

WHITEWATER STUDENT GOVERNMENT STANDING RULES UNIVERSITY OF WISCONSIN – WHITEWATER

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Section 1: Standing Rules

1.1 Permanent Rules

All rules of a permanent nature, which are passed by the WSG, will be known collectively as the "Standing Rules" of the Whitewater Student Government.

1.2 Publication

Rules which are in force will be available for inspection with one copy in the WSG office and one on the WSG website. In addition, all senators, upon taking office, will be provided with the most current copy of the Constitution and the latest printed edition of the Standing Rules, along with a WSG binder.

1.3 Revision

The chair of the Constitution Review Committee will keep the Standing Rules current at all times, deleting provisions which have been repealed and inserting new provisions when added. The chair of the Constitutional Review Committee will also code the rules and arrange them in appropriate sections.

1.4 Rules Updates

On or before the next regularly scheduled Senate meeting, the WSG Vice President will present the updated page(s) to each member of WSG.

1.5 Amendment Of Standing Rules

In order for the Standing Rules to be amended in any way the proposed amendment(s) must be presented to the Senate in the form of legislation. Any proposed amendments to the Standing Rules must be passed by a two-thirds vote of the Senate, in accordance with the Constitution.

Section 2: Legislation

2.1 Writing Bills

- A. All WSG action relating to external/internal policy shall be made in the form of legislation.
- B. Legislation must be submitted by University of Wisconsin-Whitewater students and sponsored by a WSG senator and will be named S XX-XX:y, with XX-XX representing the current school year, and y representing the number of the piece of legislation of that year (i.e. S 95-96:01).

2.2 Veto of Legislation

- A. Any approved legislation may be subject to veto by the President.
- B. Any legislation passed by the Senate may be vetoed by the President within six academic days of Senate passage of the legislation by giving written notice of the veto to the Speaker of the Senate. The vetoed bill will automatically be placed on the agenda for the next regularly scheduled Senate meeting following the veto date.
- C. The Senate may, with a two-thirds vote of members present, override the President's veto at the next regularly scheduled Senate meeting following the veto date. No amendments may be made to the vetoed legislation. An overridden veto results in passage of the legislation.
- D. If the veto is not overridden, the legislation cannot be re-submitted during the same academic semester as it was introduced.

2.3 Deadline for Submission

Legislation to be considered by the WSG will be submitted in writing to the Senate Speaker by 5:00 p.m. the Friday prior to the meeting at which the legislation is to be discussed. Legislation will be distributed by the Senate Speaker by 12:00pm on the Monday prior to the meeting at which the legislation is to be discussed.

2.4 Procedure for Passing Legislation

- A. At the first meeting following the submission of any legislation, all clerical and content changes to any legislation will be solidified and voted upon by the Senate. Voted clerical and content changes must pass by a two-thirds majority vote.
- B. On the meeting one week following the introduction of the legislation, there will be a ten minute discussion on the legislation. This can be extended by a vote of the Senate. Following the discussion of the legislation, voting will take place.
- C. The WSG Clerk does not hold veto power but will sign and date any passed legislation to confirm the document's legitimacy and accuracy.

2.5 Implementation of Legislation

- A. Legislation which states the official opinion of WSG or a direct request for a specific course of action will, after adoption, be referred by the President to the appropriate person(s) and/or group(s) for their information and action.
- B. If notification is received from the official responsible for the implementation of the legislation, and it relates to the action he/she has taken regarding the legislation, it should be reported to the Senate by the President. The Senate may then vote to appeal his/her action to another official or group.

Section 3: Rules of Conduct

3.1 Ethics Code of Conduct

- A. Integrity of the WSG: No officer, Senator, or employee of WSG will make any malicious or defamatory statements or reports that are false that would result in the degradation of WSG, its members, candidates, or slates.
- B. WSG supplies and services: No officer, senator, or employee of WSG will make long distance phone calls, copy facilities, take supplies or other WSG materials for their own personal use or benefit, or knowingly allow anyone else to do so.

3.2 Meeting Conduct

- A. No alcohol, tobacco, or illegal substances will be permitted at any Senate, WSG committee meeting, or other WSG function, unless otherwise determined by the WSG President and Senate Speaker.
- B. No food will be permitted at any senate meeting. Drinks will be permitted at the discretion of the Speaker, with the exception of water.

3.3 Attendance Policy

- A. Each Senator and Executive Board member is required to attend all mandatory attendance WSG events (Senate meetings, individual office hours, training, committee meetings, polling hours, etc.).
- B. Each Senator will be allowed two unexcused absences. The Deputy Speaker and the Speaker will determine what constitutes an excused absence. Upon the second absence, the Deputy Speaker will notify the Senator that it is their second absence. Upon the third unexcused absence, the Deputy Speaker will notify the Senator and Speaker of the initiation of the removal process at the next scheduled Senate meeting. The Speaker will initiate the removal process as outlined in section 3.4 of these Standing Rules.
- C. All senatorial absences will be deemed unexcused unless approved by the Deputy Speaker.

3.4 Removal Process

- A. Upon the onset of excessive absences by a Senator as detailed in Section 3.3 of these Standing Rules, the Speaker will:
 1. Inform the Senator in question of his/her automatic removal

2. If the removed Senator wishes to appeal their removal, place the name of the Senator in question on the agenda of the next meeting under Special Orders - Removal Appeals Process - (person's name)
- B. After hearing the appeal, the Senate will vote, by 2/3 secret ballot, on whether to allow the Senator to retain his or her position.
- C. If the Senator is removed, he/she will not be eligible to obtain another Senate seat until the next election, and the now vacant Senate seat will be open for appointment at the next scheduled Senate meeting.

Section 4: Meetings

4.1 Summary Meeting

The last Senate meeting of the fall semester will include annual reports/closing reports of the Executive Board, Senators, staff and standing committees of the WSG.

4.2 Flag Placement

The United States and Wisconsin flags will be present and properly placed at all Senate meetings.

4.3 Meeting Time

Senate meetings will be held every Monday during the academic year other than the first week of the semester and those meetings which fall during a final exam week. These meetings will be called to order at 7:00 p.m. The meeting time may only be changed with a three fourths vote of all Senators.

