phone

76th Senate

Winter Session

S.B. 26J

Bill Type: Bylaws Change
Fiscal Impact:
~~$-900-0/Year~~
$1,200-2,400/Year
$6,000/Year

A Bill To Update The Legal Code of Liaison Committee

A bill, brought by **Senator Mira Than** and joined by **Senator Eemaan Wahidullah,** to update the Legal Code of the Associated Students Senate Liaison Committee

WHEREAS: The current structure of the Liaison Committee asks for the management of roughly forty BCUs between seven Senators; and,

WHEREAS: Liaison Committee is also asked to oversee and connect with other entities, such as staff and executive offices, with a myriad of duties outlined, not being legally feasible due to federal compliance; and,

WHEREAS: If Senators do not do their job, other committee members become burdened with an untenable amount of work; and,

WHEREAS: Certain duties can only be relegated to Senators due to the knowledge developed in the Senate;

THEREFORE, BE IT ENACTED by the Associated Students in the 76th Senate assembled that the following amendments will go into effect in the Bylaws of the AS Legal Code under Article VI, Standing Committees, Section 12:

SECTION 12. LIAISON COMMITTEE

A. Charge of the Committee:

Shall primarily oversee all Senate activities regarding the ability of the Association to complete its objectives. This includes, but is not limited to, matters pertaining to Boards, Commissions, and Units, as well as Human Resources, Auditing, Organization, and Management, while keeping in line with UC, state, and federal policies and procedures. Furthermore, the Committee will review the legal code and, considering the input of relevant parties, make recommendations to the Senate on needed legislation, as well as review and provide recommendations on Constitutional and By-Laws legislation proposed by the Senate. It will also oversee all matters regarding procedure, such as appointments, selection processes, and discussion rules for legislation. The Committee shall serve as an oversight and coordination body for all BCU engagement conducted by the Senate, rather than serving as the sole liaison. The Committee shall maintain centralized systems, documentation, and communication structures to support effective engagement between Senators and BCUs.

B. Voting Membership:
    a. Chair (Senator)
    b. Vice-Chair (Senator)
    c. ~~Five~~ Four(~~5~~4) Senators
    d. ~~Three~~ One (~~3~~1) Student~~s~~ at Large
    e. ~~Two to Three (2-3)~~ Five (5) Department Chairs
        i. ~~Department Chairs will be rotated out on a quarterly basis to ensure fair and balanced representation.~~
        ii. ~~Applications for new Department Chairs will begin by Week 7 of each Summer, Fall, and Winter quarters for the following quarter, in which the Committee on Committees will develop and initiate the hiring process.~~
    f. ~~Two (2)~~ Three to Four (3-4) Members of any BCU who are not also Senators
        i. BCU Representatives will be rotated out on a quarterly basis to ensure fair and balanced representation of all Board, Commissions, and Units
        ii. BCU Representatives shall be selected to ensure diverse representation across Boards, Commissions, and Units, with a priority given to historically underrepresented and highly impacted BCUs.
            1. Applications for new BCU Representatives will begin by Week 8 of each Summer, Fall, and Winter quarters for the following quarter.
            2. Each BCU representative must be from a different BCU and may not repeat within the academic year unless no other suitable representative exists.

C. Non-Voting Membership:
    a. The Internal Vice President

D. Duties and Powers of the Committee:
    a. To review all ~~main motions~~ matters introduced in the Senate related to the following~~ matters~~, to monitor the developments of these matters, and to propose ~~main motions~~ legislation or other modes of action as necessary related to these matters.
        i. Changes to the Constitution, Bylaws, or Policies of the Association.
        ii. The governance of the Association or any entities there~~fore~~of.
        ~~iii. Procurement authority (see section 10 below.~~
    ~~b. Trainings conducted via the Learning Management System (LMS), and the maintenance of any training conducted through these means~~
    ~~c. Maintains the Standing Rules for parliamentary procedure.~~
        ~~i. With cooperation from the Parliamentarian, the Committee will maintain a document that keeps all standing rules relevant to the running of the meeting.~~
            ~~1. Motions pertaining to Standing Rules require a 50% +1 to pass.~~

~~d. Assist the Assistant Director of Governmental Affairs in maintaining the bill book and legislation tracker.~~

e. Maintain the Omnibus Legal Adjustments Bill
    i. Omnibus Legal Adjustments will be sponsored by the chair of all ~~proposed amendments to legal code noted with the initials of each consenting chair of any~~ BCUs that requests changes to their legal code or operational status in A.S. Legal Code.
    ii. The Omnibus Legal Adjustments Bill will be, at the latest, introduced Week 8 of each quarter, for passage by Week 9.

f. Will introduce rapid legal code changes if necessary for the continued and convenient operation of BCU's or other entities that require said services.

g. Will meet with all BCU's at least once per quarter.
    i. In an order determined by the chair, the Committee will invite BCU's to the Committee meeting, or send liaisons to a BCU meeting, and will guarantee an open line of communication for every BCU in the Association.
    ii. If BCU's are unable to meet, a reasonable line of communication (e.g. small threads, shared contact sheets, liaison attendance, etc) must be established between the Liaison Committee and its stakeholders.

