

Projects & Services Committee

Policy and Procedure Manual

Part 1. Relevant Bylaws

Article I. Modus operandi for each body

Section 1. Legislative

- A. Committee Chairpersons
 - 1. A committee chair shall preside over a Senate committee and shall report directly to the Steering Committee and the Senate.
- B. Standing Committees: Standing committees assemble the information and materials necessary for student government to function.
 - 1. Projects and Services Committee
 - a. The Projects and Services Committee shall support the welfare of members of the Students' Association and the University of Rochester as a whole through projects affecting the academic and non-academic aspects of University life. When appropriate, the Committee shall work with other organizations, both within and outside of the Students' Association.
 - b. The Projects and Services Committee serves as the primary forum for Senate's communication with University departments and offices that constitute student services. The Committee directs comments from students to the appropriate branches of the University.

Article II. Composition

Section 1. Legislative

- A. Committee Chairpersons
 - 1. A chairperson shall be a nonvoting member of the committee.
- B. Standing Committees
 - 1. Standing Committees shall be presided over by a chair.
 - 2. Standing Committees may comprise senators, aides, coordinators, executives, justices or SA members.
 - a. Only senators, coordinators, aides, and justices shall have voting power in the committee, unless noted below.
 - i. Voting policies and procedures shall be determined by the committee chair or shall be found in the committee's *Policy and Procedure Manual*.
 - b. The President shall serve as an ex officio member of all Standing Committees.
 - c. A Coordinator may govern a specific task force of a Senate Standing Committee under the purview of the Committee Chair. Specific positions may be found in the *Policy and Procedure Manuals*.
 - i. Task forces may comprise Students' Association Government members, SA members, and associate members.
 - 3. Each Standing Committee chair will determine the necessary size of their committee on a yearly basis.

Article III. Elections, Selections, Appointments

Section 1. Defining Membership

- A. There are three ways for an individual to attain an official position in student government.
 - 1. Elections: An individual is voted into a position by an electorate.
 - a. The methods of elections are described in the *Policy and Procedure Manual* for the Elections Committee.
 - 2. Selections: An individual is chosen for a particular position by the members of a government body.
 - a. The various selection processes are detailed in the *Policy and Procedure Manual* for respective bodies.
 - 3. Appointments: An individual is chosen for a particular position by the President or a Committee Chairperson, and then is confirmed by a majority vote of the Senate.
- B. Position types: A person may fill only one of those roles at any given time.
 - 1. Executives

- a. A person may fill only one given executive position at a time.
 - 2. Senators
 - 3. Justices
 - a. Exception: the Chief Justice and Associate Chief Justice are considered both Justices and Executives.
 - 4. Aides
 - 5. Chairpersons
 - a. Exception: a Chairperson may also serve as a Senator or an Aide.
- Section 2. Executive
- A. Aides – APPOINTED or SELECTED, AIDE
 - 1. Aides may be nominated by the President or a Committee Chairperson for a certain position then passed to the Senate for approval.
 - 2. Aides may be selected by a committee for a certain position then passed to the Senate for approval.
 - a. SAAC Student Accountants shall be selected according to the process outlined in the Appropriations Committee’s Policy and Procedure Manual.
- Section 3. Legislative
- A. Committee Chairs – APPOINTED, CHAIRPERSON
 - 1. All Committee Chairs shall be nominated by the President and Vice President then passed to Senate for approval.
 - a. Exceptions:
 - i. The SAAC Treasurer shall be selected according to the process outlined in the Appropriations Committee’s Policy and Procedure Manual.
 - B. Committee Aides – APPOINTED
 - 1. The President in consultation with the Chair(s) shall appoint a Committee Aide to serve on a committee with approval of the Senate.
 - 2. Committee Aides may be appointed by the Chair of the Committee in consultation with the President on the committee that they will serve with approval of the Senate.
 - C. Coordinators – APPOINTED
 - 1. The President in consultation with the Chair(s) shall appoint a Coordinator to serve on a committee with approval of the Senate.