Section 5: Senate Personnel

5.1 Senate Officers

- A. Senate officers will be nominated from and elected by the WSG Senate at the first Senate meeting of the spring semester, and consist of the Speaker, Deputy Speaker, and the Parliamentarian.
- B. The gavel will pass from the Speaker, to the Deputy Speaker, to the Parliamentarian, to the WSG Clerk, and then to the President.
- C. Upon vacancy of an office, the election of a new officer will be carried out immediately.

5.2 Speaker of the Senate

The Speaker will:

- A. Serve as chairperson of the Senate;
- B. Make committee appointments to all standing committees which have student representation and obtain approval of committee appointments from the Senate;
- C. Have primary responsibility for the Senate;
- D. Execute all Senate related business;
- E. Serve as a liaison between the Executive Board and the Senate;
- F. Will attend all Executive Board meetings as an ex-officio member;

- G. Formulate and type Senate agenda according to template in Appendix A to be delivered to the WSG Clerk by 12:00 PM on the Friday prior to the meeting to which the agenda pertains;
- H. Enforce the Standing Rules and Constitution of the WSG for Senators;
- I. Meet regularly with the WSG President and Adviser to discuss organizational progress and objectives;
- J. Be an authority on Robert's Rules of Order, newly revised, most current edition, the Constitution of the WSG, and the WSG Standing Rules;
- K. Have final authority on parliamentary interpretation;
- L. Coordinate and deliver the oath of office as found in Appendix B to all Senators at the onset of their term;
- M. Shall report all appointments to committees to the WSG Clerk.

5.3 Deputy Speaker of the Senate

The Deputy Speaker will:

- A. Maintain accurate attendance records for the Senate and notify the Speaker of the attendance status of the membership;
- B. Be responsible to record the Senator's office hours;
- C. Enforce the attendance policy of the Senate as per Section 3.3 of the WSG standing Rules;
- D. Will make available all Senator's attendance at WSG meetings, office hours, polling hours and constituent meetings. These will be posted weekly in the WSG office and on the WSG website. Be responsible to work with the Vice President to staff the WSG office during hours that it is open.
- E. Assist the WSG Clerk in assuring adequate staffing at municipal elections.

5.4 Parliamentarian of the Senate

The Parliamentarian of the Senate will:

- A. Be an authority on Robert's Rules of Order, newly revised, most current edition, the Constitution and Standing Rules of the WSG;
- B. Interpret documents stated in Section 5.3 (A) of these Standing Rules, stated; if a discrepancy is found between the interpretation of the parliamentarian and the documents stated in Section 5.3 (A) of these Standing Rules, stated documents will overrule the interpretation of the Parliamentarian. A decision of the Parliamentarian may be overruled by the Speaker of the Senate;
- C. Semi-annually instruct the WSG Senate on parliamentary procedure.

5.5 Senators

WSG Senators will:

- A. Become knowledgeable of student needs and concerns and articulate student opinion to WSG;
- B. Research issues to be discussed by WSG in order to present adequate information to responsibly recommend action/sanction;
- C. Become knowledgeable of university governance;

- D. Be familiar with and uphold the WSG Constitution, Standing Rules and utilize parliamentary procedure at all Senate meetings;
- E. Actively inform constituents of WSG actions, services and programs;
- F. Submit a copy of all internal/external committee meeting agendas and minutes to the Deputy Speaker of the Senate;
- G. Attend all WSG training activities, workshops and seminars;
- H. Serve one office hour per week in the WSG office during the hours of operation;
- I. During the first week of every month when school is in session, on a day determined by a majority of the Senate at the first regular meeting of each semester of Whitewater Student Government, Senators representing Off-Campus, Esker, and Drumlin constituents, shall make themselves available for interaction with their constituents to hear questions, comments, and concerns;
 - 1. Off-Campus Senators will be located in the University Center, Esker Senators will be located in the Esker Dining Hall and Drumlin Senators will be located in the Drumlin Dining Hall;
 - 2. A group of no less than two Senators at a time will occupy a table around their respective locations during lunch and dinner hours (according to resident hall dining hours);
 - a. These times may be broken up into shifts among Senators, as long as no less than two are present at a time;
 - b. The tables, which the Senators will occupy, shall be clearly marked, showing that WSG Senators are present;
 - c. While being at their tables, the Senators may answer question posed by students, solicit opinions on WSG related matters, and record any questions comments or concerns.
 - d. Senators will work with Executive Board to make available information about WSG services, to include but not limited to, the WSG Renter's Guide, Housing Guide, and Legal Services.
- J. Senators are responsible for the setup and takedown of the city on-campus polling location as per 6.10L. Absence will count as an unexcused absence.
- K. Attend the meetings of at least two different organizations each semester (amounting to a potential of at least four meetings per year) to speak and inform constituents about Whitewater Student Government.
 - 1. No Senator may attend more than one meeting of the same organization to fulfill this requirement in an academic year;
 - 2. In order to diversify and expand WSG outreach to organizations, no organization may be used by any Senator more than once to fulfill this requirement in an academic year;
 - 3. Senators must inform the Deputy Speaker of which organizations they intend to contact and meet with;
 - 4. Senators will be allotted the opportunity to speak at organizations on a first come first serve basis and at the discretion of the Deputy Speaker;
 - 5. Each Senator must contact each organizational leader prior to attending a meeting to speak;

6. At each organizational meeting, a Senator is required to speak and inform students about WSG, their role in WSG, and they should seek to respond to any questions or concerns that constituents might have;
7. All WSG Senators who speak at a student organization will give written reports to the WSG Clerk following the respective meeting. Verbal reports may be given to the Senate but are not required.

Section 6: Executive Personnel

6.1 Executive Officers

- A. The Executive Board will consist of the President, Vice-President, Academic Affairs Director, Legislative Affairs Director, Public Relations Director, Student Affairs Director, Information Technology Director, University Services Director, and WSG Clerk. The WSG Advisor will serve as an ex-officio member;
- B. The Executive Board will attend weekly Executive Board meetings as set up by the President;
- C. The Executive Board will be responsible for making recommendations and advising the President concerning WSG activities;
- D. Executive officers and Executive Board members will serve no less than ten set office hours per week during the hours of operation in the WSG office in addition to time spent in Executive Board meetings;
- E. WSG Executive Board members will have speaking privileges at all WSG Senate meetings;
- F. WSG Executive Board members will perform all tasks assigned by the President, as relevant to the specific Executive Board position;
- G. Executive Board members will become knowledgeable of issues appropriate to the position, and serve as a resource to WSG and University of Wisconsin-Whitewater students on these issues;
- H. Executive Board members will submit their Senate reports to the Speaker of the Senate, by email before 12:00 PM on the Monday of the meeting.
- I. Executives are responsible for the setup and takedown of the city on-campus polling location as per 6.10L.

