
786 of administrative expenses and the implementation of lobbying and advocacy
787 events. The Director of the office shall control the budget of OSGR. In preparation
788 for byline funding years, the Director shall work with the Student Assembly's Vice
789 President of Finance to provide updates and calibrate the appropriations asks of the
790 Student Assembly.

791 **ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY**

792 **Section 1: Community Rights**

793 The SA and its committees shall respect and protect the rights of individual members of the Cornell
794 community. All members of the community, who do not otherwise have an appointed or elected position on
795 the student assembly, have the right to add a resolution to the Student Assembly Agenda as a sponsor
796 (without the requirement of having a member of the assembly being a sponsor) after gaining the approval of
797 a Student Assembly committee through a majority vote or after procuring the written signature of at least a
798 majority of seated SA members and presenting it to the SA President or their designee for verification at least
799 48 hours before the meeting at which the resolution is to be introduced. Resolutions that appear on the
800 agenda using either of these methods may not have more than 3 sponsors who are not Student Assembly
801 members of Student Assembly committee chairs.

802 **Section 2: Confidentiality**

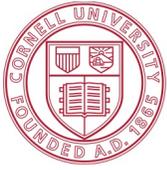
803 When a subject under discussion or examination requires the use of personal confidential information, all
804 reasonable efforts shall be made to safeguard the confidentiality of this information. Confidential information
805 is meant to include any and all information that, if publicly exposed, would endanger the privacy, safety, or
806 security of any member of the Cornell community (students, faculty, and staff), or constitute a breach of any
807 individual right guaranteed by the University, the State of New York, or the federal government.

808 **Section 3: Infringement of Confidentiality**

809 If any member or group of the University feels that any action of the SA or its committees is infringing upon
810 that person's or that group's rights under this Article, then that person or group may appeal to the Judicial
811 Codes Counselor (JCC) to determine whether probable grounds exist for a complaint. By majority vote, the
812 SA may suspend any actions related to an appeal to the JCC until the JCC makes a final ruling on the appeal.

813 **ARTICLE VIII: PROGRAMS AND ACTIVITIES**

814 **Section 1: Public Events and Campus Forums**



Cornell University Student Assembly

815 The SA shall conduct at least one public event or forum per semester at alternating locations on
816 campus. These public events or forums shall include administrators related to a particular topic of current
817 student interest.

818 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

819 The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the SA in all
820 cases to which they are applicable and in which they are not inconsistent with the Charter, Bylaws, Standing
821 Rules, and any special rules of order the SA may adopt.

822 **ARTICLE X: AMENDMENTS**

823 These bylaws may be amended at any regular meeting of the assembly by a two-thirds vote of the members
824 present, provided that the amendment has been submitted in writing at the previous regular meeting.
825 Amendments may be presented to the assembly by voting members and by community petition with at least
826 100 Cornell undergraduate student signatures.

827

APPENDIX B: Presiding Officers at American Colleges and Universities

University of Michigan

Constitution of the University of Michigan Ann Arbor Campus Student Body, Article II, Section 2

Summary: Internally elected Speaker and Vice-Speaker who chair meetings of the Assembly; both positions are non voting members and may be removed by a two-thirds vote.

The Assembly has the power to choose from among its membership its own Speaker and Vice Speaker. The Speaker chairs general sessions of the Assembly. Assembly officers are responsible for accepting eligible items for the Assembly's agenda and docket. The Central Student Government Vice President serves as chair of the University Council. The Assembly and University Council may elect from among their respective membership other officers as they deem necessary; such officers, except for the Vice President as Chair of the University Council, are removed by a two-thirds majority vote of the respective body. The Speaker of the Assembly has the power to recommend for removal from the Assembly any member who accrues excessive absences as defined by the Assembly's Operating Procedures. This removal requires approval of a majority of the Assembly. A representative who leaves their constituency is considered to have vacated their seat upon their departure. The voters of a seat's constituency fill any vacant seats representing them at each regular November and March election."

Duke University

Constitution of the Duke Student Government, Article III, Section 5

Summary: An internally-elected officer serves on behalf of the President (hence the *pro tempore* title) to chair meetings; their voting powers are limited to tie breaking and voting when not presiding.

