**AUTHOR**

Senator DeSalvo, Cody

**SPONSORS**

Senator Camargo, Eduardo

**Date of First Reading:**

**S.B.**

**A Bill –**

**A bill to be entitled “Department of Freshmen Mentorship” which establishes the Freshmen Council under the Department of Freshmen Mentorship.**

**WHEREAS:** The Senate strives to establishes processes which are clear to its members and available to its constituents; and

**WHEREAS:** Students approved a new Student Government Constitution on February 20, 2020; and

**WHEREAS:** The new constitution states that: “Upon ratification and approval, this [new] constitution will supersede all other constitutions and will make void all rules, regulations, and court rulings established before its ratification, unless those rules are specifically paired with this constitution”; and

**WHEREAS:** As a result, it is important that the Senate act in advance of the new constitution’s implementation to pass a set of laws and procedures to govern the organization in accordance with its legislative power under the new and current constitution; NOW, THEREFORE

**BE IT ENACTED:** That this bill is adopted and specifically paired with the new constitution ratified by the students on February 20, 2020 and that this will not be implemented until the constitution has been implemented; and

**BE IT ENACTED:** Upon passage this bill be forwarded to the Student Body President Corey Benbow for further action; and

**BE IT ENACTED:** Insert in Title V, Chapter 100, Article III, Section 7:

* + - * 1. **DIRECTOR OF FRESHMEN MENTORSHIP.** Will oversee and provide advice to the Freshmen Council and advise the President on issue affect the Freshmen class. In addition, the Director of Freshmen Mentorship will:

Attend Freshmen Council meetings and Freshmen Council Executive meetings.

Supervise the Freshmen Council.

Provide a Student Government focused leadership and technical training.

Work to provide a mentorship program between the Freshmen Council and Senators.

Set the goals of the Freshmen Mentorship Department and ensure the Department meets its statutory and written expectations including deadlines and projects.

Encourage participation in University leadership events including the Leadership Institute Conference.

Coordinate, plan and execute the duties of the freshmen tailgate.

**BE IT ENACTED:** That the following be established as the new Student Government Code of Laws Title IV and V:

### DEPARTMENT OF FRESHMEN MENTORSHIP

#### AUTHORIZATION AND PURPOSE

* + - * 1. **AUTHORIZATION**. This chapter and all its regulations are authorized pursuant to Article VI, Section 17 (b) and (g) of the Student Government Constitution.
        2. **PURPOSE.** This Department shall be known as the Department of Freshmen Mentorship The leader of this Department will be the Director of Freshmen Mentorship. The Department’s objectives in ascending level of importance shall be:

To teach the selected freshmen about Student Government and prepare them for future service to Student Government and Texas State University.

To familiarize the selected freshmen with campus pride and traditions.

To provide leadership learning opportunities, centered on Student Government.

To advise the President and Senate on freshmen concerns.

**COUNCIL APPLICATION.** The Department Director, in consultation with the President, will establish each year a standard application for admittance to the Freshmen Council and set a deadline for application entry and will review said applications and nominate members to the council ten (10) business days after application deadline.

* + - * 1. **MEMBERSHIP SELECTION.** Upon explicit direction of the President, the Director must recruit and select an initial class of at least twenty (20) students defined as freshmen by University policy to serve on the Freshmen Council. Upon selection and approval of the initial class, the Freshmen Council shall operate at any number of members so long as the council never has fewer than ten (10) freshman. The Director will select additional students that qualify to serve on the Freshmen Council in the event of vacancy and submit them for Presidential approval and Senate confirmation. Since the primary purpose of Freshmen Council is to prepare students to in other Student Government positions the GPA, all Freshmen Council members must in the second semester have and maintain a 2.25 Texas State GPA.
        2. **SENATE CONFIRMATION.** All members of Freshmen Council are installed only once selected by the Director, approved by the President, confirmed by the Senate, and sworn in by the President.

### FRESHMEN COUNCIL POLICY AND PROCEDURE

#### AUTHORIZATION OF POLICY AND PROCEDURES

* + - * 1. **AUTHORIZATION**. This chapter and all its regulations are authorized pursuant to Article VI, Section 17 (b) and (g) of the Student Government Constitution.
        2. **AMENDMENT AND SUSPENSION.** In addition to the Senate’s constitutional power to amend this statute, this Policy and Procedure statement may be amended by Executive Order of the President or temporarily suspended by a verbal directive of the President. It may also be amended by a directive of the Director or other responsible entity as determined by the President, with permission of the President. Any changes must be provided to the Dean of Students for final approval.