6.2 President

The President will:

- A. Be in charge of and direct the activities of the Executive Board;
- B. Be responsible for enforcing the Standing Rules and Constitution of the WSG for the Executive Board;
- C. Represent the students of the University of Wisconsin-Whitewater at all occasions where representation is deemed necessary;
- D. Administer the programs and policies of WSG consistent with the WSG Constitution and Standing Rules;
- E. Develop, evaluate and administer continual Executive Board goals and objectives;
- F. Prepare and submit to SUFAC the appropriate WSG budgets, with the assistance of the Budget Committee and consent of the Senate;

- G. Chair weekly Executive Board meetings;
- H. Serve on the Chancellor's Cabinet and the Strategic Planning and Budget Committee;
- I. Serve as chairperson of the WSG budget committee, and serve as ex-officio member of all other internal committees, with the exception of the Elections Committee;
- J. Meet regularly with the WSG Advisor and Speaker of the Senate to discuss organizational progress and objectives;
- K. Serve as the primary liaison between WSG and other members of the University of Wisconsin-Whitewater;
- L. Be authorized to administer all monetary expenditures within the limits of the approved budget;
- M. Present the current budget to the Senate on a monthly basis;
- N. Be authorized to approve expenditures within the limits of the budget between the last Senate meeting of the spring term and the first meeting of the fall term without consent or approval of the Senate. However, any such expenditure will not exceed ten percent of the total allotted in each category of the budget. All such expenditures will be presented to the Senate at the first fall meeting;
- O. Present approved WSG legislation and/or resolutions to the appropriate individual(s) and/or officials;
- P. Coordinate/deliver the Oath of Office as found in Appendix B to all Executive members at the onset of their terms.
- Q. Present proclamations to the Senate for immediate approval in recognition of achievement or service. These proclamations will need a 2/3 vote of the Senate to approve.
- R. Will forward Senate issues and concerns to appropriate Executive Board members.

6.3 Vice-President

The Vice-President will:

- A. Assume the office of the President in the event of the President's temporary absence from office;
- B. Serve on the WSG budget and internal evaluations committees;
- C. Train and evaluate the WSG Executive Board, and make recommendations to the WSG President concerning the activities of the WSG Executive Board;
- D. Distribute, maintain, and update all official WSG binders as described in Section 9 of these Standing Rules, and report to the WSG advisor the names of individuals failing to remit his/her WSG binder at the appropriate time as defined in Section 9.1;
- E. Schedule and chair Executive Board meetings in the event of the President's absence;
- F. Serve as WSG office manager, executing the following duties:
 1. Work with the Deputy Speaker to staff the WSG office during the hours of operation;
 2. Ensure that adequate office supplies are available in the WSG office at all times;
 3. Maintain office equipment and appropriate service contracts;
 4. Maintain office cleanliness and order;
- G. Perform all duties as assigned by President.

6.4 Academic Affairs Director

The Academic Affairs Director will:

- A. Inform WSG of proposals or changes in academic matters to allow for appropriate input;
- B. Serve as the WSG authority on academic affairs and advising issues;
- C. Meet regularly with the Provost or the Provost's designee to discuss academic issues;
- D. Chair the WSG Academic Affairs Committee;
- E. Be knowledgeable and assist University of Wisconsin-Whitewater Students with academic grievances;
- F. Pursue the development of an effective online course evaluation system until such time that such a program is implemented and administered by T&IR;
- G. Ensure student representation on all academic committees;
- H. Perform duties as assigned by President and/or Vice President.

6.5 Legislative Affairs Director

The Legislative Affairs Directors will:

- A. Research, provide information, give recommendations to the Senate regarding existing and proposed local, state, and Federal policies and laws affecting students and Wisconsin Open Meetings Law;
- B. Be knowledgeable, provide information, and work with Executive Board Directors and WSG Senators regarding existing and proposed changes to the UW System with respect to Chapter 36 of the Wisconsin State Statute, with a particular focus on Shared Governance;
- C. Coordinate voter registration drives in conjunction with other campus organizations and departments to inform, educate, and involve students in the electoral and legislative process of the city, county, state, and federal governments with a focus on increasing student participation in local, state, and federal elections. They will inform the Student Senate of any openings on City of Whitewater Boards, Committees, and Commissions that require citizen participation;
- D. Serve as a student liaison between the WSG and local, state, and national government. This will include attending regular meetings with University Administrators to keep apprised of legislation affecting students, and maintaining a regular presence of WSG at Whitewater Common Council meetings, particularly when issues affecting students are being addressed, and in doing so ensure direct lines of communication between WSG and Whitewater Common Council;
- E. Plan and host University of Wisconsin-Whitewater Government events at least once per semester, inviting guests which include, but are not limited to, the University of Wisconsin Board of Regents, the Wisconsin Governor's Administration, State Supreme Court, federal, state, and local elected officials, University of Wisconsin-Whitewater Administration, Faculty Senate and Academic Staff Assembly Chairpersons and College Deans;
- F. Compile a directory of Wisconsin federal, state, local, university, and WSG representatives for distribution to the Senators and Executive Board members, and placement on the WSG website;

- G. Organize a bus service to the city of Whitewater polling station from the campus during national and state general elections (on the first Tuesday of November of even years) until such time that its service is not needed;
- H. Perform duties as assigned by President and/or Vice President.
- I. Keep and maintain a transition binder that, in addition to the regular transition information, will provide past, present, and future legislation affecting University of Wisconsin-Whitewater Students.

6.6 Public Relations Director

The Public Relations Directors will:

- A. Promote student awareness and involvement in any activity sponsored by WSG through student contact;
- B. Maintain bulletin boards found outside the WSG office and the WSG board in the University Center, as well as traveling signboards;
- C. Chair, and delegate work to, the WSG Public Relations Committee;
- D. Coordinate and make available weekly press releases of WSG actions and organizational activities to all campus organizations and local media;
- E. Work with Student Affairs Director to adequately promote constituent meetings;
- F. Work with Senate to promote filing of open Senate seats;
- G. Work with Executive Board to promote the initiatives of the respective Executive Board members;
- H. Perform duties as assigned by President and/or Vice President.