SECTION 5: The President Pro Tempore

1. DUTIES AND POWERS.— The President Pro Tempore shall:
 - a. convene and chair meetings of the Senate;
 - b. set the agenda for meetings of the Senate;
 - c. select members of the Senate Staff, subject to the majority approval of the Senate;
 - d. convene and preside over the Senate Staff;
 - e. appoint any number of legislative assistants, subject to the majority approval of the Senate;
 - f. exercise the right to vote if, and only if, the vote otherwise results in a tie OR by relinquishing chair to another member of the Senate; and
 - g. perform additional duties as prescribed by Senate By-Laws
2. ELECTION PROCEDURE.— The election of the President Pro Tempore for a legislative session shall:
 - a. occur during the session prior, after the election of the President and Executive Vice President and before the election of the Standing Committee Vice Presidents and Senators;
 - b. be decided by an internal vote of voting members of the Senate, who shall elect a President Pro Tempore from among any of the voting members of the Senate with the exception of President-Elect, Executive Vice-President Elect, and Cabinet Members;

- c. No voting member of the Senate may be denied eligibility to be elected to the position of President Pro Tempore with the exception of President-Elect, Executive Vice-President Elect, and Cabinet Members

Johns Hopkins University

Constitution of the Student Government Association at Johns Hopkins University, Article IV, Section 2

Summary: Internally elected presiding officer and deputy

The President and Vice President of the Senate shall be elected from amongst its members at the first Senate meeting following inauguration.

1. The President of the Senate shall preside over the meeting except in their absence or recusal, in which case the Vice President of the Senate shall chair the meeting. The chair of the meeting is hereafter referred to as the Presiding Officer.
2. The Vice President of the Senate shall be charged with facilitating communication between SGA positions and with fostering community amongst the membership.
3. In both cases, the election for President and Vice President of the Senate shall be facilitated by the Student Body President or, in their absence, the next position in the line of succession outlined in Article VIII Section Six.
4. At any time, a senator can motion for the re-election of the President or Vice President of the Senate. In such cases, the President of the Senate shall be granted five minutes to give their position on the matter. Thereafter, a vote to enable re-election shall be had amongst the Senate, facilitated by a JHU staff member. If the majority consent of the Senate for a re-election is reached, such an election shall take place through the same procedure as outlined in Section Two Part 3.
5. The Presiding Officer shall have a vote in matters of the Senate only when a tie exists.
6. After their election, the President of the Senate shall serve as a non-voting ex-officio
7. member of the President's Cabinet, and shall have the following roles and responsibilities:
 - a. Shall preside over the Senate and set its agenda.
 - b. Shall review legislation prior to adding it to the agenda.
 - c. Shall refer legislation to the appropriate committee.

University of Chicago

Undergraduate Student Government Constitution, Article IV, Section 3

Summary: Internally elected non-voting chair and vice-chair who preside over meetings and help coordinate administrative functions.

The College Council shall elect a Chair and Vice-Chair by and among its membership in the Spring Quarter before the beginning of the term. The Chair shall relinquish their position as a College Council Representative upon ascension. The Chair and Vice-Chair shall oversee the legislative processes of the Undergraduate Student Government:

- A. Convening and presiding over the meetings of the College Council;
- B. Establishing the agenda of College Council meetings;

- C. Ensuring that all acts of legislation are reviewed by the relevant Committees;
- D. and Representing the College Council alongside the President.

Syracuse University

Constitution of the Syracuse Student Assembly, Article IV

Summary: Internally elected non-voting Speaker and Vice-Speaker who preside over meetings and help coordinate administrative functions.

6.1.4.1 The Speaker shall:

6.1.4.1.1. Have all the rights of the floor.

6.1.4.1.2. Have no vote except in those cases provided for in the latest edition of Robert's Rules of Order, Newly Revised and in times when the Assembly sits as the High Court of Impeachment.

6.1.4.1.3. Have final authority in the Assembly on the procedure.

6.1.4.1.4. Preside over all Assembly meetings as Chair.

6.1.4.1.5. Serve as an ex officio member of each standing or ad hoc committee of the Assembly.