#### OFFICERS AND ORGANIZATION

* + - * 1. **PURPOSE OF OFFICERS.** The officers of Freshmen Council must help achieve the stated objectives of Freshmen Council.
        2. **THE CHAIRPERSON.**

Have no vote in the Council except in the event of a tie.

Be an *Ex officio* member of the Council.

Maintain order at all times.

Know the basics of parliamentary procedure.

Not debate from the Chair except in the case of an appeal.

At no time decide on a question involving the constitutionality of a piece of petitions.

Must create the Council meeting agendas.

Follow the order of business as prescribed by the agenda unless the rules are suspended.

Remain impartial at all times while conducting meetings.

Make clear to all of the council members the issue in question.

Execute all powers and duties found in the Freshmen Council Policy and Procedure, and ensure that the Council functions in compliance with the Student Government Constitution, S.G.C., and all University policies and the rules and regulations of the Texas State University System Board of Regents.

Must have the power to nominate Freshmen Council members and *ex officio* members to vacate executive officer positions with two-thirds majority confirmation vote by the Freshmen Council.

Be the only person authorized to recognize individuals wishing to speak during a Council meeting.

Not recognize anyone except Council members, the President, Student Government Advisors, Cabinet members and *ex officio* Freshmen Council members during the Old Business and New Business sections of the Agenda.

Recognize qualified persons wishing to speak in a fair and impartial manner.

Have the power to establish Ad-Hoc Committees and Special Committees made up of selected Councilmembers.

May appoint the Chairs of Ad-Hoc and Special Committees at their discretion.

May act as a liaison between the Council and all other Student Government branches.

* + - * 1. **THE VICE CHAIRPERSON.**

Assume the position of interim Chairperson in the event of the Chairperson’s absence.

May become Chairperson in the event the office of the Chairperson becomes vacant.

May be a Council Member.

Assist the Chairperson in managing and scheduling the Council’s council and executive business.

Serve on the Freshmen Council Executive Board and attend meetings as required.

* + - * 1. **THE PARLIAMENTARIAN.**

Know the basics of Parliamentary Procedure once elected.

Have the final say in all matters of procedural conflict on the Freshmen Council floor.

Point out errors in procedure to the Chairperson of the Freshmen Council.

Record all questions of order and other questions of procedure for future reference.

Keep time during periods of limited debate and/or speech.

Remove any person deemed out of order by the Chairperson or by the Parliamentarian.

Serves as Sergeant-at-arms.

Be an *Ex officio* member of the Council but must have no authority to author, debate, or sponsor petitions.

* + - * 1. **THE CLERK.**

Assume the duty of the Freshmen Council Secretary.

Keep a permanent record of all Freshmen Council proceedings in the form of minutes that are to be posted within one week after the meeting.

Be responsible for the printing of all Freshmen Council literature.

Keep a record of all absences and excuses.

Keep an accurate and up-to-date Freshmen Council roster.

Be responsible for updating and maintaining the Freshmen Council TRACS page.

Be responsible for maintaining the Freshmen Council’s record of petitions.

Be responsible for the carrying out of all official correspondence for the Freshmen Council including delivery of the Freshmen Council Minutes to the Student Government President and any other member of the campus community who requests a copy.

Be an *Ex officio* member of the Council.

Be responsible for maintaining the computerized Freshmen Council Voting Record, which must be made available for public access.

* + - * 1. **THE HISTORIAN.**

Keep an archive of all petitions for future viewing.

Be a Freshmen Council member.

Catalog and collect items throughout the course of the year that may be useful for future Freshmen Council members.

Be responsible for updating and maintaining the Freshmen Council Facebook and other social media.

#### COUNCIL MEETINGS GENERAL PROVISIONS

* + - * 1. **MOTIONS.** A motion may be carried to only three levels at one given time.
        2. **DECISIONS OF THE CHAIRPERSON.** Decisions of the Chairperson may be overridden by the majority vote of Council members present.
        3. **IMPARTIAL CHAIR.** The Chairperson or acting Chairperson of the Freshmen Council must at no time decide on a question involving the constitutionality of a piece of petitions or other issues of actions of the Freshmen Council.
        4. **OPEN MEETINGS.** All Freshmen Council meetings must be open to the public.
        5. **PETITION ORIGINAL INTENT.** No petitions may be amended so as to change the original intent.
        6. **DEFEATED PETITIONS.** Once petitions have been considered and defeated, no petitions containing the same principle subject matter must be considered again during the same semester it was presented. However, the original petitions may be reconsidered once.
        7. **RECONSIDERING.** A motion to reconsider may be made and seconded only by Council members who voted on the prevailing side in the original vote. A motion to reconsider is debatable if the item to be reconsidered is debatable. A motion to reconsider requires a majority vote for passage. Upon passage of a motion to reconsider, the petitions may be debated and amended. Upon termination of debate on the petitions, a new vote must be taken.

