
ASUCBL 3301: Commissions

Section 1: Establishment

- 1.1 Commissions shall be quasi-autonomous units within the ASUC that hold powers as defined in their respective charter-bylaws.
- 1.2 Commissions shall:
 - 1.2.1 Promote the general welfare of the student body in a non-partisan manner. (This shall not be construed as prohibiting commission members and staff from engaging in partisan activities in personal or other capacities.)
 - 1.2.2 Promote student participation and advocacy in areas of student concern which cannot be effectively served by other ASUC officials or bodies.
 - 1.2.3 Promote student participation and advocacy in areas of student concern which are not adequately served by the university and campus resources.
 - 1.2.4 Respond to the needs of student communities which lack other resources and which support the establishment of a commission.
 - 1.2.5 Accomplish substantive work rather than to serve as liaisons to other organizations.
 - 1.2.7 Engage and collaborate with other student organizations and ASUC units in student participation and advocacy.
 - 1.2.8 Function in a manner that is operationally and financially sustainable in the long run.
 - 1.2.9 Engage large and diverse segments of the student body, and be generally accessible to all students.
- 1.3 ASUCBL 3301 contains general guidelines on commissions and the appointment of commission members and officials. Other bylaws in the ASUCBL 3300 subseries shall contain individual charters of each commission. The ASUC shall establish new commissions by creating charter-bylaws in the ASUCBL 3300 subseries.
- 1.4 Each new commission must meet the criteria in §1.2 of this bylaw. Each commission bylaw must have an active mission statement and a long-term vision statement which establish these purposes.
- 1.5 In order to prevent general bureaucratic bloat and the disingenuous creation of commissions for the purposes of resume boosting, electioneering, and graft the ASUC shall thoroughly review proposals for new commissions and use extreme caution when creating new commissions. In order to insure the long-term success of units, the Senate should generally not create new commissions, unless a predecessor body or organization has already existed in or has been affiliated with the Association for approximately one academic year. It is recommended that an ad hoc committee with the

charge of researching and crystallizing a permanent governance structure be first created. The Senate should not create commissions which duplicate functions of other ASUC units. The Senate should not create many commissions with narrow subject matters if the student body could be better served by fewer commissions with broader subject matters.

- 1.6 There shall be two types of commissions: one-person commissions and multi-member commissions.

1.6.1 One-person commissions shall be occupied by a single person titled “Commissioner”. Such Commissioners shall have the same general responsibilities and duties as a commission chair per this bylaw.

1.6.2 Multi-member commissions shall be occupied by several members and led by either one Commission Chair or two Commission Co-Chairs.

1.6.2.1 Unless otherwise stated, the default format for commissions shall be the following: One member shall be the “commission chair” and one member shall be the “commission assistant chair. All other members shall be called “commission members” and shall have duties as described in the respective charter-bylaw.

1.6.2.2 Commissions may outline a co-chairship model in their charter if they so choose, with the following composition: One member shall be the “external commission chair” and one member shall be the “internal commission chair”. All other members shall be called “commission members” and shall have duties as described in the respective charter-bylaw.

- 1.7 The authority of a commission shall be vested entirely and exclusively in ASUC members, at least a majority of whom shall be undergraduate students. Only ASUC members may hold leadership positions in a commission. This section shall not be interpreted to prevent non-ASUC members from holding advisory positions in a commission.
- 1.8 Commissions are constituent and integral units of the Association, and thus are ultimately responsible to the Senate for their oversight and control. Commissions do not have a separate legal identity from the ASUC.
- 1.9 Commissions shall be afforded fiscal and administrative autonomy in their day-to-day operations.

Section 2: General Provisions

- 2.1 Commissions shall submit and appear for reports in accordance with ASUCBL 1108.
- 2.2 Commission chairs shall serve during a term of office of approximately one academic year. Their term office shall begin on the day following the last day of the spring semester or upon their appointment, whichever is later. Their term of office shall end

when their successor's term begins. Other commission members shall serve the same term, unless the commission's charter-bylaw provides for a different term of office.

- 2.3 Commissions shall be funded by the Senate. As direct units of the ASUC, commissions shall receive preference in the funding and space reservation processes.

- 2.3.1 Each commission shall receive a minimum amount of \$1,500 per year from the ASUC

- 2.3.1.2 Each Commission shall submit an Annual Budget and Spaces Allocation (ABSA) application to receive its subsequent fiscal budget, at the discretion of the ASUC Chief Financial Officer.

- 2.4 Commissions may apply for ASUC grants.

- 2.5 Newly appointed commission chairs shall shadow incumbents from appointment until the end of the incumbent's term. The incumbent shall provide training and transitioning guidance to the newly appointed commissioner.

- 2.6 Commissions may appoint support staff members (ASUCBL 1115). Commission staff shall not automatically be voting members of the commission.

