Senate

of the

Student Government Association

of

The Johns Hopkins University

{ S. Bill. 21-22, 01 }

AN ACT ESTABLISHING THE 2021-2022 LEGISLATIVE SESSION RULES

INTRODUCED BY: EXECUTIVE PRESIDENT **MEHAK ALI**,
EXECUTIVE VICE PRESIDENT **BREANNA SOLDATELLI**,
EXECUTIVE TREASURER **KAREN HE**,
EXECUTIVE SECRETARY **ELAINA REGIER**, AND
CONSIDERED THIS **27**TH DAY OF **APRIL** IN THE YEAR **2021**

SPONSORED BY: **WAIVED**

REFERRED TO THE SENATE BY THE **WAIVED** WHICH RECOMMENDS ITS **N/A** BY A VOTE OF **N/A** TO **N/A**.

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 "2021-2022 Rules Bill," or the "Rules 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) Per Article IV Section 2 of the SGA Constitution, the Senate shall pass an annual Rules Bill to govern special rules of each session.

(2) Per Article IV Section 3 of the SGA Constitution, the annual Rules Bill specifies the process by which an "unexcused" or "excused" absence will be determined by the Vice President.

(b) PURPOSES

(1) This act delineates terms to satisfy the aforementioned preconditions.

SECTION 4. SPECIAL MEETING RULES.

(a) Automatic and Pending Presence on the Agenda

a. To be listed on the agenda as *automatic* new business for a given week's General Body Meeting, where automatic business is brought to the floor without deliberation on whether to do so, all material shall be sent to the Executive Vice President by the Monday immediately preceding the General Body Meeting by no later than 12:00 PM EST.

b. To be listed on the agenda as *pending* new business for a given week's General Body Meeting, where *pending* business requires a motion to be brought to the floor (otherwise it is skipped), all material shall be sent to the Executive Vice President by the Tuesday of the General Body Meeting by no later than 7:00 PM EST.

c. Per the VP's discretion, if the agenda does not have many items, new items can be added as automatic business up to Tuesday 7pm if the VP determines that the material to be added is necessary.

(b) Distribution of the Agenda and Minutes

a. The Executive Secretary shall send a given week's General Body Meeting Agenda by the Monday immediately preceding the General Body Meeting by no later than 12:00 PM EST.

b. The Executive Secretary shall send each week's General Body Meeting Minutes to the Senate by Thursday at 11:59 PM EST, and shall post each week's General Body Meeting Minutes to the SGA website and online repository mechanism by the same time.

(c) Technology

a. This section shall apply to in-person meetings only.

b. If intending to use an electronic device during a General Body Meeting, an SGA member must inform and be granted permission by the Executive Vice President to do so.

c. The Executive Vice President shall only grant use of electronic devices during General Body Meetings for the purpose of viewing legislation, presentations, or otherwise contributing to the efficiency of the Senate.

d. The use of electronic devices to detract from the focus of General Body Meetings - including but not limited to: social media usage, texting, web surfing and shopping -

shall be prohibited. Electronic devices used for these prohibited purposes will be confiscated by the Executive President and returned at the end of the General Body Meeting.

(d) Food and Drink
   a. The consumption of food and drink during General Body Meetings shall be limited to quiet consumption that does not exceed or impact the volume of discussion in the room.
   b. The consumption of food and drink should never occur during presentations, especially those presentations from individuals or groups who are not members of SGA.

(e) Email
   a. By precedent, the Executive Board shall write and send an email to the student body each month through the sga@jhu.edu email that provides updates on the SGA's work. This email will include attachments of policy passed during General Body Meetings.
      i. The Senate shall have the right to review the email before it is sent out in order to ensure accurate and fair portrayal of SGA's work.
   b. The Executive Board shall have access to the sga@jhu.edu email account so as to more efficiently process inquiries in their realms that are directed to the email's inbox.
      i. The Executive Board shall forward committee specific and class-specific emails received at sga@jhu.edu to the respective class council email or committee chair email.
   c. Class Presidents shall have access to their class email account and list serv.
   d. The singular administrator of each email account shall be required to ensure that their colleagues have access to their email account. Failure to ensure equitable access or deliberate evasion of equitable access may be considered dereliction of duty, and thus, grounds for impeachment.