#### FRESHMEN COUNCIL MEETING PROCEDURES

* + - * 1. **ROBERTS RULES OF ORDER.** The most up to date edition of Robert’s Rules of Order will be the sole source of parliamentary procedures unless otherwise provided by this Policy and Procedure Statement.
        2. **MEETING DATES AND TIMES.** The Freshmen Council must meet on a schedule as decided by the President, in consultation with the Director.
        3. **QUORUM.** No official business may be conducted by the Council without the presence of a quorum. A quorum for the conduct of business must be two-thirds of the Council membership.
        4. **MEMBERSHIP.** Membership must be determined by the total number of Council members on the roll at the time a meeting is called to order.
        5. **ORDER OF BUSINESS.** Order of Business must be determined by the agenda. The general order of business may be:

Call to Order

Roll Call

Approval of Minutes

Guest Speakers

Public Forum

Old Business

New Business

Chairperson’s Report

Coordinator’s Report

Announcements

Adjournment

* + - * 1. **GUEST SPEAKERS.** A guest speaker must be on the posted agenda in order to address the Freshmen Council. A guest speaker must not be allowed to speak during the Old Business or New Business sections of the agenda. A guest speaker must be limited to no more than fifteen minutes of speaking time. There must be an initial question and answer period of ten minutes after speaking time has expired. Question and Answer time can be extended by a motion made by a Freshmen Council member, seconded and approved by a simple majority vote of the Freshmen Council voting body.
        2. **ORDER OF GUEST SPEAKERS.** The order of speakers for Freshmen Council meetings with multiple speakers must be decided by the Chairperson.

Non-council members may be allowed to address the Freshmen Council under the rules for guest speakers if adequate notice is given to the Chairperson of Freshmen Council prior to the start of the meeting. Otherwise, non-council members may address the Freshmen Council during the Public Forum for a maximum of two minutes. Public Forum must be limited to two students for a maximum of four minutes of speaking.

* + - * 1. **THE AGENDA.** The agenda must be sent out on the Friday preceding any formal Freshmen Council meeting except in cases where an emergency meeting has been called.
        2. **CONDUCT.** Members of the Freshmen Council must conduct themselves in an orderly fashion at all times while on the Council floor. Excessive persistent disruptions, which impacts the normal business of the meeting must be defined as disorderly. The Chairperson and the Parliamentarian of the Council must have the authority to decide what actions are disorderly. Disorderly person(s) will be asked to leave the Freshmen Council chambers by the either officer.
        3. **ON TOPIC DEBATE.** During debate all Council members must confine their remarks to the subject at hand or must be ruled out of order.
        4. **UNLIMITED SPEAKING TIME.** Any Council member who has the floor must not be interrupted by another Council member or officer for any purpose except as provided in Robert’s Rules of Order or unless the member consents to yield the floor to that Council member or officer.
        5. **ENFORCEMENT.** All rules of debate and decorum must be enforced by the Parliamentarian and transgressors of these rules must be considered out of order.
        6. **RESULT OF BEING CALLED OUT OF ORDER.** All Council members ruled out of order must automatically lose the floor. Any Council member ruled out of order two or more times may be asked to leave the Freshmen Council chambers by the Parliamentarian.
        7. **PRECEDENT OF REGULATIONS.** Except in the cases of conflict with the Policy and Procedure Statement, Robert’s Rules of Order must prevail in matters of procedure unless a motion to suspend the rules has been approved.
        8. **SUSPENSION OF THE RULES.** A motion to suspend the rules will enable the Order of Business on the agenda to be amended with two-thirds approval of the Freshmen Council. A motion to suspend the rules can also enable the Chairperson to recognize anyone in the Freshmen Council chambers. All motions to suspend the Rules must require a two-thirds vote.
        9. **DRESS CODE.** Proper attire is required at Freshmen Council meetings in order to vote. Proper attire at a minimum should be business causal and wardrobe selections should be those that both preserve and honor the dignity of the meeting. Wardrobe selection should include, but is not limited to: a collared shirt, or sweater, with slacks or skirt or a dress. Complimentary footwear should be worn. Proper attire in question will be determined by the Chairperson of the Freshmen Council.
        10. **PRESENT TO VOTE.** Freshmen Council members must be present in the Freshmen Council chamber in order to vote.
        11. **ABSTAIN.** Abstaining from a vote is solely reserved for a real or perceived conflict of interest.
        12. **TIE VOTES.** A tie vote must be broken by the Chairperson.
        13. **DIVISION OF THE HOUSE.** At the desire of any Council member present, a division of the house can be called as prescribed in Robert’s Rules of Order.
        14. **ROLL CALL VOTES.** All final votes on petitions and amendments to petitions must be taken by roll call vote, except legislative amendment voting which may be conducted with a vote by voice. Roll call votes are to be recorded in such a way that the vote can be connected to the member who cast it. Secret ballot voting is prohibited under all circumstances, except for elections. All other motions may be considered as outlined in Robert’s Rules of Order.

