Senate

of the

Student Government Association

of

The Johns Hopkins University

{ *S. Bill. 19-20, XX* }

A Bylaws Amendment to Establish an SGA Work Log

Introduced by: Senator **Chanel Lee** and considered this **28th** day of **April** in the Year **2020**

Sponsored by: President **Nathan Mudrak** of the **Sophomore** Class
Senator **katie Li** of the **Sophomore** Class

Referred to the Senate by **Internal Affairs** which recommends its **Passage** by a vote of **5** to **0**.

Be it enacted by the Senate of the Student Government Association of The Johns Hopkins University assembled that:

SECTION 1. TITLE.

This Act may be referred to as the "SGA Work Log Bill."

SECTION 2. DEFINITIONS

(a) SGA — The term "SGA" shall refer to the Student Government Association of The Johns Hopkins University.

(b) JHU, Hopkins — The terms "JHU" and "Hopkins" shall refer to The Johns Hopkins University.

SECTION 3. FINDINGS AND PURPOSES

(a) FINDINGS

(1) In general, non-SGA members are not aware of what legislation is being introduced and passed within SGA. Students are also unfamiliar with who is responsible for and leading certain pieces of legislation and initiatives within SGA. This is one source of disconnect that is currently not being addressed in SGA but can be easily mediated through simple measures such as a work log.

(2) The lack of communication and transparency with the student body is made more salient given that this year, meeting agendas were not posted before or after meetings in a timely manner, that SGA emails were not regularly sent out to students, and that meetings were not frequently attended by students (perhaps due to a dearth of publicity and accessibility regarding meetings).

(3) Creating an SGA-wide work log can serve as one way to better communicate what endeavors SGA is working on and implementing to the student body.

(4) A similar, but more comprehensive, database can be observed on Congress.gov. The search box allows users to look up legislation, members, and committee reports, among other categories.

(5) An example SGA work log was created in March [link]. Compiling a work log does not have to be a rigorous or time-consuming undertaking, especially if it is updated regularly and if all SGA members contribute to it.

(b) PURPOSES

(1) This act establishes that an SGA work log will be created at the start of every school year, regularly updated, and maintained through the year. This SGA work log shall be made accessible on the SGA website. It will be the responsibility of the Executive Secretary of SGA to ensure that the work log is updated and filled out throughout the year.

(2) It is not required that the Executive Secretary of SGA fill out the entire work log (as individual members can contribute to it), but it will be their responsibility to make sure that the work log is regularly updated and completed.

(3) An SGA work log will allow non-SGA students to see what type of legislation is being introduced and passed by which members of SGA. Students will be able to pinpoint which SGA persons they would need to contact if they wanted to obtain more information about a certain piece of legislation or initiative.

(4) This SGA work log serves as an attempt to preserve transparency and consistent communication with the student body.

SECTION 4. BYLAWS AMENDMENT

1. Article X of the Bylaws currently presents the following elements:

X. INSTITUTIONAL MEMORY

i. Records

1. Public Disclosure

1. All SGA records shall be presented to the public in an online JHBox that is accessible in less than 2 clicks from

the SGA website homepage or 4 clicks from the SGA's social media pages.
a. Any SGA document deliberated in the public sphere – legislation, minutes, and working documents – shall be placed into JHBox within a week of creation.

ii. Freedom of Information
1. Any JHU undergraduate's request for SGA information sent to Hopkins Groups or the SGA website shall be honored within a week of request, and if information cannot be provided, a legitimate legal, or personal privacy-related reason shall be provided in writing. Denied requests may be appealed to the Judiciary. All requests, fulfilled or denied, shall be listed in the SGA public records.

iii. Longevity
1. At the end of every academic year, the Internal Affairs Committee shall store all of SGA's digital records for protection in a secondary technological archive. The records shall be housed in the SGA Office.

ii. Minutes
1. Minutes shall, at the very least, always include the following:
i. The date, time, and location of a meeting.
ii. Those present at and absent from a SGA meeting, including whether the absence is excused or unexcused.
iii. Any guests in attendance at the meeting.
iv. The matters discussed in a meeting.
v. The main ideas discussed within each matter.
vi. The major points or motions raised during the meeting.
vii. All votes made during the meeting, conditional upon a final bill vote being executed by roll call, each senator's vote will be recorded.
2. Minutes shall be made available to the Executive Secretary no later than a week from the meeting at which they were recorded. Failure to send minutes shall be noted on the SGA website.