6.7 Student Affairs Director

The Student Affairs Director will:

- A. Serve as the WSG authority on issues of student life;
- B. Be knowledgeable and assist students with non-academic grievances and issues;
- C. Promote student responsibility and development;
- D. Develop strategies to promote a sense of community on campus and a partnership with the surrounding community;
- E. Proactively investigate and address diversity issues on campus;
- F. Ensure student representation on all committees related to issues of student life;
- G. Maintain and coordinate the adopt-a-lot program;
- H. Plan and facilitate constituent meetings as described in section 5.6.I of these standing rules;
- I. Perform duties as assigned by President and/or Vice President.

6.8 Information Technology Director

The Information Technology Director will:

- A. Serve as the chief information technology officer for the WSG, in working with all WSG executives, directors, and senators with technology issues related to the WSG;
- B. Chair the internal Information Technology committee;
- C. Ensure student representation on all technology committees;

- D. Update and maintain all informational and technological devices owned and/or operated by WSG;
- E. Create and maintain the WSG website at least on a weekly basis or as needed including the senate and executive directory and office hours, WSG legislation, WSG minutes, WSG Student Legal Assistance program information, student course evaluations, online off campus housing guide, and any WSG announcements;
- F. Coordinate with the University Services Director on the technological aspects of creating and maintaining the Off-Campus Housing guide in print and electronic form.
- G. Maintain WSG e-mail account, WSG distribution list, and domain ownership;
- H. Perform duties as assigned by President and/or Vice President.

6.9 University Service Director

The University Services Director will:

- A. Coordinate and maintain the WSG Legal Service Program;
- B. Update and distribute the Student Savers Card on an annual basis;
- C. Update and maintain the Off-Campus Housing guide and coordinate with the Information Technology Director to create the online version;
- D. Coordinate and maintain the WSG Renter's Resources Program, utilizing the WSG legal services to maintain programs to assist off-campus students to be available in hardcopy and on-line; in conjunction, to consult students dealing with rental issues;
- E. Chair the University Services Committee.
- F. Ensure student representation on all committees related to University Services.
- G. Coordinate and maintain the tax services program;
- H. Perform duties as assigned by President and/or Vice President.

6.10 WSG Clerk

The WSG Clerk will:

- A. The WSG Clerk will be appointed no sooner than the first Senate in January and will run until the first Senate meeting in the following January.
- B. Chair the Internal Affairs Committee;
- C. Administer an up-to-date record of all external committee agendas and minutes to be held in the WSG office;
- D. Update and maintain records of all legislation, Senate meeting minutes, and standard forms, and work with Information Technology Director to put online;
- E. Send copies of Senate minutes, agendas, and legislation to the following organizations in a timely manner:
 1. Academic Staff Assembly
 2. Faculty Senate
 3. Residence Hall Association
 4. Chancellor's Office
 5. Chancellor's Cabinet
- F. The WSG Clerk will be responsible for creating and maintaining and up- to date list of active external committees which must include the names of all acting committee chairs and include, whenever possible, meeting dates, times, and locations. The WSG

- Clerk is required to share this information with the Speaker and to assist the Speaker in making appointments in any way possible;
- G. Serve as elections chair, or if he or she decides to run, the elections committee will elect an interim chair;
 - H. Record the business of all Senate meetings. The Clerk will prepare and type an original copy of the minutes by 5:00 p.m. on the first Thursday after the Senate meeting for distribution; following any changes, the Clerk will update and file a final version of the minutes in the WSG office;
 - I. Update and publish Senator Attendance records and Senator roll call votes in Senate minutes;
 - J. Assist the Speaker with the execution of the meetings by saying role call, reading motions and other actions taken;
 - K. Update and maintain accurate records of all senate legislation, resolutions, votes and actions taken.
 - L. Begin working with the City of Whitewater Clerk's office at least three months before each local election to assure adequate staffing at each polling location in the city.
 - M. Record all formal action on all pieces of legislation and executive proclamations on the bottom of each piece of legislation, including, but not limited to votes on passage, failure, postponement, tabling to the body, or tabling to a committee.
 - N. Give all completed legislation to the Information Technology Director for posting on the website.
 - O. Sign the bottom of each passed piece of legislation below the WSG President's signature to confirm the final result of the legislation.
 - P. The WSG Clerk will receive all organizational reports from Senators and will weekly inform the Deputy Speaker when respective Senators have attended an organizational meeting and which organization they went to.

Section 7: Committees

7.1 Senator Requirements

Each Senator is required to serve on at least one WSG internal or ad-hoc committee and two external committees as approved by the Senate.

7.2 Internal Committees

- A. All WSG committees will elect their own chairs from within the voting membership of the committee. Exceptions to this rule will be included in the definitions of specific committees.
- B. All WSG committees will also elect a secretary, who will be responsible for recording minutes, in a coherent and legible manner, at the committee meetings which will include at minimum the date, attendance, and all motions and votes. The secretary will also be responsible for filing. If no committee member will accept nomination for secretary, a secretary will be appointed by the chair of the committee.
- C. The WSG will have the power to create any new internal committees in addition to the committees listed in Section 7.2 of these Standing Rules.