#### PETITIONS

* + - * 1. **PURPOSE.** A Freshmen Council petition is a recommendation to another organization or the official support of any actions external to Freshmen Council. A Freshmen Council petition is a formal statement expressing the opinion, will, or intent of the Freshmen Council as a representative body of the freshmen of Texas State University or which is addressed to the President for action. Each petition must carry:

The name or names of sponsor(s) and the author(s).

A title if the sponsor or co-sponsor wished to give it one.

Each petition passed by the Freshmen Council must carry:

The date it was first introduced by the Freshmen Council.

A place for the signature of the Freshmen Council Chairperson, Freshmen Council Clerk, and the Coordinator for Freshmen Council.

A place for the date on which the petition passed in the Freshmen Council.

Any amendments approved by the Freshmen Council.

* + - * 1. **SUBMITTING PETITIONS.** All petitions to be placed on the agenda must be submitted to the Council Chairperson no later than noon on the Friday preceding the Council meeting. Thereafter, petitions to be placed on the agenda require special permission from the Chairperson and must not be accepted at all after 1:00 p.m. on Monday.

First Reading – At the first meeting the petition must be placed under New Business during formal meetings with quorum present. No debate or discussion may take place on new petitions.

Second Reading – At the next formal meeting following the meeting in which the petitions were first read, the petitions must have a second reading under Old Business.

Move for Adoption – After second reading under Old Business, it may then be moved and seconded for adoption. At this time, amendments to the petitions may be proposed and voted on. All amendments must be pertinent to the petitions being considered. Upon termination of debate, if the petitions have not been taken from the floor, a roll call vote must be taken to determine passage or failure of the petitions.

Upon passage of a petition it must be forwarded to the President. If the President does not approve of the petition, they may return it to the Freshmen Council with specific recommendations to improve upon.

#### SPECIAL COMMITTEES OF FRESHMEN COUNCIL

* + - * 1. **PURPOSE.** Ad-Hoc Committees can be established throughout the academic year by the Chairperson of the Freshmen Council, petitions, or motion and approved by a simple majority of the Freshmen Council to study specific problems or concerns of the freshmen class and recommend solutions to the Freshmen Council. Freshmen Council members may not serve on more than one Ad-Hoc committee.
        2. **POWERS OF COMMITTEE.** No Ad-Hoc committee must have the authority to amend, delete, or change in any way the nature, purpose, or content of any petition referred to it, but may draft and recommend amendments thereto.

Ad-Hoc committee members will be appointed by the Chairperson of the Freshmen Council.

Ad-Hoc committees must have petition review power over all petitions submitted to their committee but must not be able to kill or amend a petition.

Will be dissolved as soon as the Chairperson of the Freshmen Council and the Chairperson of the Committee feel the project is completed, or by petitions or motion.