(f) Social Media
   a. Once a month, the Executive Board shall post a Facebook update to the official SGA Facebook page containing updates on SGA's work
      i. This shall include a list of policies passed and important (by the discretion of the executive board) meetings with administrators.

(g) Institutional Memory
   a. Transition Memos shall be due on May 1st, 2022 to the outgoing Executive Board for compilation and distribution to the incoming SGA.

SECTION 5. ABSENCES.

(h) General Body Absences
   a. The Executive Secretary should add GBMs as an event to Hopkins Groups and have a QR code for members to scan to take attendance, members should register on the Hopkins Groups website or scan the QR code to register for GBMs.
   b. Excused absences include urgent academic conflicts (exams, review sessions), medical emergencies, serious illnesses, family issues, off-campus job interviews, or other conflicts per the discretion of the Executive Vice President.
      i. With the exception of emergencies, an individual must notify the Executive Vice President and fill out this form [LINK] of an absence *before* 5:30 PM the day of GBM in order for the absence to qualify as excused.

ii. The Executive Vice President may excuse absences up to a week after-the-fact, but this practice is strongly discouraged for non-emergencies.

c. Any other reason will be considered an unexcused absence.

d. The Executive Secretary shall send a notification to Senators for every third excused absence and for every single unexcused absence.

e. The Executive Secretary shall have the responsibility of updating the general absence spreadsheet [LINK], in accordance with the attendance noted in the general body meeting minutes.

(i) Committee Absences

a. Committee chairs of all public committees shall add their meeting as an event to Hopkins Groups and have a QR code for members to scan to take attendance, members should register on the Hopkins Groups website or scan the QR code to register for committee meetings.

b. The committee chair(s) shall have the responsibility of updating the general absence spreadsheet, in accordance with the attendance noted in the committee meeting minutes.

(j) Class Council Absences

a. The Class President shall have the responsibility of updating the general absence spreadsheet, in accordance with the attendance noted in the class council meeting minutes.

SECTION 6. CONFLICTS OF INTEREST.

(k) Each member of SGA shall, by the fourth week of the academic year, complete and sign a conflict of interest disclosure form, where a *conflict of interest* shall be considered to be any financial, political, or social affiliation that may affect service in the SGA.

a. The contents of the disclosure form shall be processed into the public record provided on the SGA website.

(l) For each of their conflicts of interest, each SGA member shall:

a. Refrain from voting on bills related to their conflict of interest.

b. Refrain from accepting financial, political, social, or otherwise beneficial rewards from the source of their conflict of interest.

c. Refrain from voting on behalf of the source of their conflict of interest within any SGA context, including but not limited to:

i. Currying favor for their conflict of interest, and

ii. Conducting SGA business so as to favor their conflict of interest.

SECTION 7. CLASS COUNCIL DE FACTO POSITIONS.

(m) At the first class council meeting, each class council shall vote to appoint a *de facto* minute-taker, finance manager, and social media manager to maintain their minutes, finances, and social media presence respectively.

(n) The *de facto* minute taker shall be responsible for uploading class council minutes to the google drive on a weekly basis.

(o) The *de facto* finance manager shall execute all purchase orders for the class council and shall be responsible for managing the class council's finances, including but not limited to creating and updating a spreadsheet of the class council's budget.

(p) The *de facto* social media manager shall be responsible for updating the class instagram, facebook, and website at least once a month.

SECTION 8. MEETINGS BETWEEN THE EXECUTIVE BOARD, COUNCIL PRESIDENTS AND COMMITTEE CHAIRS.

(q) In accordance with the Bylaws, the Executive Board shall host a meeting at least once a semester (per the discretion of the Vice President) or check in electronically at least once a month starting from the beginning of the academic year with all the class council presidents.

(r) The Executive Board shall host a meeting at least once a semester (per the discretion of the Vice President) or check in electronically at least once a month with all the committee chairs.

(s) Should the class president or committee chair be unable to attend the semesterly meeting, they shall appoint a member of the respective body to attend in their stead.

