

Fifty Ninth Legislative Council
of the
Associated Students

Begun and held at the University of California at Santa Barbara, in the City of Santa Barbara on the Twenty First day of October, two thousand nine, in the fifty ninth year of our association.

A Bill

To
Change the Procedure of the Finance Board Meeting

Whereas: There are some situations where an amendment may not be friendly due to a specific reason that, if known, would benefit the board and help change the amendment to one that is friendly.

Therefore let it be enacted by the Associated Students in the Legislative Council assembled:

SECTION 17. FINANCE BOARD

A) Charge of the Board:

A.S. Finance Board is the financial arm of the A.S. Legislative Council. It is responsible for all budget allocations of Associated Students monies and implementation (education and enforcement of A.S. Financial Policies and Procedures). In addition, Finance Board will be responsible for approving all travel and entertainment of all A.S. entities unless otherwise noted. Legislative Council, via the approval of Finance Board minutes must approve all motions made by Finance Board.

B) Voting Membership:

- 1) A.S. President or Internal Vice-President
- 2) Four (4) Legislative Council Representatives
- 3) Twelve (12) Students At-Large
- 4) Finance Board Vice-Chairperson

C) Non-Voting Membership:

- 1) Chairperson (votes only in the event of a tie)
- 2) A.S. Internal Vice-President or A.S. President
- 3) A.S. Executive Director
- 4) A.S. Administration Office Liaison
- 5) Student Government Advisor

- 6) A.S. Controller(s)
- 7) A.S. Committees Coordinator
- 8) A.S. Attorney General

D) Selection and Term of Office of Chairperson and Members:

- 1) The Chairperson, Vice-Chairperson and the Twelve (12) Student at -large Representatives, shall be nominated by the A.S. President and approved by the Legislative Council for a term of one (1) academic year. In addition to these twelve (12) Student Representatives, the President shall appoint a Vice-Chairperson, subject to Legislative Council's approval. The four (4) Legislative Council Representatives shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) academic year.

E) Attendance:

- 1) A Finance Board Member who acquires two (2) unexcused absences in an academic quarter shall be subject to removal by the Finance Board Chairperson, and two-thirds (2/3s) vote by Legislative Council, pending review by Finance Board of mitigating circumstances.
- 2) A voting member of Finance Board is allowed an excused absence only if the Finance Board Chairperson has received prior notification by twelve noon (12:00 PM) on the day of the Finance Board meeting.
- 3) A voting member shall be allowed only two (2) proxies per quarter. When a voting member is to be represented by a proxy, the member must present this fact to the A.S. Finance Board Chairperson before twelve noon (12:00 PM) on the day of the Finance Board meeting. A voting member may not represent another voting member by proxy and a proxy does not necessarily mean that the absence was excused.

F) Duties of the Chairperson:

- 1) Be responsible for implementing the budget hearings. In preparation, the Chairperson must advertise, schedule, prepare budget binders, and outline the budget process for Finance Board Members.
- 2) Hold at least five (5) office hours per week, excluding the Finance Board meeting.
- 3) Attend five (5) Legislative Council meetings per quarter and designate at least one other member of Finance Board to attend the remainder of all Legislative Council Meetings to report on the boards actions and represent Finance Board in discussion of the Finance Board Minutes.
- 4) Act as liaison for all A.S. Boards, Committees, Commissions, and Councils and be responsible for educating (conducting workshops) them on the A.S. Financial Policies and Procedures.
- 5) Be responsible for the submission of weekly Finance Board minutes to the Legislative Council with the aid of the Finance Board secretary.
- 6) Vote in case of a tie.
- 7) Obtain an A.S. electronic mail address and to check it daily.

- 8) Review all bills affecting the A.S. Financial Policies and Procedures from the year previous to their term of office, and make updates accordingly during the summer to be approved by Legislative Council with a two-thirds (2/3s) majority.
- 9) Be responsible for meeting with the newly appointed Finance Board Chairperson and informing them of the duties of the position as well as any long term project that needs to be continued.
- 10) Be responsible for making the weekly agenda and giving it to the secretary. If the amount of the money requested for a week exceeds the amount of money in unallocated account for the quarter, the agenda shall be prioritized based on the funding goals and objectives listed in Article V, Section 2(E) of the ASUCSB By-Laws.

G) Duties of the Vice-Chairperson:

- 1) Assume the duties of the Chairperson when s/he is absent or as designated.
- 2) Hold at least four (4) office hours per week, excluding Finance Board meetings.
- 3) Attend at least four (4) Legislative Council meetings per quarter to represent Finance Board in the discussion of the Finance board minutes.
- 4) Be responsible for assigning Finance Board members (including him/herself) student groups and assisting them when needed, with the education (workshops) of the A.S. Financial Policies and Procedures to student groups. The Vice-Chairperson will also not assign more than four (4) student groups to Legislative Council Representatives.
- 5) Maintain an accurate spreadsheet of all Finance Board member's email addresses, office hours, and student groups.
- 6) Be responsible for knowing, and reading aloud the amount of money remaining in the unallocated account after every appropriation has been passed through Finance Board.
- 7) Obtain an A.S. email account and check it daily.
- 8) In the event that the Vice-Chairperson cannot attend a regularly scheduled Associated Student's Finance Board meeting, the position and its responsibilities may be fulfilled by a current member of the Associated Student's Finance Board by discretion of the chair.

H) Duties of Finance Board Members:

- 1) Review the A.S. Financial Policies and Procedures as needed.
- 2) Hold at least three (3) office hours per week excluding Finance Board meetings.
- 3) Be responsible for educating (conducting workshops) their assigned student groups on A.S. Financial Policies and Procedures, and completing the authorized signers sheet, before their student group requests money from Finance Board.
- 4) Be responsible for assisting student groups in seeking out sources of funding within and outside of the University, and helping prepare budget breakdowns before the student groups presents before Finance Board.

- 5) Be responsible for meeting with student groups immediately after Finance Board has allocated funds and informing them of the requisition process. If needed, the Finance Board members should schedule a meeting to help students with requisition procedures for requesting purchase orders, encumbrances, checks and transfers.
- 6) Attend at least three (3) Legislative Council meeting per quarter to represent Finance Board in the discussion of the Finance Board minutes.
- 7) Maintain an electronic mail address and check it bi-weekly at a minimum.

I) Finance Board meeting Procedures:

- 1) Unless otherwise noted in this section, Finance Board shall be conducted according to the guidelines set forth for Legislative Council Meetings, in Article VI, Section 1, A-D of the A.S. By-laws.
- 2) When hearing a request for funds, the student group will first be allowed to present uninterrupted. The Chairperson will then move to a question and answer session.
- 3) Finance Board shall hear all petitions for allocations before any debate is allowed. Such petitions shall be heard in no particular order.
- 4) Once all petitions are heard and all questions and answer sessions have been completed, Finance Board shall debate any allocations.
- 5) When an amendment is made to a motion, the author of the motion shall have the privilege of accepting it as friendly, or not accepting it as unfriendly. If friendly, the amendment automatically becomes the main motion of the floor. If unfriendly, the amendment will require two-thirds (2/3s) majority vote to become the main motion on the floor. *If unfriendly, the author of the current motion may state as to why the amendment is unfriendly before the vote takes place.* When the amendment becomes the main motion, the author of the amendment will become the author of the motion on the floor.

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