- 2.7 Commissions shall be associated with an Executive or Appointed Officer (specified in the commission's charter-bylaw), but shall maintain functional autonomy. The respective Executive or Appointed Officer shall regularly meet with the commission chair(s) (at least twice a semester) and shall hold them accountable to the commission's charge. In the case of a multi-member commission, the respective Executive or Appointed Officer or their designee shall be an ex-officio member of the commission. The Commission shall not be considered to be part of the office of the associated Executive or Appointed Officer for the purpose of Article XII, Section 1 of the Constitution.

- 2.8 If a commission is a multi-member commission, its business meetings shall operate as if it were a general committee pursuant to ASUCBL 3401: General Committees. All commission members shall receive one vote. The commission chair may vote again to break a tie when the entire membership of the commission is equally divided. Business meetings include those where a formal vote of the commission is required to take some action.

- 2.8.1 In the case of a co-chairship, the external chair shall be the default tie-breaker, however, a commission's bylaw charter may designate alternatively to break the tie.

- 2.9 A commission chair(s) may act as if an ex officio non-voting member of the Senate or senate committees when these bodies are considering business related to their duties (including questioning relevant university administrators, ASUC officials, and other persons) and thus may introduce and sponsor motions related to their duties. The presiding officer shall invite (with reasonable notice) commission chairs to participate in such meetings.

- 2.10 Commissions shall serve as the delegated official ASUC spokespersons for their respective subject areas in accordance with ASUCBL 1116. The Senate and Executive Officers shall consult any relevant commission before taking a stance on a respective subject area. Individual members of a commission, the commission chair, and commission staff may not take stances on behalf of the commission except to the extent that they are authorized to do so by the commission.
- 2.11 Multi-member commissions shall hold business meetings no less than once every four regular Senate meetings, with the first meeting occurring before the third regular Senate meeting of each semester.
- 2.12 Every commission chair/co-chair, or their designee, shall be members of the Summit of Commission Chairs organized by the Chief Personnel Officer. At least one regular summits shall be scheduled each academic year. The purpose of the summits shall be to increase collaboration between commissions, share best practices, and discuss common problems. The summit shall function as a permanent general committee (ASUCBL 3401). The Chief Personnel Officer shall be the chair of the summit (and an ex-officio member), however the summit may elect a new chair at any time.

Section 3: Appointment of Commission Chairs

- 3.1 Unless a commission's charter-bylaw specifies an ex officio commission chair, each Commission shall have their chairship appointed through the process contained in this section.
- 3.2 The Chief Personnel Officer shall be responsible for assuring that the commission appointments process is carried out in a timely manner. Commission chairs shall be appointed during the spring semester preceding their term of office by the Senate. The Senate and Chief Personnel Officer shall be responsible for ensuring that all appointments are made before the last meeting of the spring semester.
- 3.3 Unless otherwise provided for by its respective charter-bylaw each multi-member Commission shall, by a majority vote at a business meeting, elect one person to nominate for each commission chair position. Nominations must be made and forwarded to the Senate as new business and added to the agenda by the second to last regular Senate meeting preceding academic spring recess.
 - 3.3.1 If a nomination is not produced and forwarded to the Senate as new business by the second to last Senate meeting preceding academic spring recess, or if there is an extenuating circumstance (ie. vacancy in commission chair in the summer, fall semester, etc.), then a Chair shall be appointed through the process outlined in §3.6.

- 3.4 The University & External Affairs Committee shall review the nominees for each commission chair position, solicit community input, and shall forward nominees to the Senate for final approval (or may reject it).
- 3.5 The Senate shall appoint nominated commission chairs by a two-thirds vote. This shall be considered an original main motion. If the Senate votes to not pass the motion to approve a nominee, the nominee shall be considered rejected. The Senate may immediately reject a nominee at the meeting they are introduced via the incidental motion to object to the consideration of a question.
 - 3.5.1 Nominations for the co-chairship of a commission shall be considered separately. The rejection of one nominee will not disqualify the other, unless otherwise voted upon by the Senate or the University & External Affairs Committee.
- 3.6 The commission chair(s) of all multi-member commissions which have failed to choose a nominee by the deadline specified in §3.3, all multi-member commissions which had their nominee rejected by the Senate, and all one-person commissioners shall be nominated through the following process:
 - 3.6.1 The Chief Personnel Officer shall create a centralized open recruitment process for all open commission chair positions. The Chief Communications Officer shall advertise all open positions.
 - 3.6.2 The application shall be open for at least ten days. The Chief Personnel Officer shall extend or reopen the application period on the advice of the nominating committee. After the application has closed, the Chief Personnel Officer shall forward all application materials to the members of the committee.
 - 3.6.3 The University & External Affairs Committee, with the associated Officer and the current commission chair (if not applying for reappointment) sitting as ex officio voting members, shall interview at least three applicants (or all applicants if there are fewer than three) for each position, solicit community input, and shall forward one nominees to the Senate for appointment. The chair of the committee must contact every applicant to verify receipt of their application regardless if the applicant is invited back for an interview. Nominating committee hearings shall be held in open session, per the Constitution.
 - 3.6.4 The application shall be open to all members of the Association.
 - 3.6.5 If the Senate rejects a nominee, the committee shall reconvene to select an alternative nominee from interviewed applicants, by the following regular Senate meeting. The committee may meet during a recess of the Senate to select a new nominee at the same meeting. The committee may not renominate the same person.