#### SELECTION OF OFFICERS

* + - * 1. **APPLICATION.** All candidates for Freshmen Council executive office will submit their names, and desired position to the Department of Freshmen Mentorship at least one week before selections.
        2. **DECIDING OFFICERS.** The Director of Freshmen Mentorship, or the delegated director by the President, with the President must establish standardized questions for all candidates and a matrix for the Council to grade candidates. This matrix will be used by the department, the Council and the President to grade the oral presentation and interview. The order of selection must be as follows:

Chairperson

Vice-Chairperson

Parliamentarian

Clerk

Historian

* + - * 1. **CANDIDATE PRESENTATIONS.** Candidates for office must make an oral presentation and answer questions of the Coordinator for Freshmen Council, Department Director, and the President.
        2. **COMPOSITION OF GRADING MATRIX.** The grading matrix must be tallied by the Coordinator for Freshmen Council and transmitted to the President. Whomever has the highest grade for each position will take office, unless the President disagrees. If the President disagrees, the President must remand the final decision to the Coordinator for Freshmen Council for further consideration and final selection. The President must announce the results at the next regular meeting of the Council.
        3. **PRESIDENTS POWER TO BREAK A TIE.** In the event of a tie, the President may take steps to identify who the best candidate is and decide who must be installed as an officer of Freshmen Council.

#### ABSENCE POLICY

* + - * 1. **EXCESSIVE ABSENCES.** Three unexcused absences from Freshmen Council meetings in one semester, either from general assembly or committee meetings, must be just cause for removal of a Council member.
        2. **RECORDING ABSENCES.** All absences will be recorded as excused and unexcused.
        3. **REPORTING ABSENCES.** All excuses must be turned into the Chairperson and the Freshmen Council Clerk and/or the Coordinator for Freshmen Council no later than 5:00 p.m. of the Friday following the meeting missed (except holidays).
        4. **RECORDING ATTENDANCE.** The Freshmen Council Clerk will keep an attendance file of all excuses for absences along with an up-to-date running attendance record. Excuses will be kept on file for a period dating back one year. This file will be open to the public.
        5. **FAILURE TO INFORM.** Absent Council members who fail to turn in an excuse must have their absences recorded as unexcused.
        6. **ACCEPTABLE EXCUSES.** Freshmen Council Clerk must keep a running list of excused and unexcused absences. Excused absences include:

Death in the Family.

Illness.

School sponsored trips.

Other extraordinary circumstances as defined by the Council Clerk.

Representing the Freshmen Council in an official capacity.

* + - * 1. **WARNING FOR ABSENCES.** When a Council member acquires one unexcused absence, they will be warned that they have one remaining unexcused absence.
        2. **REMOVAL BECAUSE OF ABSENCES.** Once a Council member acquires two unexcused absences, the Director will meet with the member and discuss the reason for absences. After this meeting, should the member receive another unexcused absence the Director will ask the member to resign. If the member refuses to resign, the Director will remove the member with permission from the President.
        3. **REVOKED VOTING RIGHTS IF ABSENT.** A Council member not present for roll call must be recorded as absent and have no vote.
        4. **RECORDING TARDY.** The Freshmen Council Clerk must record in the minutes a tardy when a Council member arrives after roll call.
        5. **RESPONSIBILIY OF TARDY MEMBER.** When a tardy Council member arrives to the Freshmen Council meeting, they must check with the Freshmen Council Clerk after the Freshmen Council meeting and the absence may be removed if qualified.

#### FRESHMEN COUNCIL REMOVAL

* + - * 1. **POWERS TO REMOVE.** The President and the Director for Freshmen Mentorship may remove any Freshmen Council member in a manner outlined in for reasons including but not limited to:

Violations of the student government law.

Violation of this policy and procedures statement.

Conduct unbecoming of a member of Student Government.

Other reasons as described by the President.

### FRESHMEN FORUM AUTHORIZATION ACT

* + - 1. **ADMINISTRATIVE**
         1. **AUTHORIZATION.** This chapter and all its regulations are authorized pursuant to Article VI, Section 17 (b) and (g) of the Student Government Constitution.
         2. **PURPOSE.** Freshmen Council is a representative group for the Freshmen class, and therefore should be responsible for giving them a voice. In creating a Freshmen Forum, it will make it easier for freshmen to relay information and ideas to Freshmen representatives and make Student Government more accessible to the students. In enacting this document, “Freshmen Forum” will occur at least once per semester. “Freshmen Forum” will be an inclusive discussion among Freshmen Council members and the students and create dialogue about issues on campus and how to resolve them, pushing for positive change. Doing so will permit steady development from an important source of students who can provide a new perspective to the university.
         3. **COMPOSITION.** “Freshmen Forum” should be comprised of the Director of Freshmen Mentorship, the Department of Freshmen Mentorship, the current members of Freshmen Council, and any freshmen or first-year students. It may include, but is not limited to, former members of the Freshmen Council, faculty, and staff of Texas State University, and current/former Senators.