Article IV. Vacancies, Removals, Resignations

- Section 1. Definition
- A. Vacancy is defined as any office not occupied at a time that it should be and may be caused by ineligibility, death, removal or resignation.
- Section 2. Executive
- A. Aides
 - 1. An aide may be removed by the President.
 - a. Appeal of the removal shall be referred to the Senate which can overrule removal with a simple majority vote.
 - 2. An aide may be removed by a two-thirds vote of the Senate.
 - 3. An aide may resign upon written notification to the President.
- Section 3. Legislative
- A. Committee Chairs
 - 1. A committee chair that is removed or resigns may still retain his or her official position in student government as an aide or Senator unless successfully removed from that position
 - 2. A committee chair may be removed by two-thirds vote of the Senate.
 - 3. A committee chair may be removed by a two-thirds vote of the committee.
 - a. Appeal of the removal shall be referred to the Senate which can grant appeal with a two-thirds majority vote.
 - 4. A committee chair may resign upon written notification to the President and Speaker.
 - B. Committee Aides
 - 1. A Committee Aide may be removed by a two-thirds vote of the Senate.
 - 2. A Committee Aide may be removed by a two-thirds vote of the Committee.
 - i. Appeal of the removal shall be referred to the Senate, which may grant appeal with a two-thirds majority vote.

3. A Committee Aide may resign upon written notification to the President and Committee Chair.
- C. Coordinators
 1. A Coordinator that is removed or resigns may still retain his or her official position in student government as an aide or Senator unless successfully removed from that position.
 2. A Coordinator may be removed by a two-thirds vote of the Senate.
 3. A Coordinator may be removed by a two-thirds vote of the committee.
 - i. Appeal of the removal shall be referred to the Senate which can grant appeal with a two-thirds majority vote.

Article V. Rules of Bylaws and *Policy and Procedure Manuals (PPMs)*

Section 1. Introduction

- A. Purpose
 1. The intent of the Bylaws is to ‘Get the right people to the right place at the right time’ in order that the Students’ Association may conduct its business.
 2. The intent of PPMs is to detail the procedures for executing the modus operandi of each body in the Students’ Association government once the bylaws have placed everyone where they need to be for government to run. Each body shall have its own PPM.

Section 2. Bylaws

- A. Revision
 1. The Bylaws may be changed by a two-thirds vote of the Senate.

Section 3. PPMs

- A. Structure
 1. Section 1 of each body’s PPM shall be an ordered list of the above bylaws that pertain to the body.
 2. Section 2 of each body’s PPM shall be the policies and procedures by which the body must operate and are binding. Violation of this section is equivalent to a violation of the bylaws, and may be brought to Senate then ACJC by an injured party.
 3. Section 3 of each body’s PPM shall be a place where the body can record useful knowledge to assist in the running of the position. This section is not legally binding; it is only a record of helpful wisdom.
- B. Revision
 1. Section 1 is a reproduction of the existing bylaws, and as such may not be altered by each body.
 2. Section 2 may be changed by simple majority vote of the body. The Senate must be notified of changes and may choose to review those changes.
 - a. The Senate can overrule changes to Section 2 by a two-thirds vote.
 3. Section 3 may be changed at any time by a simple majority vote of the body and needs no Senate approval.

Section 4. Maintenance

- A. The Policy and Review Committee shall maintain the Bylaws and PPMs.
- B. Maintenance shall include, but is not limited to, updated Bylaws and PPMs, keeping records of, calling for and overseeing revisions.

Part 2. Operations, Policies and Procedures

Article I. Responsibilities

Section 1. Committee. The responsibilities of the Projects & Services Committee shall be as follows:

- A. To oversee the operations of various departments that provide student services, and to work continually to improve their quality.
- B. To enhance all aspects of student life and the campus environment through assessment and improvement of programs and policies relevant to undergraduates.
- C. To maintain and fund SA Services outlined below.

Section 2. SA Services

- A. DVD Library
- B. City Cycles
- C. Off –Season Bike Storage
- D. Collegiate Readership Program

- E. Professor of the Year Awards
- F. Thanksgiving Airport shuttles
- G. Transportation to championship events (if applicable)

Section 3. Committee Chair(s)

- A. The Committee Chair(s):
 - A. Shall be in charge of the committee.
 - B. Shall preside over meetings.
 - C. Shall set the committee's agenda.
 - D. Shall vote only to break a tie.
 - E. Shall report directly to Steering.
 - F. Shall report at Senate meetings.
 - G. May designate an alternate to report to Steering or Senate.
 - H. May organize the committee in the most functional manner.
 - a. This power shall include assisting the President in appointing Committee Aides, encouraging other members of the SA and Senate to work on the Committee, and creating policies to better the function of the Committee.
 - I. Shall be responsible for updating Part 3 of the Committee's PPM during or at the end of his term as Chair.