- D. The WSG will have Academic Affairs, Legislative Affairs, Public Relations, Student Affairs, Information Technology, University Services, and Internal Affairs Committees;
 - 1. Each of the committees will consist of four Senators and the appropriate director as the chairperson.
 - 2. These committees will be responsible for assisting the director with the completion of the director's duties.
- E. The WSG will have a Budget Committee.
 - 1. The Budget Committee will be composed of five Senators and the Vice President and President, with President serving as the chair.
 - 2. The Budget Committee will aid the President in drafting the WSG segregated fees budget and presenting it to the Senate and the Segregated University Fees Allocation Committee.
 - 3. The Budget Committee will aid the President in preparing the internal WSG budget from segregated fees allocations, and grants.
- F. The WSG will have a Constitutional Revision Committee (CRC).
 - 1. The committee will consist of three Executive Board members to be appointed by the President, four Senators, the Speaker, and the Parliamentarian.
 - 2. All proposed changes to the WSG Constitution or Standing Rules must be sent to this committee for review, and the findings presented to the Senate.
- G. The WSG will have an Elections Committee.
 - 1. The Elections Committee will consist of the Executive Board members and the Dean's Advisory Council representatives to Senate, with the exception of those running in the election. Quorum for the committee will be six members. Members may not be appointed to the committee two weeks prior to the first day of elections, or until the election results become official. The only exception will be if there are less than six members of the committee at any time during this period. Should this occur, Senators not running in the election will be elected by the Senate.
 - 2. The Elections Committee will organize and execute all WSG elections as outlined in Section 10 of these Standing Rules.
 - 3. If the current President or Vice President should run in the Executive election, the Executive Board members will not be allowed to sit on the committee.
- H. The WSG will have an Internal Evaluation Committee (IEC).
 - 1. The IEC will be composed of three Senators, the Vice President, and the Parliamentarian, with the Parliamentarian serving as the chair.
 - 2. The IEC will have the right to recommend appropriate sanctions to the Senate for action by the Senate.
 - 3. The IEC will review any internal WSG activities, included alleged violations of the Standing Rules and Constitution, as requested in writing by any Senator or Executive Board member, and report findings and recommended sanctions to the Senate.
- I. The WSG will have a Leadership Committee.
 - 1. The committee will be composed of four Senators and the Speaker, with the Speaker serving as the chair.

2. The committee will be responsible for organizing an orientation and training session at least once per semester, including, but not limited to, the following instructional activities:
 - a. Parliamentary procedure
 - b. WSG constitution and standing rules
 - c. Writing legislation
 - d. Office orientation
 - e. Governance structure
 - f. Current student issues

7.3 External Committees

- A. Appointments to the Segregated University Fees Allocation Committee (SUFAC) will consist of two appointments made by the Speaker and one appointment made by the President.
- B. Appointments to the University Center Board will consist of two appointments made by the Speaker and one appointment made by the President.
- C. The WSG Senate Speaker in consultation with the WSG Clerk will be responsible for all standing committee appointments;
- D. The WSG President will be responsible for all special committee appointments, as requested.
- E. If no WSG appointment is made to a committee, the WSG Senate Speaker is responsible for obtaining minutes from the meeting and presenting a report of the meeting to the Senate.
- F. All WSG appointees to all committees which have student representation will give verbal reports to the Senate at the first senate meeting following a respective committee meeting;
- G. All Senators will be required to notify the WSG Clerk of their external committee meeting time and location before it takes place;
- H. The WSG Clerk will be responsible for creating and maintaining and up- to date list of active external committees which must include the names of all acting committee chairs and include, whenever possible, meeting dates, times, and locations. The WSG Clerk is required to share this information with the Speaker and to assist the Speaker in making appointments in any way possible;
- I. Appointments to all external committees will take place at the beginning of the fall semester and will run until the end of the following spring semester. If a Senator is no longer involved with WSG the Senator's external committee seat is considered vacant and may be filled by an appointment from the Speaker.

Section 8: Office Procedures

8.1 Office Hours

- A. The WSG offices will remain open during the following hours: Monday through Friday 9:30 a.m. through 4:30 p.m., and it will be the responsibility of the Vice President and Speaker to be sure that the office is open during these times.
- B. Every Senator must register the start of their office hours.

8.2 Office Etiquette

- A. No disruptive behavior will be allowed in the WSG office.
- B. Priority of WSG office space and supplies will always be reserved for WSG related business.
- C. Trash and recyclables will be placed in the proper receptacles.
- D. Every member of WSG is responsible for cleaning up any mess left behind by that member or that member's guests.

Section 9: WSG Binders

9.1 Personal Binders

- A. Binders must be given to Senators at the first meeting of each semester or when elected to Senate.
- B. All binders must be remitted to the WSG Vice President at the last Senate meeting of each semester.
- C. Senators leaving the Senate before the official end of their term will remit their binders immediately upon vacating their position.
- D. Failure to remit a personal binder one week after the semester ends (or the end of a senator's term) will result in a non-refundable \$10 charge to his/her student bill, and grades will be withheld until this charge is paid.
- E. Once the binder has been received by the WSG member, it is his/her responsibility to care for that binder. If the binder is returned in damaged condition beyond reasonable wear, at the discretion of the Vice President, will be assessed a penalty of a non-refundable \$10 charge to his/her student bill, and grades will be withheld until this charge is paid.
- F. WSG members will place materials in appropriate sections of the binders when materials are received.

9.2 SUFAC Binders

One copy of the last five annual SUFAC binders and two copies of the most recent SUFAC binder will be kept in the WSG office.

9.3 WSG Business Binders

The following binders will be kept in the WSG office:

- A. WSG legislation
- B. WSG Senate minutes
- C. A copy of the WSG Senate Binder
- D. Legal Services Binder
- E. University Handbook
- F. WSG Standard Forms Binder

Section 10: Election Rules

10.1 Definitions

- A. A "candidate" is anyone seeking an elective office or being drafted by other individuals, whether he/she is registered on the ballot or a write-in.
- B. A "slate" is any organized group of candidates running together by mutual agreement.
- C. To "deceive" is to represent a candidate, slate, their platform, or issues in a campaign in a manner which is blatantly contrary to fact and which is deliberately intended to benefit or hurt a candidate or slate in a campaign, as long as the representation would be believed by a reasonable person.
- D. "Disqualification" means that a candidate will not be allowed to hold the office he/she was a candidate for. If disqualified prior to election his/her name will be removed from the ballot.
- E. "Districts" are the four areas of the university
 - 1. ESKER: The residence halls North of Starin Road and East of Warhawk Drive.
 - 2. DRUMLIN: The residence halls South of Starin Road or West of Warhawk Drive.
 - 3. OFF-CAMPUS
 - 4. AT-LARGE
- F. "Campaigning" is attempting to gain a vote or support through verbal or nonverbal solicitation. This includes activities prior to the formal filing of papers.
- G. "Neutral Party" will consist of the following: WSG Advisor, WSG President, WSG Vice President, Speaker of the Senate, and any Elections Committee member.
- H. "Ballot" is any form of medium (i.e. paper or electronic e-mail) in which the name of candidates of a particular election appears, and also includes blank spaces, equivalent to that of the number of open seats, for write-in candidates. (an "e-ballot" is an electronic ballot)