2. Proposed amendment of Article X of the Bylaws would read as follows:

X. INSTITUTIONAL MEMORY

i. Records
1. Public Disclosure
1. All SGA records shall be presented to the public in an online JHBox that is accessible in less than 2 clicks from the SGA website homepage or 4 clicks from the SGA's social media pages.
a. Any SGA document deliberated in the public sphere – legislation, minutes, and working documents –

shall be placed into JHBox within a week of creation.

ii. Freedom of Information
    1. Any JHU undergraduate's request for SGA information sent to Hopkins Groups or the SGA website shall be honored within a week of request, and if information cannot be provided, a legitimate legal, or personal privacy-related reason shall be provided in writing. Denied requests may be appealed to the Judiciary. All requests, fulfilled or denied, shall be listed in the SGA public records.

iii. Longevity
    1. At the end of every academic year, the Internal Affairs Committee shall store all of SGA's digital records for protection in a secondary technological archive. The records shall be housed in the SGA Office.

ii. Minutes
    1. Minutes shall, at the very least, always include the following:
        i. The date, time, and location of a meeting.
        ii. Those present at and absent from a SGA meeting, including whether the absence is excused or unexcused.
        iii. Any guests in attendance at the meeting.
        iv. The matters discussed in a meeting.
        v. The main ideas discussed within each matter.
        vi. The major points or motions raised during the meeting.
        vii. All votes made during the meeting, conditional upon a final bill vote being executed by roll call, each senator's vote will be recorded.
    2. Minutes shall be made available to the Executive Secretary no later than a week from the meeting at which they were recorded. Failure to send minutes shall be noted on the SGA website.

iii. Work Log
    1. An SGA work log shall be created at the beginning of the school year, no later than the first General Body Meeting, by the Executive Secretary of SGA. The SGA work log shall be made accessible on the SGA website.
    2. It shall be the responsibility of the Executive Secretary to ensure that the work log is continually updated by SGA members and posted on the SGA website. It is encouraged that individual SGA members fill out the log.
    3. The SGA work log shall compile all the legislation, non-legislative projects, roles, and responsibilities of individual SGA members.
    4. An example SGA work log was created in March [link]. This format can be used as a template.

SECTION 5. SEVERABILITY

Should any provision of this Act, an amendment made by this Act, or the application of such provision or amendment to any person or circumstance is held to be unconstitutional, the

remainder of this Act, the amendments made by this Act, and the application of such provision or amendment to any person or circumstances shall not be affected thereby.

THE BILL HEREBY **PASSES** BY A VOTE OF **19** TO **0** WITH **0** ABSTENTIONS.

UPON PASSAGE, WE HAVE HEREUNTO SET OUR HANDS AND CAUSED THE SEAL OF THE SENATE TO BE AFFIXED TO THIS BILL INDICATING THE SENATE'S ASSENT AND THUS OFFICIALLY DESIGNATED THE BILL'S ADOPTION AS LAW.

Signatures of Enactment:

_____
Dean Chien
President of the Senate

_____
Mehak Ali
Executive Vice President of the Johns Hopkins SGA

_____
Pritika Parmar
Executive Secretary of the Johns Hopkins SGA

_____
Eric Armstrong
Executive Treasurer of the Johns Hopkins SGA

Signatures of Ceremony:

_____
Chanel Lee
Senator of the Senior Class Council
Chair of the Health, Safety, and Sustainability Committee

Co-Sponsor Name(s) Here
Co-Sponsor Position(s) Here