(t) The first 2 SGA members to read this clause and notify the Executive Vice President of this clause and the correct keyword shall receive a prize. The keyword is *Giveon.*

SECTION 9. ZOOM MEETING SPECIAL RULES.

1) Applicability
    a) This Section shall apply when SGA General Body Meetings are held over Zoom
2) Hosting
    a) The Executive Vice President shall host the Zoom Call
        i) If the Executive Vice President cannot attend the GBM, the substitute chair shall host the Zoom Call
        ii) If the Executive Vice President is present but cannot host the zoom call for any reason, the Executive President shall host the Zoom Call
    b) The host of the Zoom Call shall make the Executive Secretary, Executive President, and Executive Treasurer co-hosts to aid in moderating the Zoom Call
3) Video
    a) Non-SGA attendees of Zoom GBM meetings must have their video turned off for the duration of their time in the Zoom call unless they are speaking during the public input period.
    b) SGA members (including membership in any branch of SGA) must turn their cameras on.
        i) SGA members may leave their camera off if and only if their internet connection prohibits them from turning it on and maintaining good connectivity.
        ii) Valid excuses for having your camera off may be sent to the Executive President.
            (1) Ex. Valid excuse: My roommates are in the background and don't feel comfortable being in the scene.
            (2) Ex. Invalid Excuse: I am in another meeting. I don't like how my eyeliner looks today.
4) Audio
    a) The host of the call shall mute all meeting participants on entry and unmute SGA Senators and the exec board as they enter the call.
    b) The host of the call shall mute all participants upon the opening of the meeting
    c) The host shall change the settings of the Zoom call such that participants must be unmuted by the host and cannot unmute themselves.
    d) The host of the call shall unmute SGA members and public input participants when it is their turn to speak, and mute them when their time has allotted.

i) The chair of the meeting should provide warning 15 seconds before the speaker's time shall expire
ii) SGA members and public input participants must mute themselves after their time has allotted if they are not muted by the host of the call

5) Other administrative functions
   a) SGA members and public input participants shall mark their desire to speak by using the "raise hand" function on the participants tab of Zoom
   b) Votes shall initially be done by using the raise hand function in the participants tab. A raised hand shall indicate a yes, a private message to the VP a no, and no reaction shall indicate an abstention.
   c) Motions shall be done through traditional parli pro procedure
      i) If you would like to introduce a motion, say your motion out loud, and the VP will acknowledge said motion.
   d) To be added to the speakers list, Senators or Exec Board members may raise their hand through the raise hand function. Members of the public may raise their hands to be added to the speakers list during the public input period.
6) Security
   a) All meeting participants must use their full names when entering the zoom
      i) Meeting participants that are found to be using any alias other than their real names shall be removed from the Zoom call
      ii) Meeting participants found to be impersonating someone else shall be removed from the Zoom call
   b) The host of the meeting shall utilize Zoom's wait room function
      i) The host of the meeting shall not admit participants whom they reasonably suspect to be using a fake name
   c) The host of the meeting must admit all prospective participants that appear to be JHU students
      i) The host of the meeting may, at their discretion, decline to admit non-student or non JHU-affiliate participants
   d) The host may, at their discretion, remove any participants that are expressing "disruptive behavior"
      i) Disruptive behavior may include:
         (1) Display of inappropriate, harmful, distracting, or harassing images or videos using Zoom's video, chat or virtual background features
         (2) Loud, inappropriate, distracting, harmful, or harassing audio played using any of Zoom's features
         (3) Use of the Zoom chat function for bullying, spam, harassment, or other harmful behavior
   e) The chat function shall be used sparsely and respectfully.
      i) Questions from the public shall be private messaged to the Executive President or Executive Treasurer during debate. Questions will be raised during debate at the discretion of the recipient of the question.
      ii) Senators or Executive Board Members may use the Private Message function to notify the Executive Secretary of the need to leave the meeting early.