10.2 Elections Committee

- A. All Whitewater Student Government (WSG) elections will be conducted and regulated by an Elections Committee in accordance with these Standing Rules. The Elections Committee is responsible for making all preparations, running each election, making final decisions on violations, and tabulating the election results.
- B. Members of the Elections Committee will not publicly support any candidate or take actions which will bias his/her judgment in Elections Committee business. Failure to comply with this rule will require committee action. Dismissal will occur with a two-thirds vote of the committee.
- C. The Senate will vote on the Elections Committee's results at the next regularly scheduled meeting following the counting of the ballots. Appeals of the disqualification of a candidate or slate will be heard at the next regularly scheduled meeting by the slate or candidate submitting an appeal to the Speaker.
- D. The Elections Committee will do the following:
 - 1. Meet as a committee at least twice prior to the election to assist in the preparation for elections and to supervise the execution and administration of the election;
 - 2. Supervise the filing of election papers;
 - 3. Validate all nomination papers;

4. Conduct a required candidate meeting with the Election Chair prior to the election to discuss rules and ethics;
 5. Count the ballots and notify all candidates who filed valid nomination forms and all write-in candidates receiving more than fifteen votes or were elected, of the election results;
 6. Explain to the winners of the Senate election, of the first meeting that they take office.
- E. Elections Committee members will be allowed to miss only three meetings (maximum of two meetings unexcused). Any more unexcused absences will result in automatic dismissal from the committee.

10.3 Elections Chair Job Description

- A. The Election Committee Chair will be elected from the committee on an annual basis.
- B. Meet when necessary with the Elections Committee to plan and implement Executive, Senate, Special, and Referenda elections as required by the Constitution of WSG.
- C. Work with the Public Relations Director to promote the election through the use of posters in university buildings, electronics, and social networking media, etc..
- D. Prepare and make available the rules, papers, and forms necessary to run for a WSG position at least four weeks prior to the election.
- E. Do the following to implement each election:
 1. Conduct a required candidate meeting with the Elections Committee to inform candidates of rules and procedures;
 2. Arrange space for the meetings and the polls, and the polls if and only if paper ballots are to be used, with University Reservations;
 3. Arrange for the printing of the ballots, if paper ballots are to be used, at least one week prior to the first Election Day;
 4. Work with the Speaker of the Senate and the Executive Board to staff the polling tables, if paper ballots are to be used;
 5. Arrange for the secure overnight storage of the ballot boxes, if paper ballots are to be used;
 6. Conduct counting procedures with the Elections Committee and post preliminary outcomes;
 7. Hold a meeting prior to the counting of the ballots on the last day of voting, to disclose all violations filed against candidates or slates and notify all candidates of the time when they can state their side in the alleged violations, and of the resulting actions taken by the Elections Committee;
 8. Hold a Presidential candidate debate in the University Center, on the Monday before the week of the election, moderated by a neutral party;
 9. Meet with the WSG Advisor to discuss implementation of the election rules, at the discretion of the advisor;
 10. A calendar of deadlines is to be submitted 6 weeks prior to the election with approval by the Senate.

10.4 Qualification Requirements

- A. Candidates must currently be enrolled as a UW-W student.

- B. In order to be eligible for the Senate position, all candidates must be a resident of the district in which they are running for Senate.
- C. To be on the ballot, candidates must turn in an intent-to-run form with their name, district, signature, and phone number on it. This form will be available in the WSG office no later than four weeks prior to any election. At the time of filing, the candidate will receive nomination forms and the election rules.
- D. Candidates seeking a Senate seat must obtain 25 signatures from their district. The signatures must have phone numbers, addresses, and dates following the name. All signatures must be from current UW-Whitewater students.
- E. Any slate or candidate seeking executive position must obtain two hundred signatures. Fifty must come from each individual district, and fifty additional signatures must come from any other UW-Whitewater students. The signatures must have phone numbers, addresses, and dates following the name. All signatures must be from current UW-Whitewater students.
- F. The Elections Committee reserves the right to contact any of the students who signed the papers.
- G. The deadline for filing completed nomination forms is determined by the set deadline put forth by the Elections Committee, with the exception of write-in candidates.
- H. All write-in candidates must file the required amount of signatures within two weeks of the approval of the election results.

10.5 Disqualification of a Candidate

- A. A candidate will be disqualified if he/she is found to have broken any part of Section 10.4 of these Standing Rules or by vote of the Elections Committee in compliance with Section 10.7 of these Standing Rules.
- B. A candidate will be disqualified if he/she is found to have falsified information on an official nomination form.
- C. A candidate will be disqualified if he/she is found to have used any WSG owned, rented, or leased materials for the purpose of campaigning. Any campaign materials found inside the WSG office, outside the mailboxes, will be confiscated and destroyed without assessment of a violation.
- D. If a disqualifying violation is filed, the Elections Committee will meet and hear the violation within two business days.
- E. The Elections Committee chair must notify the candidate of the reason for disqualification in writing.
- F. Every candidate will have the right to appeal the decision of a disqualification. This process is outlined in Section 10.10 of these Standing Rules.

10.6 Campaign Practices

- A. Candidates must comply with all WSG election rules.
- B. There will be no personal campaigning within the polling buildings on the days of the election. Candidates are allowed to have campaign materials in the buildings. However, the Elections Committee and poll workers must remove any such literature or “campaigning” it deems within readable or audible distance of the polling place. Removal under this subsection will not count as a violation, unless the literature or

- campaigning is present due to the actions of a candidate or slate. Failure to comply with a warning from a poll worker will result in the assessment of a violation.
- C. No candidate may have more than one poster per side on a bulletin board. The posters on bulletin boards may not be any larger than 187 square inches. The poster must be approved by the respective authorities in each building.
 - D. Candidates and slates may not campaign in residence halls without the express consent from the Associate Director of Residence Life, as notified by the Election Committee Chair. Permission will be granted uniformly to each candidate and slate.
 - E. Candidates and slates may not, with malicious intent, deliberately deceive the voters.
 - F. Candidates may not break any, university, local, state, or federal rules and/or laws relating to campaigning.
 - G. Candidates may not deface or destroy any campaign materials of the opponent(s).
 - H. Candidates may not write on any university: building, chalkboard, whiteboard, bench, post, trash can, wall, lawn, tree; or any other surface deemed inappropriate by the Elections Committee.
 - I. Any item(s) with a fair market value greater than ninety-nine cents, with the exception of campaign clothing, may not be given or sold to voters or potential voters by any candidate or slate.
 - J. Candidates and slates must comply with section 3.1 of these Standing Rules in the same way that a current WSG member must comply.

