JOHNS HOPKINS STUDENT GOVERNMENT ASSOCIATION (SGA)
BYLAWS OF THE POLICY RESEARCH AND DEVELOPMENT COMMISSION

~

OFFICE OF THE VICE PRESIDENT, Mehak Ali
March 3, 2020

A. Organization
    a. Leadership
        i. Like the Student Activities Commission (SAC) and Communications and Marketing Commission (CMC), the Policy Research & Development Commission (PRDC) shall function as an agency of the Executive Branch.
        ii. The PRDC shall be chaired by the Executive Vice President and housed in the Office of the Executive Vice President.
        iii. The PRDC will be co-chaired by one member of the PRDC chosen by the Executive Vice President, who will help head all PRDC meetings and act as a liaison between the Executive Vice President and general PRDC members. The Co-Chair will be referred to as the PRDC Director.
    b. The PRDC shall be composed of, at minimum, five members in addition to the Executive Vice President.
    c. The title of each member of the PRDC shall be: "Policy Advisor."
        i. At the discretion of the Executive Vice President, the title of a PRDC member may be amended to "Senior Policy Advisor" if said member has a specific portfolio of issues on which they are uniquely capable, experienced, or qualified.
            1. Example: *Jay Blue (WSE '18), Senior Policy Advisor for Institutional Equity*
    d. Faculty Advisory Board
        i. The Executive Vice President may request qualified faculty of the University to serve as members of the PRDC Faculty Advisory Board.
B. Selection of Members
    a. The Executive Vice President shall solicit potential members for the PRDC through an application process on Hopkins Groups. In consultation with, at minimum, the SGA Executive Board and the SGA Committee Chairs, the Executive Vice President shall select final nominees.
    b. Final nominees shall be presented to the Senate for final approval. Nominees shall require a ⅔ supermajority to be confirmed as PRDC members.
    c. The Executive Vice President may automatically appoint former members of the SGA Senate or Executive Board to the PRDC as Senior Policy Advisors.
C. Dismissal of Members
    a. Dismissal of members can be recommended to the senate by any senate or executive member, followed by a 2/3 approval of the Senate, after the case is presented in GBM.
D. Purview of Commission and Commission Members
    a. The members of the PRDC, with the exception of the Executive Vice President, shall serve one-year terms beginning from the date of their Senate confirmation.
    b. The PRDC and its members shall be authorized with the following rights and responsibilities:

i. The ability to conduct research into any issue affecting the student body, as requested by either another organ or officer of the SGA, or as directed by the PRDC itself.
ii. The ability to make reports to the Senate and other organs of the SGA based on research conducted under the auspices of the PRDC.
iii. The requirement to create, produce and publish at least 2 policy reports per semester.
iv. The ability to send its formal reports to the University administration.
    1. Reports may only include a recommended course of action <u>if and only if</u> the recommended course of action has been formally endorsed by the Senate through motion or formal resolution.
    2. Reports including only data, research, and analysis may be submitted directly to the University administration through the Executive Vice President, provided that the Executive Vice President informs the Senate of his or her intentions in a timely manner. These reports may not include a recommended course of action unless authorized by the terms above.
v. The requirement to submit a monthly activity report to the Senate.

E. Service to and Collaboration with Additional SGA Organs
    a. The Senate, its subsidiary committees and class councils, the Student Activities Commission, the Communications and Marketing Commission, the Judiciary, and the Committee on Student Elections may request that the PRDC conducts research on an issue on their behalf.
    b. To the entities identified in the directly preceding clause, the PRDC may use (but is not limited) to research tools such as:
        i. Articles obtained from accredited academic institutions or publications
        ii. Government reports or publications
        iii. Documents in the JHU Sheridan Libraries Special Collections and Archives
        iv. Computer code (Java, C, C+, Python, R, MatLab, etc.)
        v. ArcGIS
        vi. Stata
        vii. SPSS
        viii. ERDAS
        ix. ENVI
F. Service to and Collaboration with JHU Student Organizations
    a. Undergraduate student organizations may request the aid of the PRDC in conducting policy research, development, and statistical analysis in their own activities.
    b. The PRDC is expected to prioritize reports requested by the SGA, then focus on reports for student organizations.
G. Expectations of Commission and Commission Members
    a. In building its reports, the PRDC is expected to adhere to the Academic Ethics Code. Infractions of the Ethics Code, though not academic in this instance and thus not prosecutable through the Ethics Board, will result in the removal of the infracting member from the PRDC. The Executive Vice President shall be

responsible for evaluating whether a PRDC member has violated the Ethics Code in building a report.

H. Intellectual Property of Commission Reports
    a. PRDC reports shall be the intellectual property of the SGA. However, PRDC members may show PRDC reports to JHU non-affiliates, provided that they clearly indicate which parts of a report were of their own writing or contribution.