Section 4. Committee Members

- A. Committee members shall:
 - 1. Perform the duties designated to them by the Committee Chair.
 - 2. Attend all Committee meetings or shall notify the Chair ahead of time if unable to attend.
 - 3. Thoughtfully deliberate on all relevant Committee matters.
 - 4. Participate and aid in the in the work of the Committee.
 - 5. Meet with relevant administrators as the official representatives of the SA government as deemed necessary by the Chair.
- B. Students' Association Sustainability Coordinator
 - 1. The SA Sustainability Coordinator shall be responsible for advocating green practices as they pertain to the Students' Association Government and Students' Association Members. Green practices are those that lessen our impact on the environment.
 - 2. The SA Sustainability Coordinator shall report to the Senate when necessary.

Article II. Meetings

Section 1. Rules of Order

- A. The Committee shall meet as often as deemed necessary by the Chair(s).
- B. The Chair(s) shall run and coordinate all meetings, and may appoint a proxy if necessary.
- C. The Chair(s) shall have final authority to rule on all matters of interpretation of the Bylaws and PPM during meetings of the Committee, unless overruled by a two-thirds vote of quorum of the Committee.
- D. Chair(s) are required to have publicly available office hours at least once a week.

Section 2. Attendance. Rules for attendance shall be as follows:

- A. All members of the Committee shall attend every meeting unless excused by the Chair(s).
- B. In order for an excuse to be valid, it must comply with the guidelines set forth by the Chair(s).
- C. Any SA member may attend Committee meetings unless specified by the Chair(s).
- D. The Chair(s) may direct an observer to leave the meeting if that observer is distracting from or disturbing the business of the Committee.
- E. Repeated absence from Committee meetings, or poor Committee performance, as determined by the Committee Chair(s) in consultation with the Steering Committee is grounds for removal.

Section 3. Voting

- A. A quorum shall consist of two-thirds plus one of the members of the Committee with at least two Senators in attendance.
- B. All decisions on primary motions shall be arrived at by simple majority using a hand vote unless otherwise specified by the Chair(s).
- C. Only Senators and Aides shall have voting rights.

Section 4. Appeals

- A. Any Students' Association member may challenge the decision of the Committee by submitting an official appeal to the Speaker of the Senate. At the next meeting of the Steering Committee, the Speaker shall put the appeal on the agenda for the next Senate meeting.
- B. The Senate may request whatever additional material is needed to reach its decision.
- C. An override of the Committee's decision requires a two-thirds majority vote of the Senate.

Article III. Selection Process

Section 1. Chair(s)

- A. The President or President-elect shall determine the appropriate procedure for nominating a candidate to be a Committee Chair.

Section 2. SA Sustainability Coordinator

- A. The President in consultation with the Chair(s) shall appoint a Coordinator to serve on a committee with approval of the Senate.

Section 3. Committee Members

- A. Senators shall be selected to serve on a committee according to the following process:
 - 1. At the first Senate meeting of the year, Senators shall rank their preference for the Standing Committees.
 - 2. The Speaker and Deputy Speaker, in consultation with the Committee Chairs, shall determine which senators shall serve on each committee.
- B. Aides shall be selected to serve on a committee according one of the two following processes:
 - 1. The President in consultation with the Chair(s) shall appoint an aide to serve on a committee with approval of the Senate.
 - a. SA Sustainability Coordinator will also be appointed in the same manner.
 - 2. The Chair(s) may appoint an aide to serve on their committee.
- C. Committee members shall remain on their designated committee until they resign or are removed from office.

Article IV. Removal Process

Section 1. Process of removals and resignation shall be found in Part 1 of the Relevant Bylaws.

Article II. Budget

Section 1. The Committee's budget shall be managed by the Committee Chair(s) in consultation with the SA Senate's Business Manager.

Part 3. Useful Information

Basic Information:

- A. Projects & Services is intended to be the official advocacy committee for the SA government.
- B. Co-Chairs: Due to the large workload of the committee, it has been very beneficial to employ co-chairs.

