



UNLVCSUN
STUDENT GOVERNMENT

CONSOLIDATED STUDENTS OF THE UNIVERSITY OF NEVADA, LAS VEGAS

55th Executive Session

EXECUTIVE BILL 55-15

**AN ACT TO AMEND THE CSUN BYLAWS CHAPTER 203 SECTION 02:
SENATE SECRETARY**

Bill Number: EB 55-15

Authors of Legislation: Sharon Flores, Senate President

Sponsor of Legislation: CSUN Executive Board & Senate Secretary Liana Wieand

WHEREAS, the Consolidated Students of the University of Nevada (CSUN) represents all 27,000+ undergraduate students enrolled at the University of Nevada Las Vegas; **AND**

WHEREAS, the Senate of the Consolidated Students of the University of Nevada, under the authority of CSUN Constitution VI.D.01, is “empowered to enact any legislation that falls under the jurisdiction of CSUN”; **AND**

WHEREAS, Chapter 203, Section 02, C5 of the CSUN Bylaws outlines the duties and responsibilities of the Senate Secretary, including the oversight of the involvement form and direct the Internship & Clerkship application; **AND**

WHEREAS, it requires clarification as per according to the CSUN Bylaw Chapter 101 the Senate President Pro Tempore oversees the Internship Program and CSUN Bylaw Chapter 107, Section 03, once a member of CSUN submits an application for the Internship Program, the Senate President Pro Tempore shall connect with them; **AND**

WHEREAS, the Senate Secretary shall also be responsible of conducting the meeting minutes of the Executive Board; **AND**

WHEREAS, the responsibility of submitting Senate adopted legislation for the appropriate signature within five (5) business days shall be added to the duties and responsibilities of the Senate Secretary; **AND**

WHEREAS,; The Senate Secretary shall be responsible for the training of all CSUN officials who are responsible for meeting minutes, which include Senate Committee Vice Chairs, the Associate Chief Justice, and the Election Commission Vice Chair, in regards to minute taking, attendance, and all other matters pertaining to record keeping, additionally, conduct a routinely assessment to ensure that CSUN standards and expectations are being upheld in regards to meeting minutes; **AND**

THEREFORE, BE IT ENACTED

ADDENDUM A

SECTION 02: SENATE SECRETARY

A. There may be appointed, at the commencement of each Executive session and in the case of a vacancy in the position, a Senate Secretary by the Senate President.

1. The Senate Secretary shall have successfully completed no less than twenty-four (24) UNLV-recognized undergraduate credits, the last six (6) of which must be from UNLV.

B. In the case where a Senate Secretary is not appointed, the duties of this section shall fall to the Senate President or their designee.

C. The duties of the Senate Secretary include, but are not limited to, the following:

1. Maintain attendance for all Senators, in meetings of the Senate as to provide records for rules violations.
2. Ensure accurate, verbatim as necessary, minutes - both recorded in audio format and documented in text format - for all meetings of the Senate **and Executive Board**, as to abide by Nevada Open Meeting Law.
3. Monitor Senate **and Executive Board** meeting attendance to ascertain and keep a proper

quorum.

- i Post the completed minutes to the CSUN Public Google Folder within thirty (30) working days of the respective Senate **and Executive Board** Meeting.
- 4. Ensure the availability of drafts of minutes and bills for all appropriate Persons.
- 5. Route adopted legislation by the Senate for the appropriate signage within five (5) business days after the adjournment of the meeting in which it was adopted
- ~~5. Oversee the CSUN Involvement Interest Form and direct internship/clerkship applications to the appropriate branch's representative.~~
- 6. Train all CSUN Officials responsible for meeting minutes ~~committee Vice Chairs within the Senate~~ regarding minute taking, attendance, and all other matters pertaining to record keeping.
 - i. CSUN Officials responsible of meeting minutes are the following:
 - 1. Senate Committee Vice Chairs
 - 2. Associate Chief Justice
 - 3. Election Commission Vice Chair
 - 4. Workgroup on the Student Association Fee Assessment Vice Chair
 - ii. Shall conduct routine quality assessments of meeting minutes to ensure alignment with CSUN standards and expectations.
- 7. Perform all the duties delegated by the CSUN Senate President.
- 8. Shall be available for consultation with any officer or official within CSUN regarding secretarial duties.
- 9. Shall manage counting of votes at all senate meetings.

EB 55-15, ADOPTED by the Senate on this ____ Day of ___, 20__

Sharon Flores, Senate President

Liana Wieand, Senate Secretary

EB 55-15, APPROVED on this Day of , 20 by

Kelechi Odunze, Student Body President