SECTION 10. SPECIAL FORUMS

(a) Contents of a Proposal for a Special Forum

a. The special forum should be focused on one or two particular issues, which must be briefly explained in writing on the special forum proposal to be considered by the SGA Senate.
b. For a special forum proposal to become eligible for vote by the SGA Senate, a student must receive at minimum 50 JHU Undergraduate student signatures and submit the completed form to any elected member of the SGA Senate to be voted upon at the next SGA General Body Meeting.
c. Any JHU student wishing to submit a proposal may obtain signatures from any other JHU student in the freshman, sophomore, junior or senior class.
d. Material Incentives (including but not limited to drugs, alcohol, and confections) may not be used to collect signatures. This definition may be expanded at the full discretion of the SGA Senate.

(b) Submitting a Proposal for a Special Forum
a. The Special Forum Proposal form may be submitted by any student to any elected member of the SGA Senate. See the paper proposal form here. An online version of the form can be found here.
b. Eligibility to submit a proposal for a special forum is not inherently statutorily restricted on the basis of Senate membership.
c. A proposal for a special forum should be presented to the Executive Vice President to be voted upon by the Senate at the next general body meeting.

(c) Confirming a Proposal
a. Upon a ¾ majority in the SGA Senate a special forum will be convened within a reasonable timeframe, with the exact date and location of the forum to be decided within one week. All reasonable induced costs will be covered by SGA.
b. Any student that submits an eligible proposal may choose to present their chosen topic at the SGA Senate General Body Meeting where their particular proposal is being voted upon. They will be given at minimum five minutes to present.

(d) Special Forum Attendance
a. In the event that a proposal to convene a Special Forum is confirmed by the SGA Senate, an invite list is to be compiled by the Student Services Committee and voted upon by the SGA Senate. A simple majority is required before any invitations can be sent to potential attendees.
b. The following individuals are required to attend an SGA Forum in the event that a proposal is accepted:
    i. The Executive Board of SGA (Executive President, Executive Vice President, Executive Secretary, Executive Treasurer)
    ii. At least two members of the SGA Senate from each class (Freshman, Sophomores, Juniors, and Seniors)
c. It is also recommended that the following be invited to the event, however this list is not comprehensive and may be expanded or contracted at the full discretion of the SGA Senate.
    i. Any JHU faculty, staff or administrators in departments/positions relevant to the issue being discussed, or JHU faculty, staff, or administrators that show an interest in attending the special forum. Faculty could be contacted through the Homewood Faculty Assembly.
    ii. Any community members whose invite is confirmed by a ⅔ majority in the SGA Senate that would provide a meaningful

viewpoint on the particular issue being discussed at the Special Forum.

d. The event will be advertised to the Student Body using the SGA email, however general outreach and advertisement of the special forum will be the responsibility of the Communications and Marketing Commission, as well as any other SGA members who volunteer.

(e) Special Forum Structure

a. A general agenda for the proceedings of a special forum, to be modified at the full discretion of the SGA Senate.
    i. The Special Forum should be held in a space that can hold at minimum 75 attendees.
    ii. The Special Forum should begin with an introduction by one of the SGA attendees as well as the individual who originally submitted the proposal, if possible. The speaker(s) will provide a general overview of the issue to be discussed.
    iii. Any guests that are invited to the event will then be introduced and given the chance to speak on the issue at hand.
    iv. The SGA Senate members will then each be given time to speak on the issue, including any potential solutions or progress they've made in solving the issue. Each member is not required to speak, however there should be time allotted for each member. During this time Senate members should attempt to follow parliamentary procedure, with the SGA Executive Board member acting as moderator. Guests can also pose questions and rebut statements made by SGA members.
    v. After this discussion among SGA members and guests, the student body will be given the chance to ask questions to any of the SGA members and/or guests.
    vi. Following this question and answer session, the SGA Executive Board Member will close the Special Forum, and the required attendees will be free to leave. However it is recommended that SGA members and guests stay to talk in smaller groups among students.

SECTION 11. 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 be held to be unconstitutional or , 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 **20** 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:

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Mehak Ali
Executive President of the Johns Hopkins SGA

_____

Breanna Soldatelli
President of the Senate
Executive Vice President of the Johns Hopkins SGA

_____

Elaina Regier
Executive Secretary of the Johns Hopkins SGA

_____

Karen He
Executive Treasurer of the Johns Hopkins SGA