~~h. Will maintain authority over discussion related to procurement activity.~~
    ~~i. If procurement is discussed in the Senate or Committee meeting, the Liaison Committee will collaborate with A.S. Finance and Business Committee and A.S. Administration Committee to select one (1) Senator and one (1) Student-at-Large from each standing committee (Liaison, Finance, Negotiation, and Advocate to attend A.S. Administration Meetings when discussing issues regarding procurement.~~
        ~~1. It shall be the responsibility of each of the above selected senators and students-at-large to create a bi-monthly report on the relevant information and updates discussed during A.S. Administration Meetings to distribute to all BCU chairs at least 24 hours before the following Senate meeting.~~
        ~~2. If in the event of procurement authority deviates from its original structure, it shall be the duty of both the Liaison Committee and A.S. Finance Committee to work together, and advise administrative and A.S. related entities.~~
        ~~3. When discussing issues related to procurement authority, the non-voting Membership of the Committee shall be expanded to include:~~
            ~~a. Director of Technical Assistance and Internal Operations~~
            ~~b. Director of Procurement Services~~
            ~~c. Chancellor of UC Santa Barbara~~
            ~~d. Acting Assistant Chancellor for the Office of Budget and Planning~~
            ~~e. Vice Chancellor of Student Affairs~~
            ~~f. Chairs of any A.S. Boards, Commissions, and Units~~
            ~~g. USSA Representative~~
            ~~h. Attorney General~~
            ~~i. Chief Financial Officer~~
        ~~4. When discussing issues or policies related to procurement authority, the Voting Membership of the Committee shall be expanded to include:~~
            ~~a. Finance and Business Chair~~
            ~~b. Finance and Business Vice-Chair~~
            ~~c. One (1) Senator~~
            ~~d. Five (5) Financial Officers~~

5. ~~When discussing the implementation of new procurement policies and procedures, the authority of decision-making shall fall under the jurisdiction of the Finance Committee.~~

i. Will maintain and operate a centralized "Liaison Master Document System," including but not limited to contact sheets, communication logs, meeting records, event trackers, funding coordination sheets, and reporting templates. The implementation and upkeep of this system annually will be facilitated by staff.

j. Will standardize and enforce the use of templates for BCU engagement, including weekly check-ins, quarterly reports, and outreach tracking.

k. The Committee shall implement a structured accountability system, including warnings and strikes, for failure to meet liaison expectations such as communication, attendance, and reporting.

l. The Committee may coordinate and support monthly mixers or engagement events between the Senate and BCUs to strengthen collaboration, community, and transparency.

~~m. Meetings of the Committee shall be held in accessible or public-facing spaces whenever feasible to encourage BCU participation and visibility.~~

n. The Committee shall provide quarterly reports to the Senate summarizing BCU engagement, concerns, and progress of liaison systems.

o. The Liaison Committee shall ensure Policy 39 is followed by administering a quarterly feedback process regarding associated students career Staff who directly advise, oversee, support, or regularly work with Boards, Commission, and Units, following the deadlines.

i. The Liaison Committee shall regularly maintain the feedback form.

ii. In order to ensure proper feedback, the Liaison Committee shall publicly announce the Career staff of each AS entity, along with their contact information and office location, at the beginning of the school year in an email.

iii. The Liaison Committee shall make a good faith effort to collaborate with relevant organizations such as the Committee on Committees, Office of the President, Executive Director, as necessary, to carry out this responsibility.

iv. Honoraria shall be withheld from the Liaison Committee Chair(s) until the successful reporting of the survey results, which shall be overseen by the Director of Accountability of the Office of the Internal Vice President.

E. Structure of BCU Liaisonship

a. The Chair will facilitate the structure of assigning BCUs to Senators. This process must include discussions with each individual BCU's leadership about whether they would like a specific Senator, as well as the reasoning behind it, to ensure the integrity of the Conflict of Interest as enumerated in the Legal Code.

b. The Liaison Committee has the power to assess the efficacy of a Senator's liaison to their assigned BCU.

c. The decided Senate Liaison for the year is considered an ex-officio board member of the BCU, they are the liaison to, and hold the right and obligation to attend their assigned BCU meetings.

~~d. All Senators shall serve as official liaisons to assigned BCUs and are responsible for maintaining communication, attending meetings or events, and reporting updates.~~

F. Role of Department Chairs

~~a. Each Department Chairs must be from a different BCU and may not repeat within the academic year unless no other suitable representative exists.~~

b. Department Chair reports prepared to the Senate shall include the following, as enumerated in **ARTICLE XI – ASSOCIATED STUDENTS DEPARTMENTS**, and will also be reported internally in the Liaison Committee:

i. The name of the BCU followed by each point listed below in bullet point format.

ii. Financial motions made during meetings of each department Board, Commission, or Unit

1. Financial motions reflected in the summaries shall include and are not limited to: food expenditures, events, retreats, standard budgetary expenses, funding passed for RCO sponsored programs or events, etc.
2. Upcoming events and programs
3. Vacant positions within the entity
4. Collaboration between Boards, Commissions, and Units
    a. The Department Chair report template is found here

iii. Reports shall be impartial, and informational for the student body, the President and Senate.

iv. The Department Chairs must maintain communication with the President, and shall reside on the President's Cabinet in addition to Liaison Committee roles.