

SBA CONSTITUTION
ARTICLE XI: EXTENDED EMERGENCY

In the event of an extended emergency that significantly interferes with the normal operation of the College of Law to the extent that this governing body is unable to physically meet or operate, the General Board shall refer to an Auxiliary Operating Manual. The Executive Board shall be ultimately responsible for the drafting, adoption, and any subsequent amending of this auxiliary operating manual with the majority approval of the voting members of the General Board.

In the event that a provision within the Constitution or Bylaws conflicts with any provisions with the auxiliary operating manual, the Auxiliary Operating Manual supersedes any conflicting provision during an extended emergency. All other non-conflicting provisions within the Constitution and Bylaws shall have the same authority.

EXTENDED EMERGENCY: AUXILIARY OPERATING MANUAL

I. Table Time Hours

In lieu of table time hours, the Vice President may make a recommendation for virtual participation in SBA-sponsored events.

1. Recommendation Process

- a. The Vice President shall make a recommendation for the number of virtual SBA-sponsored events in which each senator is required to participate.
- b. The recommendation shall be introduced at the first meeting of each semester in the form of a bill
- c. Voting and approval of the required number of events must be done at the following scheduled meeting.
- d. The required number of events shall be ratified by a two-thirds majority vote of voting SBA members if:
 - i. The vote will set number of events at the beginning of the semester; or
 - ii. The vote will increase the number of events within the same semester.
- e. The required number of events shall be ratified by a majority of voting SBA members if there is no change or a decrease in the number of events required.

2. Re-assessment

- a. After the midpoint of each academic semester, the Executive Board shall make an assessment of the event participation requirement.
- b. Upon review, the Executive Board may increase or decrease the event participation requirement promulgated at the beginning of the academic semester.
- c. The Executive Board's assessment must be announced at the first regularly scheduled meeting that occurs after the midpoint of an academic semester.
- d. If the General Board disagrees with the number of required events recommended by the Vice President, the General Board shall then discuss and decide how to correct the difference between an amount proposed by the General Board and that recommended by the Vice President.
- e. If a senator fails to participate in the required number of events in either semester of their term, and that failure causes the senator to exceed the permitted number of absences, that senator is ineligible to serve on SBA the following academic year.

II. Attendance Policy

The attendance policy is not subject to change in times of extended emergency. Refer to SBA Bylaws Section 5.3.

III. Meetings

1. General Board meetings shall be held over a virtual platform in compliance with law college guidelines, such as Zoom. All votes cast at any General Board meeting held over a virtual platform shall be cast using the "raise hand" feature by each member except as otherwise provided by the Bylaws.
 - a. The meetings shall be hosted by the chair, using the chair's Zoom ID.
 - i. If technological problems occur, the Vice President or another member of the executive board shall host the meeting.

- ii. The password shall be set by the host.
 - b. All members must adhere to a business casual dress code.
 - c. All members must:
 - i. Activate their webcam when speaking;
 - ii. Remain on mute when not speaking; and
 - iii. Zoom from an appropriate location and maintain an appropriate virtual background.
 - d. When seeking to be placed on the speaker's list, the member must use the "raise hand" feature.
 - i. When making a motion, the member must type "m" into the chat.
 - ii. When seconding a motion, the member must type "s" into the chat.
 - e. When making any motion allowing interruption of a speaker, the member shall unmute themselves and interrupt.
- 2. All committee chairs must comply with law college guidelines when conducting any committee meetings.
- 3. If an urgent change related to the extended emergency to this operating manual is necessary due to a change in law college, campus, state, or federal guidelines, the President, with the consent of the Executive Board, may call a special meeting no less than 24 hours prior to the date and time of the special meeting. In all other situations, refer to the Bylaws.

IV. Funding

Any event held by student organizations for which they seek funding from SBA must comply with law college guidelines.

- 1. In compliance with law college guidelines, the requirement that the Finance Committee must hold at least one in-person meeting each month during the academic year to consider student organization funding applications is suspended. The Finance Committee must meet over a virtual platform to consider any student organization funding applications.
- 2. Any funding appeals may be decided by the Executive Board over a virtual platform. The meeting shall be chaired by the Finance Director.

V. Office Hours

- 1. All office hours shall be held virtually. The Administrative Director shall coordinate the master list of virtual office hours.
- 2. Any use of the physical office must comply with the law college guidelines.

VI. Executive Board Elections

- 1. Nomination Procedures
 - a. The nomination process shall begin at the last meeting before Spring Break and end 48 hours before the election meeting.
 - b. Nominations, seconds, and the names of those who put them forward shall be available to the student body upon request.
 - c. Any SBA member shall be allotted no more than one nomination and one second of a candidate for each Executive Board position.

d. If any Executive Board position only has one candidate on the ballot at the beginning of the election meeting, additional candidates may be nominated and seconded for that position before the election proceedings begin.

2. Election Meeting

a. The election of Executive Board positions shall occur at the first meeting after Spring Break in a closed meeting of the General Board.

b. The minutes of the Election Meeting shall only contain the names of the candidates for each position and the final outcome of the vote.

c. Positions shall be elected in the following order: President, Vice President, Finance Director, Community Affairs Director, and Administrative Director.

d. Each candidate shall have seven minutes to deliver a presentation for their candidacy and answer any questions from the General Board.

i. The Election Commissioner shall maintain a speaker's list during any questioning of the candidate.

e. Each Senator is allotted one minute during the discussion for each position. Time may not roll over from previous discussions.

f. Voting procedures shall proceed as follows:

g. Voting shall be by electronic means, such as a Google Form, containing the Senator's:

i. Last 4 digits of their PID,

ii. The position voted upon, and

iii. The candidate's name that they are voting for.

iv. The Election Commissioner or designated host shall maintain the waiting room. Candidates for a specific position may not be present during candidate presentations, discussion and debate, and voting.

v. Candidates are prohibited from voting for the position that they are running for.

h. If no candidate gets a majority vote for a position, there shall be a run-off vote between the top two candidates who get the most votes.

i. The Election Commissioner may move to allow each candidate up to four additional minutes to speak before a second vote is held.

ii. If the run-off election results in neither candidate receiving a majority vote, each candidate will be allowed to speak for an additional two minutes and each senator shall receive one more minute of discussion before an additional round of voting occurs.

i. The vote totals from the election shall be maintained for at least two weeks and may only be accessed by candidates for the relevant position.

j. If a candidate does not receive a majority vote for a position, the candidate may, on the motion of themselves or another member, run for any position whose election follows that of the position the candidate was initially nominated for.

k. Unless otherwise prescribed in the Constitution or these Bylaws, the Elections meeting shall be governed by Robert's Rules of Order.