10.7 Violations

- A. There will be four degrees of severity that each violation will be judged upon.
 - 1. Degree I - Standing Rules Section 10.6 (B), (D), (E), (F), (G), (J)
 - 2. Degree II - Standing Rules Section 10.6 (I)
 - 3. Degree III - Standing Rules Section 10.6 (H)
 - 4. Degree IV - Standing Rules Section 10.6 (C)
- B. Disqualification of a candidate or slate based on violations will take place in accordance with the following guidelines:
 - 1. Points toward disqualification will be assessed on the following basis:

Degree of Violation	Points Assessed
a. Degree I	4 per violation
b. Degree II	3 per violation
c. Degree III	2 per violation
d. Degree IV	1 per violation
 - 2. Once a candidate or slate has accumulated ten or more points, the Elections Committee may vote to disqualify that candidate or slate by a two-thirds vote.
 - 3. The decision to disqualify or not to disqualify a candidate or slate upon the accumulation of ten or more points may be appealed to the Senate, under Section 10.10 of these Standing Rules.
 - 4. A candidate or slate may not receive points toward disqualification multiple times for the same violation, unless the same violation occurs on more than one occasion, and these occasions must be separated by a minimum of 24 hours from notification by election chair.
 - 5. If an incident of violation falls within multiple sections of 10.6, the more specific section of 10.6 will apply.

- C. All alleged violations must be filed in writing and placed in the violation box in the WSG office by 7:00 p.m. of the last day of the election. The violation box will be checked daily by the Elections Chair. The Elections Chair will notify states of alleged violations upon receipt of violation form.
- D. All violations will be disclosed by the Elections Committee after the closing of the polls on the last day of elections before 9 p.m. The violations hearing will be handled by the election committee after 12 p.m. on the next day, before the counting of ballots. All candidates with violations against them must attend both meetings or they forfeit the opportunity to explain their case to the Elections Committee or appeal their decision.
- E. During the hearings, the Elections Committee will comply with all open meeting laws, as they apply.
- F. The candidate or slate in question may appeal the findings of the Elections Committee as outlined in Section 10.10 of these Standing Rules.

10.8 Voting Procedure

- A. Online Voting Procedure
 - 1. WSG shall have all elections online.
 - 2. In the Event that WSG will not have elections online, procedures shall be followed as outlined in Section 10.8.B of these Standing Rules.
 - 3. All enrolled UW-Whitewater students shall be sent an e-ballot through the UW-Whitewater e-mail via the Chancellor of Student Affairs.
 - 4. All names on the e-ballot will appear in alphabetical order.
 - 5. Incumbent candidates shall be denoted by “(i)” next to their name. A footnote shall be added to the bottom of the e-ballot defining the “(i)” symbol.
 - 6. Any student with a valid UW-W email may vote on the e-ballot within the district of which they live.
 - 7. No results shall be viewed until the elections are closed.
 - 8. Voting shall be open for 48 continuous hours during the work week when classes are in session during an academic session.
 - 9. All candidates shall be allowed to have one representative present when online results are presented to the Elections Committee. Representatives must communicate with the Elections Chair 24 hours in advance of review of the results.
 - 10. Election Committee reserves the right to make any additional changes to the online voting procedure so long as all candidates are notified in writing before the e-ballots open for voting.

- B. Paper Voting Procedures
 - 1. All names on the ballot will appear in alphabetical order.
 - 2. Incumbent candidates shall be denoted by “(i)” next to their name. A footnote shall be added to the bottom of the ballot defining the “(i)” symbol.
 - 3. All ballots should include an appropriate number of spaces for write-in candidates as offices are up for election in that district, as well as a write-in space for executive offices.

4. Any student with a valid Photo ID may vote in the district in which they live. A student may vote only once. All ballots must be validated with an official WSG stamp and the poll worker's initials at the time of voting. The poll worker must also strike the voter's name from the eligible voter list.
5. All ballot boxes will be locked and sealed until the counting of the ballots. The Elections Committee chair will hold the keys to the boxes and arrange for overnight storage. At no time will the ballot boxes be opened during the election.
6. There will be one polling station, located in the University Center;
7. The polling hours will be 11:00 a.m. - 6:00 p.m.
8. Poll workers can in no way can express opinions or give information regarding candidates or slates.
9. All candidates or slates are allowed to employ one poll watcher. The Elections Committee must be notified prior to the poll watcher sitting by the polls. The poll watcher cannot in any way influence the voters or attempt to encourage the people to vote.
10. The Elections Committee reserves the right to make any additional procedure prior to the election, as long as all candidates are notified in writing before the opening of the polls on the first day.
11. WSG will provide a secure and private location, in which voters may cast their ballot.

10.9 Ballot Counting

A. Online E-Ballot Counting

1. Only voting members of the Elections Committee, the WSG Advisor, and one representative from each candidate or slate, will be allowed in the e-ballot counting room. Candidates and slates will not be allowed in the e-ballot counting room.
2. All election results will be presented to the Elections Committee by the Elections Chair, Vice Chair, and the WSG Advisor. No results shall be viewed until the elections are closed.
3. No one with access to the ballot counting room will be allowed to distribute partial results.
4. A candidate or slate may request an online contingency election within 24 hours following the posting of the unofficial results. The Senate cannot approve the results if a contingency election has been requested.
5. In the event of a tie between candidates or slates, all elected members of WSG will vote to determine the winner of the tie.
6. Unofficial results will be posted in the WSG office within 1 hour following the counting of the ballots. Official results will be published following approval of the Senate.

B. Paper Ballot Counting

1. Only voting members of the Elections Committee, the WSG Advisor, and one representative from each candidate or slate, will be allowed in the ballot counting room. Candidates and slates will not be allowed in the ballot counting room.
2. The ballots and violations will be held in locked boxes for at least two weeks following the counting of the ballots. In case of an appeal or recount, the boxes will be held until the dispute is settled.

- C. No one with access to the ballot counting room will be allowed to distribute partial results.
- 3. A candidate or slate may request a recount within seven calendar days following the election. The Senate cannot approve the results if a recount has been requested.
- 4. In the event of a tie between candidates or slates, all elected members of WSG will vote to determine the winner of the tie.
- 5. Unofficial results will be posted in the WSG office the day following the counting of the ballots. Official results will be published following approval of the Senate.