Committee History:

- The Projects & Services Committee has existed in a joint capacity since 2005. The services that the Projects & Services Committee provides are:
 - 1. Thanksgiving break shuttles- funds and organizes the schedule.
 - 2. Bike storage program- free service to safely store your bike in an indoor facility during the winter months.
 - 3. Multimedia Center's DVD Library- funds and suggests the purchases of DVDs and funds and helps organize the City Cycles program.
 - 4. Collegiate Readership Program- administers the free newspaper program.
 - 5. Post-season spirit support-funding to send fans to out of town post season finals or championship athletic events.

- The areas of campus life that the Projects & Services Committee works with:
 1. Dining- an aide works together with the Dining manager from each Dining location.
 2. Facilities- Walk for Facilities, Walk for Dark.
 3. Transportation/Parking- A representative manages feedback for the Taxi Program (with Beverly Buscemi), RCPAC, Monthly focus groups, TAC.
 4. Information Technology (IT)- IT Governance Council, SA Network meetings, CTLTR, University, department, and College websites.
 5. University Health Services (UHS)- URSHAC, Pandemic Working Group.
 6. Security- Walk for Light, blue lights, general concerns.
 7. Sustainability- Student Sustainability Council, sustainability in Dining, recycling, composting.
 8. Academics- website updates, academic advising, TAs and workshop leaders.
 9. Bookstore- textbook sales, website.
 10. Residential Life- housing lottery, general rules, dorm swipe access.

Students' Association Sustainability Coordinator:

1. For effective transition, it would behoove the Coordinator to create and maintain a record of planning materials (backdates, contact information, etc.) and any information relevant to the success of the position and its initiatives. This record should be in a format easily accessible to future Coordinators, either in an electronic or a binder format.
2. It is recommended that the Coordinator be appointed as one of the Students' Associations representatives on the University Council on Sustainability.
3. The Coordinator should organize all Senate and SA Government initiatives dealing with sustainability issues such as printing practices and lighting efficiency.
4. The Coordinator should assist the Projects & Services Committee in the research phase as described in bullet 4 under "Committee Operations" as well as conduct research phases of his/her own.
5. The Students' Sustainability Council is a task force organized by the Coordinator that:
 1. generates the exchange of thoughts regarding the enabling of green practices for undergraduates
 2. documents feedback regarding sustainability initiatives
 3. meets regularly throughout the Academic Year
 4. may act as a forum focusing on a topic concerning sustainability.
 5. may include invited Administrators, Faculty members, and members of the SA.
6. The Coordinator should seek to implement ways to make the Students' Association Government and all SA-recognized and SA-funded groups more sustainable.

Committee Operations:

1. For effective transition and running of the committee, the Chair(s) should create and maintain a record of planning materials (backdates, contact information, etc.) and any information relevant to the success of the Committee and its programs. This record should be in a format easily accessible to future Chair(s), either in an electronic or a binder format.
2. The Chair(s) should meet regularly with the advisors in Wilson Commons Student Activities.
3. Office hours are extremely important and should be held at least twice a week
4. Research Phase- Walks, Summits, Focus Groups, Brainstorming Sessions, Task Forces.
 - a. Walks are great for physical issues, usually Facilities or Safety related. Match a couple of administrators with 5 or so students, and divide up the campus between groups.
 - b. Summits are large scale gatherings between P&S and a department to discuss a specific agenda. Frequently held at the beginning of a semester.
 - c. Brainstorming sessions are internal to P&S only. Groups of Committee members who overlap or complement each other in expertise meet to exchange thoughts and compare feedback.
 - d. Focus Groups are one time gatherings of SA members to document feedback. Focus groups can be random or targeted to a certain population.
 - e. Task forces are similar to focus groups, except that they:
 - i. repeat for a set period of time
 - ii. are almost always directed towards a targeted population or specific invited SA members.
5. Presentation Phase- Three types: Proposal, Report, and Ongoing Discussion.
 - f. Proposals pitch a solution to a specific set of people to address a problem identified on campus. Should be backed up by strong supporting arguments.

- g. Reports conclude a project's fact-gathering phase, and identify problems, not solutions. The Walk for Facilities report says "here are things that we all agree are problems, and here's how severe we think they are. We don't know how to fix them, just do it."
- h. Ongoing discussions are for indefinite items, such as having a committee member assigned to a dining center. That dining center will be on campus indefinitely, there is no conclusion, therefore no proposal or report.