

# **SACRAMENTO CITY COLLEGE**

## **JOINT BUDGET COMMITTEE**

### **BYLAWS**

Provisions of the Bylaws shall not be in conflict with the Constitution, School and District Policy, and applicable State and Federal Laws.

#### **Article I. Name**

**Section 1.** The name of this board shall be the Joint Budget Committee. When the name Joint Budget Committee is referenced, it shall include the 6 members of S.A.C that form the JBC. This includes the Presidents, Vice Presidents, and Treasurers of both the Clubs and Events Board and the Student Senate.

#### **Article II. Purpose**

**Section 1.** Provide a mechanism for the appropriate allocation of SAC resources. And in the context of this purpose, the Joint Budget Committee shall perform such duties as detailed in the SAC constitution.

#### **Article III. Membership**

**Section 1.** President of Student Senate: Shall act as the chair of the Joint Budget Committee.

**2.** President of the Clubs and Events Board: Shall act as the vice chair of the Joint Budget Committee.

**3.** Vice President of the Student Senate: Shall act as secretary and be responsible for taking minutes for the Joint Budget Committee. The Vice President of the Student Senate may appoint a delegate in their absence. In the event that this position is vacant, it shall be filled by appointment by the Student Senate.

**4.** Vice President of the Clubs and Events Board: Shall act as alternative secretary in the absence of the Vice President of the Student Senate and shall be responsible for taking minutes for the Joint Budget Committee. The Vice President of the Clubs and Events Board may appoint a delegate in their absence. In the event that this position is vacant, it shall be filled by appointment by the Clubs and Events Board.

**5.** Treasurer of the Student Senate: Shall oversee all J.B.C. accounts. The Treasurer of the Student Senate may appoint a delegate in their absence. In the event that this position is vacant, it shall be filled by appointment by the Student Senate.

**6.** Treasurer of the Clubs and Events Board: Shall oversee all J.B.C. accounts. The Treasurer of the Club and Events Board may appoint a delegate in their absence. In the event that this position is vacant, it shall be filled by appointment by the Clubs and Events Board.

## **Article IV. Meetings**

**Section 1.** Regularly scheduled meetings will be held monthly or as needed to conduct business. The time and date of these meetings will be set by the Student Senate President-elect within two weeks of his or her election to office and with the consultation of the Advisor. The time and date of these meetings may be changed by a majority vote. The agenda for each of these meetings shall be posted in a public and conspicuous place no less than 72 hours before the meeting. If the agenda is not posted in accordance with this time frame, the meeting may not take place.

**2.** It is also appropriate for the chair to decline to call a time to end the meeting, and may print “until finished” as the end time. In this case, any member who has documented and pressing business or academic responsibilities may leave after the above documented time. However, the meeting cannot continue without quorum, and business cannot be addressed or voted upon without a Secretary or minute-taker and the Advisor.

**3.** Special meetings may be called at any time by the chair. Also, two members of the board may request a special meeting through the chair, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated at least 24 hours in advance to all members of the board, and the public, in the form of an agenda, which must be posted in a public and conspicuous place, within that time frame.

**4.** A quorum of a majority of J.B.C members shall be present at any regular or special meeting in order for J.B.C business to be conducted.

**5.** The use of any proxy vote is not permitted for those members unable to attend any regular or special Meeting. Attendance through a simultaneously visual and auditory live medium, for example the program “Skype”™, grants absent members the ability to vote, presently, however advance notice would be needed for the appropriate preparations.

## **Article V. Meeting Decorum**

**Section 1.** All members of the Joint Budget Committee shall adhere to the following rules of decorum at all times, during meetings. Any violation of the rules may result in member accountability. In cases proper decorum is in question; the question shall be decided by the Chair’s ruling from review of the parliamentary authority.

### ***A. Sitting in a Meeting***

- i.** Full and complete attentiveness to the current business is required at all times.
- ii.** No member shall address another member of the board during meetings. All comments, motions, and statements must be addressed to the chair, directly, unless the chair directs members to respond.

- iii. Members should refrain from using the personal names of other members during meetings, and should, instead, refer to them by their titles, and may only add their last name if absolutely necessary.
- iv. All members should refrain from disturbing the assembly. Actions that are considered disturbing the assembly include whispering to other members, walking across the floor or from the room, or speaking out of turn. The chair shall determine when any action is considered a disturbance.
- v. When information is being related to the board by a guest or board member, it is expected that all sitting members remain attentive to the speaker's presentation, and save all questions until the end of the presentation, or until prompted by the chair.
- vi. Members who choose to speak before the board must be adequately prepared for their presentation, if their issue is to be acted upon.

### ***B. Public Forum***

- i. Public Forum is a segment of time set aside for the public to speak on the day's business and inform the board on students' opinion on current issues, in accordance with the Brown Act. Any other uses for this time are secondary, and may not be enforced or allowed, dependant on the chair's ruling.
- ii. When the chair announces Public Forum open, each person who addresses the J.B.C shall do so in an orderly manner. Personal, slanderous or profane remarks to any member of the Joint Budget Committee, SCC staff or general public are unacceptable. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Joint Budget Committee meeting shall, at the discretion of the chair with a majority vote of the present members, be immediately dismissed from the meeting.
- iii. Although guests may address individual members of the board, and not speak through the chair (although this should always be discouraged) board members must continue to speak only to the chair, unless permitted by the chair to do otherwise.