10.10 Appeal Process

- A. A candidate or slate may file an appeal in writing, presented to the Speaker of the Senate, before the next Senate meeting to dispute a decision of the Elections Committee. The appeal will be heard at the next Senate meeting.
- B. It will take a two-thirds vote of the Senate to overturn a decision of the Elections Committee.

10.11 Absentee Voting

If an individual finds it impossible to vote on the days specified, an absentee ballot may be picked up from the WSG office, with the Elections Committee chair's signature as validation. An absentee ballot may be picked up until 4:00 p.m. the day before the first day of the election.

10.12 Staffing of the Paper Ballot Polls

- A. All Senators and Executive Board members are required to sit at the polls for at least four hours.
- B. Two weeks prior to an election, a poll-sitting sign up sheet will be distributed by the Elections Committee chair at the regularly scheduled Senate meeting.
- C. All WSG members may not sit at a poll in a district in which they are on the ballot.
- D. Within two calendar days following an election, the Elections Committee chair will submit, in writing, to the sergeant at arms, violations by WSG members regarding failure to sit polling hours.
- E. At the polls, Elections Committee members can excuse WSG members from their polling hours, provided that there is adequate coverage.

10.13 Referenda

- A. Referenda will be placed on the ballot by a majority vote of the Senate.
- B. Removal of Senate referenda from the ballot requires a two-thirds vote of the Senate.
- C. The exact wording of referenda will be as approved by the Senate.
- D. All referenda must pass by a two-thirds vote unless otherwise specified by the WSG.
- E. Any referenda which would require an increase in tuition will require a three-fourths vote.
- F. Any referenda which would approve UW-Whitewater rejoining United Council will require a four-fifths vote.

10.14 Amendments to Section 10

Section 10 of these Standing Rules may not be changed or deleted once election papers, forms, and rules have been made available to candidates. The only exception is by a four-fifths vote of the Senate to suspend these Standing Rules, and with written notification to all candidates or slates of the date when the Senate will hear the proposed change.

Section 11: Effective Date

These Standing Rules were written on the 31st day of August in the year 2010.

Appendix A: Senate Meeting Agenda

Whitewater Student Government
XX Session of Senate
UC South Commons – 7:00 P.M.
Monday, (month, day), 20XX

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda and Minutes
- V. Special Orders
 - A. Appointments
 - B. Oath of Office
- VI. Student Issues and Concerns
- VII. Reports
 - A. Executive Board
 - 1. President
 - 2. Vice President
 - 3. Academic Affairs
 - 4. Legislative Affairs
 - 5. Public Relations
 - 6. Student Affairs
 - 7. Internal Affairs
 - 8. WSG Advisor(s)
 - B. Senate Officers
 - 1. Speaker
 - 2. Parliamentarian
 - 3. Secretary
 - 4. Sergeant-At-Arms
 - C. Committee Reports
- VIII. Unfinished Business
- IX. New Business
- X. Issues
- XI. Announcements
- XII. Adjournment

Appendix B: Oath of Office

Part I: Senator Oath of Office

Speaker:

“-----, you have been chosen by the students of the University of Wisconsin-Whitewater as a Senator on this student government. Understanding that you have been chosen to perform such an active and important role; do you accept the position of Senator and all of the responsibilities, duties, and privileges that it will include? If so, say ‘I (we) will to the best of my (our) ability.’”

Senator(s):

“I (we) will to the best of my (our) ability.”

Speaker:

“Repeat after me: I, (state your name), do solemnly swear (repeat), to fulfill the obligations and responsibilities of my office (repeat); to be knowledgeable of (repeat) and uphold the WSG Constitution (repeat), the WSG Standing Rules, (repeat) and university policies (repeat), to the best of my ability (repeat).”

Speaker:

“Congratulations, it is my pleasure to introduce the newest member(s) of the Whitewater Student Government.”

Part II: Senate Officer(s) Oath of Office

<Insert Administrator>

“-----, you have been elected by the Senate of Whitewater Student Government to serve as (insert position here). Understanding that you have been chosen to perform such an active and important role; do you accept the position of Senator and all of the responsibilities, duties, and privileges that it will include? If so, say ‘I (we) will to the best of my (our) ability.’”

Senator(s):

“I (we) will to the best of my (our) ability.”

<Insert Administrator>

“Repeat after me: I, (state your name), do solemnly swear (repeat), to fulfill the obligations and responsibilities of my office (repeat); to be knowledgeable of (repeat) and uphold the WSG Constitution (repeat), the WSG Standing Rules, (repeat) and university policies (repeat), to the best of my ability (repeat).”

<Insert Administrator>

“Congratulations, it is my pleasure to introduce the new (insert position here) of the Whitewater Student Government.”

Part III: Executive Director(s) Oath of Office

President:

“-----, you have been appointed by this body as (insert position here) for the University of Wisconsin-Whitewater Student Government. Do you accept this position and all of the responsibilities, duties, and privileges that it will include? If so, say ‘I do.’”

Executive:

“I do.”

President:

“Repeat after me: I, (state your name), do solemnly swear (repeat), to fulfill the obligations and responsibilities of my office (repeat); to be knowledgeable of (repeat) and uphold the WSG Constitution (repeat), the WSG Standing Rules, (repeat) and university policies (repeat), to the best of my ability (repeat).”

President:

“Congratulations, it is my pleasure to introduce the newest member of the Executive board of Whitewater Student Government.”

Part IV: President and Vice President Oath of Office

<Insert Administrator>

“-----, you have been elected by the student body as President for the University of Wisconsin-Whitewater Student Government. Do you accept this position and all of the responsibilities, duties, and privileged that it will include? If so, say ‘I do.’”

President:

“I do”

<Insert Administrator>

“-----, you have been elected by the student body as Vice-President for the University of Wisconsin-Whitewater Student Government. Do you accept this position and all of the responsibilities, duties, and privileged that it will include? If so, say ‘I do.’”

Vice-President:

“I do.”

<Insert Administrator>

“Repeat after me: I, (state your name), do solemnly swear (repeat), to fulfill the obligations and responsibilities of my office (repeat); to be knowledgeable of and uphold the WSG Constitution, the WSG Standing Rules, and university policies (repeat), to the best of my ability (repeat).”