- 3.7 Any person who can establish that they will be eligible to hold office by the beginning of the fall semester shall be considered eligible.

Section 4: Removal & Vacancy Commission Members

- 4.1 The commission chair(s) and commission members may be removed by the Senate through the procedures in ASUCBL 1431: Vacancy & Removal of Appointed Officials.
- 4.2 The commission chair(s) and any commission member may be removed by a two-thirds vote of the membership of the commission or through any other process provided by the commission's charter-bylaw. However, the removal of the commission chair by the commission shall require approval by a majority of the Senate.
- 4.3 The Senate shall fill any vacancy in a commission chair(s) position within three regular Senate meetings. Unless the commission's charter-bylaw provides for an order of succession, the University & External Affairs Committee shall interview and nominate applicants through the process specified in §3.6. If there is an order of succession, the committee shall interview the person(s) specified by that order and may nominate them or choose to open the application to the public through the process specified in §3.6. The committee shall give special consideration to the current leadership structure of the commission and community input.
- 4.4 Unless the commission's charter-bylaw provides for an order of succession, vacancies in other commission member positions shall be filled through the original method of selection.

Section 5: Commission Members

- 5.1 Each commission's charter-bylaw shall define the specific duties and necessary qualifications of all commission members.
- 5.2 The commission's charter-bylaw may specify a term of one year or one semester for commission members.
- 5.3 Commission members shall be appointed in accordance with the commission's charter-bylaw. If no other method is provided, the commission chair shall appoint all other members.
- 5.4 The Chief Personnel Officer shall create a centralized public and equitable recruitment process for all at-large commission member positions. The Chief Communications Officer shall advertise all open positions.
- 5.5 The commission chair(s) shall submit a list of all commission members to the Senate and Chief Personnel Officer by the fourth meeting of the respective semester and upon the appointment of any further members.

Section 6: Duties of Commission Chairs

6.1 Commission Chairs shall:

- 6.1.1 Serve as chief executive and presiding officer of the commission.
- 6.1.2 Convene regular business meetings no less than once every four Senate meetings during the fall and spring semesters, with the first meeting occurring before the third regular Senate meeting of the semester.
- 6.1.3 Hire commission staff members with the consent of the commission, as needed. Staff positions (and commission seats) should be filled by the third regular Senate meeting of the fall semester.
- 6.1.4 Collaborate with the Assistant Chair or Co-Chair to execute their responsibilities.
- 6.1.5 Perform other duties in this bylaw or in the commission's charter-bylaw.

Section 7: Duties of Commission Assistant Chairs

7.1 Commission Assistant Chairs shall:

- 7.1.1 Collaborate with the Chair to execute their responsibilities.
- 7.1.2 Fulfill the responsibilities of the Chair in the interim in the event that the Chair is not able to fulfill their responsibilities.
- 7.1.3 Serve as a vice-presiding officer of the commission.
- 7.1.4 Perform other duties in this bylaw or in the commission's charter-bylaw.

Section 8: Suspension and Sunset

8.1 A commission shall be automatically be suspended if it meets any of the following criteria:

- 8.1.1 It has been without a commission chairship (or commissioner in the case of one-person commissions) for an entire semester.
- 8.1.2 It has failed to hold a business meeting for an entire semester.
- 8.1.3 It has failed to turn in a required oral and/or written report pursuant to ASUCBL 1108 for an entire semester.
- 8.1.4 The Senate finds, either by a) a two-thirds vote or b) a majority vote on the advice of both the Chief Legal Officer and the Chief Personnel Officer, that a commission is defunct.

- 8.2 No person may be appointed to a suspended commission and neither the funds nor the stipends of a suspended commission may be used.
- 8.3 A suspended commission may be reactivated by an original main motion of the Senate. The Governance & Internal Affairs Committee shall be responsible for reviewing such motions, ascertaining what lead to the past failure of the commission, determining if the student body would be better served by merging the commission with another ASUC unit, and creating a concrete plan to ensure the future success of the commission if it is to be reactivated.
- 8.4 If a commission is suspended for an entire academic year and not reactivated by the Senate, the charter-bylaw of the commission shall automatically be considered deleted from the bylaws at the beginning of the following year.
- 8.5 The Chief Legal Officer and Chief Personnel Officer shall be jointly responsible for ascertaining which commissions are suspended, which commission charter-bylaws have been automatically deleted from the bylaws, and promptly notifying the Senate of the same.
- 8.6 For the purposes of this section, an academic year shall be defined to begin on the first day of the fall semester and end on the day preceding the next fall semester.