

STUDENT SENATE BILL 2023-1120**TITLE:** Constituent Transparency Act – Rules and Procedures Codes Revision**AUTHOR(S):** Senator Samantha Kinggard**SPONSORS:** Minority Party Leader Bronson Allemand, Information and Communication
Chairman Ethan Ghozali, Senator Julia Seifer, Member at Large Johnny Liu**RULE XI****STANDING COMMITTEES OF THE SENATE**

(AMENDED: 2009-100, 2009-104, 2009-121, 2009-140, 2010-122, 2011-114, 2011-116, 2011- 130,
2014-106, 2014-111, 2016-117, 2018-114, 2018-121, 2019-124, 2019-1104, 2020-1034,
2020-1064, 2021-1003)

5. Information and Communication Committee:

- a. The Information and Communication Committee shall consist of the following members:
 - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be selected as the Committee Chair (See §8 of this Rule).
 - ii. A member of the Student Body that is appointed by the Information and Communication Committee Chair as the Information and Communication Committee Clerk, who serves as the taker of minutes, for the Information and Communication Committee, as an ex-officio non-voting, non-speaking member.
 - a) Should the chair choose not to fill this position, a committee member will serve as the taker of minutes
- b. Duties:
 - i. The Information and Communication Committee will organize Senate social events.
 - ii. The Information and Communication Committee will administer orientation sessions for all new Senators, Senators-elect, and Replacement and Agenda Committee nominees to vacant seats (see below).

- iii. The Information and Communication Committee will organize at least one Senate retreat during the fall, spring, and summer Senate semesters (see below).
 - iv. The Information and Communication Committee shall be responsible for the Senate's public relations.
 - v. The Information and Communication Committee will post information regarding any open Senate seats in a conspicuous place at the J. Wayne Reitz Union and Turlington Plaza no later than four days before the Replacement and Agenda Committee conducts interviews for any open seats.
 - vi. The Information and Communication Committee will ensure that information regarding any open Senate seats is posted in a conspicuous place on the official Student Government website no later than four days before the Replacement and Agenda Committee conducts interviews for any open seats.
 - vii. The Information and Communication Committee may, at its discretion, distribute information regarding any open Senate seats to electronic mailing lists maintained by Student Government Advising and Operations
 - viii. These notices must be posted no later than four days before the Replacement and Agenda Committee interviews for any open seats.
 - ix. The Information and Communication Committee will, at the request of any committee chair or Senate officer, distribute relevant information to Student Government agencies, cabinets, officers and officials, Student Government-funded organizations, faculty members, or other campus and community officials.
 - x. The Information and Communication Committee will be responsible for live streaming all Senate meetings from a set location in the Senate Chamber that allows all speakers to be visible at all times. The Information and Communication Chair or their designee will be responsible for starting and ending the live stream. The equipment utilized by the Information and Communication Committee to live stream Senate meetings must be owned by Student Government.
 - xi. The Information and Communication Committee Chair will submit an end of session transition report at the end of each Fall and Spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
 - xii. Develop and administer a student feedback form via the official Student Senate Instagram page for the Student Senate. This form shall allow students to share their thoughts, comments, and concerns as well as provide their respective demographics. The Information and Communication Committee Chair will share feedback with the corresponding Student Senator(s) based on demographics or to any Senator who requests it.
- c. Orientation Sessions:
- i. The Information and Communication Committee will hold an orientation session prior to any new Senator's second regular meeting of the Senate. These orientations will be mandatory and any Senator failing to attend will

be removed from Senate. The Rules and Ethics Committee may excuse this absence in the same manner as any other Senate absence.

1. If a Senator is excused from an orientation session, they will be required to attend a make-up session within a two-week period.
 2. Failure to attend a make-up session will result in removal from Senate. ii. The orientation session will include, but not be limited to, instruction regarding the Student Body Constitution, Titles III and VIII of the Student Body Statutes, the Senate Rules and Procedures, parliamentary procedure (as it applies to meetings of the Senate), the drafting of Senate legislation, and the requirements of Senators. iii. Senators and Senators-elect in attendance will be given directions to find the Student Body Constitution, Student Body Statutes, and the Senate Rules and Procedures, as well as a supplement containing all amendments to these documents made after the date they were last revised.
 - iv. The orientation session will include all other activities deemed necessary to prepare new Senators for their positions. These may include mock Senate sessions, clinics for drafting legislation or parliamentary law, and question and answer sessions with existing Senators.
- d. Senate Retreats:
- i. During the fall and spring semesters, Senate retreats will be held no earlier than the second week of classes and no later than seven days before the first day of final exams.
 - ii. During the summer semester, the Senate retreat will be held no earlier than the second week of the summer A/C semester and no later than seven days before the first day of final exams for the summer B/C semester. iii. Senate retreats should not be held during any university-recognized break or holiday if possible. iv. The retreat will not be held in the Senate Chamber and should be held at a location where no formal Senate business occurs if possible.
 - v. Senators who attend a retreat will receive a one-half absence credit on their attendance record.
- e. The Information and Communication Committee will meet at least once every two school weeks at the time and place determined by the Chair unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chair may call additional meetings at their leisure.


Oscar Santiago Perez
Senate President

7/31/23
Date