### ***C. Making a Motion***

- i. The member shall raise his hand and wait to be recognized by the chair, or stand up, but only one person standing at a time.
- ii. Once recognized, the member will state, "I move to..." and recite the exact action the member wishes the board to take.
- iii. The chair will then call for a second. If a second is declared by a member, stating "I second the motion," the motion will move into debate, once restated by the chair.

## **Article VI. Voting**

**Section 1.** All members of the Joint Budget Committee have the right to vote on any issue brought forward to the Joint Budget Committee for action.

**2.** A member of the Joint Budget Committee is defined as the Presidents of the Student Senate and the Clubs and Events Board, the Vice Presidents of the Student Senate and Clubs and Events Board, and the Treasurers of the Student Senate and the Clubs and Events Board.

*In voting, the following options are granted.*

**3.** Yes, Aye, In Favor; an affirmative vote. The voter is in favor of the suggested motion. No, Nay, Opposed; a negative vote. The voter is in opposition to the suggested motion. Abstain, Present, Decline; a choice not to vote. The voter refuses to vote on the issue, and will not be counted when tallying votes.

**4.** No member may question another member's vote at any time, and no member is permitted to explain or defend his or her vote in any way.

*The following options are granted for tallying votes.*

**5. Voice Vote:** The Chair calls for a vote, asking those in favor to say Yes or Aye, then asking those opposed to say No or Nay. Providing the results are conclusive, the Chair will announce which house prevails. Members are encouraged to keep their voices level during Voice Votes.

**6. Rising Vote:** Should the Voice Vote seem inconclusive, any member(s) may call a Division in the house, and the Chair must call for a new vote, asking those members in favor to rise. The Chair will count the votes and the Secretary will record them, and also do the same for the opposing votes.

**7. Roll-Call Vote:** For financial matters, this or the rising vote is required. The Secretary shall take roll again, only members will declare their votes, or reply "Present" if they decline. The Secretary will record the votes and the Chair will tally them.

**8.** The Chair is responsible for accurately tallying votes, but may delegate this duty to one other member. The assembly is to remain silent during tabulations.

## **Article VII. Parliamentary Authority**

**Section 1.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Joint Budget Committee in all cases to which they are applicable and in which they are not inconsistent with the constitution, these bylaws and school and district policy.

## **Article VIII. Attendance Code**

**Section 1.** Any member of the Joint Budget Committee, regardless of his or her position, who fails to attend two (2) regularly scheduled meetings per semester without being excused by the chair from attending, will be considered for vacancy. **The chair cannot excuse his or herself from attending meetings. The chair can only be excused by the adviser and must abide by the same rules set forth in this section.**

2. An excused absence is any absence where permission for non-attendance has been granted by the chair, dependant on the following terms:

3. The chair may verbally excuse a member if he or she is ill, must attend to an emergency situation, or has experienced the recent death of an immediate family member. Documentation of these events may be requested by the chair upon the member's return. Failure to produce proof within two weeks of the incident may cause their prior excusal to be withdrawn. The chair must excuse a member in writing if they have official Student Associated Council business or a documented academic responsibility.

4. An unexcused absence is any absence which has not been excused by the above methods. In addition instances where a member arrives or leaves the meeting without having been present for at least half of it will be considered an unexcused absence.

5. Tardiness will follow the same excuse policies as absences; however, three unexcused instances of tardiness per semester will be equal to one unexcused absence.

## **Article IX. Finance Code**

**Section 1.** The Joint Budget Committee shall receive a portion of the Student Associated Council's General Fund as determined by a formula set by the Joint Budget Committee. The Student Senate and Clubs and Events Board are the only entities that may petition the Joint Budget Committee for funds.

2. Each expenditure recommendation or funding request must be submitted in writing and include a description of the project, the names of the project's participants, an itemized budget including revenue, alternative funding options, and anticipated outcomes and benefits to the Joint Budget Committee and the Associated Students of Sacramento City College.

3. Expenditure recommendations and funding request must be submitted no fewer than thirty (30) days before funds are required for consideration by the Joint Budget Committee. The Joint Budget Committee will not consider recommendations or requests from outside entities after November 18<sup>th</sup> for the Fall Semester, and April 18<sup>th</sup> for the Spring Semester.

## **Article X. Amendment of Bylaws**

**Section 1.** In order for these bylaws to be amended, any member(s) of the J.B.C must submit a written resolution, with the exact language intended, to the Joint Budget Committee, which shall review for constitutional violations. The author(s) will be notified in writing of any violations within (3) days. If the resolution does not pass, the resolution will be considered dead and no further action will be taken. If the resolution passes, it shall become a bylaw and become effective immediately by a  $\frac{2}{3}$  vote of the J.B.C.

In Witness thereof, the drafters have set their hands, the year, and the date below: