



# CODES OF THE INTERNAL AFFAIRS COMMISSION

ADOPTED APRIL 30, 2012  
AS AMENDED APRIL 30, 2012

## CODE 1 DEFINITION AND RULES OF ADOPTION

**10.0 DEFINITION OF CODES:** The Codes of the Internal Affairs Commission shall serve to define the rules of order directly concerning the operations and duties of the ASUCD Internal Affairs Commission. The Codes of the Internal Affairs Commission shall also outline the policies and procedures concerning the general operation of the ASUCD Internal Affairs Commission.

**11.0 ADOPTION OF CODES:** The Codes of Internal Affairs Commission are considered adopted at every ASUCD Internal Affairs Commission meeting. The Codes may only be amended by a majority vote of the entire ASUCD Internal Affairs Commission.

**12.0 SUSPENSION:** A Code(s) may be suspended for a particular purpose (to be stated in conjunction with the motion) by a two-thirds (2/3) majority vote of the entire ASUCD Internal Affairs Commission.

**13.0 CONFLICTING CODES:** No Code is in order when it conflicts with the ASUCD Constitution and/or ASUCD Bylaws. In the event that any two Codes conflict, the most recent Code shall be amended to the ASUCD Codes of the Internal Affairs Commission and the old one shall be replaced.

**14.0 VOTES OF THE INTERNAL AFFAIRS COMMISSION:** A majority vote of the ASUCD Internal Affairs Commission shall be when there are more non-abstention affirmative votes than negative votes. A two-thirds (2/3) majority of the ASUCD Internal Affairs Commission shall when at least two-thirds (2/3) of non-abstention votes are in the affirmative.

**15.0 RECESS:** A recess shall occur approximately one hour after the start of the meeting and every hour thereafter at the discretion of the Internal Affairs Commission Chairperson when an appropriate break in discussion presents itself.

**16.0 AMENDMENTS:** Any member of the Internal Affairs Commission may submit an amendment proposal to amend the Codes of the Internal Affairs Commission, to be approved by majority vote of the entire ASUCD Internal Affairs Commission.

## CODE 2 STRUCTURE

**20.0 MANDATE:** The Internal Affairs Commission is responsible for investigating and recommending improvements in ASUCD internal operations and structure; investigating and recommending changes to the ASUCD Constitution, ASUCD Bylaws, and ASUCD Long-Range Plans; and disseminating information concerning the tasks of the Commission.

**21.0 MEMBERSHIP OF THE INTERNAL AFFAIRS COMMISSION:** The ASUCD Internal Affairs Commission shall be made up of nine (9) Voting and two (2) - four (4) Alternate members. All members of the Internal Affairs Commission must be members of the ASUCD. No person may be a voting or alternate member of more than one (1) subordinate body of the ASUCD Senate (except in cases where a position on one subordinate body necessitates membership in another subordinate body as stated in the ASUCD Bylaws) This provision does not apply to members of Special Committees or Administrative Advisory Committees.

**22.0 CHAIRPERSON OF THE INTERNAL AFFAIRS COMMISSION:** The Chairperson of the Internal Affairs Commission shall serve as the Presiding Officer over all meetings. In the event the Chairperson is unable to attend a meeting, the Vice Chairperson shall assume these responsibilities. In the event that both the Chairperson and the Vice Chairperson are unable to attend a meeting, the Internal Affairs Commission shall appoint by majority vote a temporary Presiding Officer from amongst themselves who shall assume these responsibilities for that meeting. In addition, the Chairperson shall be responsible for attending the meetings of the following bodies:

- (1) ASUCD Senate
- (2) Internet and Networking Committee
- (3) Unit Relocation and Space Allocation Committee
- (4) Committee on Committees
- (5) Any Special Committee requiring membership of the Internal Affairs Commission

**22.1 DUTIES:** The Chairperson of the Internal Affairs Commission will be responsible for:

- (1) Submitting a written quarterly report detailing the projects and actions of the Commission during the past quarter to the ASUCD Senate President Pro Tempore.
- (2) Attending all regularly scheduled meetings of the ASUCD Senate (or sending a designee in that individual's absence) to speak on all matters and proposed legislation pertinent to the Internal Affairs Commission (though the Chairperson is not required to attend beyond the time required for his/her report and the discussion of pertinent legislation).
- (3) Submitting a written report to the ASUCD Senate detailing the majority and dissenting opinions of Commission members with regard to legislation seen by the Commission since the previous Senate meeting.

- (4) Reporting at each Senate meeting on the projects of the Internal Affairs Commission and whether any Commission members have missed two (2) meetings unexcused.
- (5) Immediately reporting to the ASUCD Senate and the Student Government Administrative Office if a member has resigned from the Commission.
- (6) Informing each Commission member of the status of his/her term no later than the fourth (4<sup>th</sup>) week of every quarter.
- (7) Hold a minimum of four (4) regular office hours each week.
- (8) Post job postings up by the fifth (5<sup>th</sup>) week during the regular hiring period.
- (9) Make necessary approved amendments to the Codes of the Internal Affairs Commission.

**23.0 VICE CHAIRPERSON OF THE INTERNAL AFFAIRS COMMISSION:** At the first meeting of every quarter, Internal Affairs Commission members shall nominate candidates for Vice Chairperson from amongst the voting members. The Internal Affairs Commission shall confirm by a majority vote one candidate for Vice Chairperson. In the event that no candidate receives a majority vote, the Chairperson shall appoint a Vice Chairperson to be confirmed by a majority vote.

**23.1 DUTIES:** Vice Chairperson of the Internal Affairs Commission will be responsible for:

- (1) Recording all changes to legislation during consideration of legislation.
- (2) Submitting all corrections and amendments to the Student Government Administrative Office at the end of every meeting.
- (3) Assisting in maintaining a speakers' list.

**23.2 REMOVAL:** The Vice Chairperson of the Internal Affairs Commission may be removed by a 2/3rds majority vote of the entire Internal Affairs Commission. Removal from the position of Vice Chairperson shall not otherwise affect that individual's voting member status on the Internal Affairs Commission.

**24.0 RECORDER OF THE INTERNAL AFFAIRS COMMISSION:** At every Internal Affairs Commission meeting, a member of the Internal Affairs Commission shall record all matters and discussions (to the best of his/her ability) throughout the entire meeting. Following the meeting, the minutes shall be forwarded to the Chairperson of the Internal Affairs Commission. After the minutes have been approved by a majority vote of the entire Commission, they shall be forwarded electronically to the Student Government Administrative Office (SGAO) within twenty-four (24) hours of being approved by the Commission.

**25.0 VOTING MEMBERS OF THE INTERNAL AFFAIRS COMMISSION:** All voting members of the Internal Affairs Commission shall be permitted to make motions, second motions, and vote on legislation. In addition, all voting members shall be required to attend Internal Affairs Commission meetings.

**25.1 DUTIES:** Voting members of the Internal Affairs Commission will be responsible for:

- (1) Attending one (1) ASUCD Senate Meeting (or a portion thereof) each quarter.
- (2) Attending one (1) meeting of other ASUCD subordinate Body of the ASUCD Senate each quarter.
- (3) Working on assigned tasks, at the discretion of the Chairperson.

**26.0 ALTERNATE MEMBERS OF THE INTERNAL AFFAIRS COMMISSION:** All alternate members of the Internal Affairs Commission shall be required to attend Internal Affairs Commission meetings. Alternate members will serve as non-voting members of the Commission unless a voting member is absent, at which point an alternate member (the First alternate, then the Second Alternate, and then the subsequent alternates thereafter) will be able to vote. Alternate members shall serve until the next regularly scheduled recruitment process is completed.

**26.1 DUTIES:** Alternate members of the Internal Affairs Commission will be responsible for:

- (1) Attending one (1) ASUCD Senate Meeting (or a portion thereof) each quarter.
- (2) Attending one (1) other ASUCD Subordinate Body of ASUCD Senate meeting each quarter.
- (3) Working on assigned tasks, at the discretion of the Chairperson.

**27.0 EX-OFFICIO MEMBERS OF THE INTERNAL AFFAIRS COMMISSION:** No Ex-officio member of the Internal Affairs Commission shall be permitted to make motions, second motions, or vote on legislation. Each ex-officio member shall make a formal, quarterly presentation to the Internal Affairs Commission. The following individuals shall be considered Ex-Officio members of the Internal Affairs Commission:

- (1) ASUCD President
- (2) ASUCD Vice President
- (3) ASUCD Senate
- (4) ASUCD Controller

## **CODE 3**

### **QUORUM AND ATTENDANCE**

**30.0 QUORUM:** Quorum of the Internal Affairs Commission will be constituted when a majority of the total number of filled and unfilled voting positions of the Internal Affairs Commission is present at any regularly scheduled or special meeting. Alternates members of the subordinate body may temporarily fill the absences of voting members and be considered voting members to establish quorum.

**30.1** Quorum must be present before the Internal Affairs Commission may conduct business. Once a quorum is established, it will remain in effect until shown otherwise by an official quorum roll call.

**31.0 ATTENDANCE:** Voting and alternate members are expected to attend all regularly scheduled and special meetings of the Internal Affairs Commission. If a member is unable to attend, the member should notify the Chairperson of the reason(s) for absence in advance of the scheduled meeting.

**32.0 REMOVAL:** The ASUCD Senate shall consider the removal of any Internal Affairs Commission member who has missed two (2) Commission meetings in a quarter without being excused by the Chairperson.

## CODE 4 RULES OF ORDER

**42.0 PRESIDING OFFICER:** The ASUCD Internal Affairs Commission shall have a Presiding Officer responsible for conducting business in an orderly and consistent manner and will recognize both the will of the majority and the rights of the minority to express their viewpoints. The Presiding Officer may be overruled at any time by a majority vote of the entire Internal Affairs Commission.

**41.0 RULES OF ORDER:** Robert's Rules of Order (*Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition*) shall be used as a supplement to the Codes of the Internal Affairs Commission in questions of parliamentary procedure which are not already addressed by the ASUCD Constitution, ASUCD Bylaws, or Codes of the Internal Affairs Commission.

**42.0 SPEAKING TIMES:** The Presiding Officer shall alternate between the list of speakers from the Commission and the list of speakers from the public. If one list does not have any further individuals wishing to speak, that list will be skipped and the Presiding Officer will return to the other list. Time limits not set in this section shall be set at the discretion of the Presiding Officer of the Internal Affairs Commission. Time limits are set on a per-speech basis, with no restriction on the number of speeches.

**42.1** A public discussion speaking period (not during the consideration of legislation) shall be limited to no more than three (3) minutes with two (2) deferments.

**42.2** Public announcements shall be limited to no more than three (3) minutes with no deferments.

**42.3** Consideration of Legislation:

- (1) Author's comments shall be limited to no more than five (5) minutes with no deferments.
- (2) While in public discussion, members of the public shall be limited to no more than five (5) minutes with two (2) deferments.
- (3) While in public discussion, Commission members and ex-officio members, as specified by Code 27.0, shall be limited to no more than two (2) minutes with one (1) deferment.
- (4) While in Commission Discussion, Commission members and ex-officio members as specified by Code 27.0 shall be limited to no more than five (5) minutes with two (2) deferments.

**43.0 DEFERMENTS:** Deferments may only be used to specifically address or elaborate upon questions or arguments given by the speaker giving the deferment. Each deferment shall be limited to no more than two (2) minutes in length

## **CODE 5 MEETINGS**

**50.0 MEETINGS:** The ASUCD Internal Affairs Commission shall meet weekly during the first nine (9) weeks of each academic quarter. The Internal Affairs Commission will conduct its business in accordance with the ASUCD Constitution and the ASUCD Bylaws. All regularly scheduled meetings shall be opened to the public.

**52.0 SPECIAL MEETINGS:** The Internal Affairs Commission shall hold a special meeting at the call of the Chairperson of the Internal Affairs Commission, or by majority vote of the entire Internal Affairs Commission. Once called, a special meeting will be held unless there is not a quorum present.

**52.1** The ASUCD Internal Affairs Commission must give at least twenty-four (24) hour public notice for these meetings. The notice shall specify the time, place, and agenda of the special meeting. The Internal Affairs Commission shall not consider any business not included on the agenda portion of the notice.

**52.0 AGENDA:** The Chairperson of the Internal Affairs Commission has the discretion to provide an alternate agenda to the one enumerated below. The order of the agenda for the Internal Affairs Commission shall be:

- (1) Call to Order
- (2) Quorum Roll Call
- (3) Approval of Past Meeting's minutes
- (4) Seating of new members
- (5) Reports
- (6) Public Announcements
- (7) Public Discussion
- (8) Appointments
- (9) Consideration of Legislation
  - a. Author's Comments
  - b. Question in Text
  - c. Public Discussion
  - d. Commission Discussion
  - e. Call to Question
- (10) Consideration of Authoring Legislation
  - a. Author's Comments
  - b. Question in Text
  - c. Public Discussion
  - d. Commission Discussion
  - e. Call to Author
- (11) Other Business



- (12) Public Discussion
- (13) Any Other Business
- (14) Adjournment

## **CODE 6 LONG-RANGE PLANS**

**60.0 PURPOSE:** ASUCD Long-Range Plans are ASUCD Senate-approved policy statements regarding the general purpose, objectives, operations, and future plans of every ASUCD Unit.

**61.0 APPLICABILITY:** Every ASUCD Unit will have an ASUCD Senate-approved Long-Range Plan. If a Unit's existing Long-Range Plan becomes inapplicable, a new Long-Range Plan will be drafted as soon as possible. Other ASUCD activities may have Senate-approved Long-Range Plans.

**62.0 FORMAT:** Each Long-Range Plan shall begin with a statement of purpose and brief overview of the Unit. The Long-Range Plan will detail the current status, future projections, and two-year goals of all of following topics:

- (1) Purpose and History: An overview of past events within the Unit and a general mission of the unit.
- (2) Personnel: A general overview of all employees outlined in the ASUCD Budget for the year, which the Long-Range Plan is created or revised, which shall include a description of each job. In addition, there shall be an organizational chart outlining the hierarchical structure of the Unit.
- (3) Operations: An in-depth analysis of the Unit's operations, including but not limited to, programs, services or resources offered.
- (4) Finances: A general overview of all line-items in the ASUCD budget Long-Range and Programmatic Expenses in the ASUCD Budget.
- (5) Environmental Sustainability: A general overview of the Unit's commitment to promoting environmental sustainability.
- (6) External Relations: A general overview of the Unit's interaction with external entities of ASUCD.
- (7) Internal Relations: An overview of the Unit's interaction with other ASUCD entities.
- (8) Two-Year Goals: A summary of major challenges confronting the unit over the past year and a strategy to overcome those challenges in the future years.

**63.0 CREATING OR REVISING ASUCD LONG-RANGE PLANS:** The creation or revision of an ASUCD Long-Range Plan shall begin with a planning conference. The Unit Director, ASUCD

Controller (or designee), the Unit's adoptive ASUCD Senator(s), one (1) or more representative(s) from the Internal Affairs Commission, and one (1) or more representative(s) from the Business and Finance Commission shall attend this conference. The Business Manager, the ASUCD President, the ASUCD Vice President, and supervisors and business managers from within the Unit are encouraged to attend. This conference shall be responsible for drafting a Long-Range Plan to guide the Unit's operation over a two-year time period.

**63.1** A copy of the Long-Range Plan draft must be provided to the ASUCD President and the ASUCD Business Manager for review and feedback before the bill is introduced.

**63.2** The Long-Range Plan shall be attached for enactment to an ASUCD Senate Bill.

**64.0 ROLE:** The ASUCD Internal Affairs Commission shall review all ASUCD Long-Range Plans. Members of the Internal Affairs Commission shall be responsible for initiating the Long-Range Planning process, for scheduling planning conferences, and for writing or revising the actual plan. The Internal Affairs Commission shall insure that each unit's plan is updated every two (2) years.

## CODE 7 BALLOT MEASURES

**70.0 PURPOSE:** Before being presented to the ASUCD membership for a vote, the language of all ballot measures shall be approved by the Internal Affairs Commission. The Internal Affairs Commission shall be responsible for the approval of the proper language of all ballots measures for the purposes of clarity, brevity, and accuracy. Ballot Measures and Recalls must be approved by the vote specified in the ASUCD Constitution.

**71.0 DEFINITIONS:** A Ballot Measure shall include any measure, other than a candidate, placed on the ballot of an ASUCD Election. There are two (2) types of Ballot Measures:

**71.1 A Legislative Ballot Measure** is one that is voted on by the ASUCD Senate at least four (4) weeks prior to being placed before a vote of the student body.

**71.2 A Initiative Ballot Measure** is one for which an individual takes a petition request to the Internal Affairs Commission to have the working reviewed and subsequently collects signatures and UC Davis Student Identification (ID) Numbers of the required number of ASUCD Members.

**72.0 INITIATIVE BALLOT MEASURES:** Upon presentation of a request for an Initiative Ballot Measure, the Internal Affairs Commission Chairperson shall place the request for a petition on the agenda of the next meeting if there is at least forty-eight (48) hour notice, or otherwise the agenda of the following Internal Affairs Commission meeting.

**72.1 Approval by the Internal Affairs Commission.** The Internal Affairs Commission may suggest modification to an initiative ballot measure, but may not make any amendments to the ballot measure without the approval of the author(s). Upon Internal Affairs Commission's approval of the initiative ballot measure language, the Internal Affairs Commission Chairperson shall sign the request for an initiative ballot measure or recall, and shall submit the request for a petition to the Student Government Administrative Office and the Senate President Pro Tempore. Internal Affairs Commission shall not postpone an initiative ballot measure by more than one (1) week except by consent of the petitioner(s).

**73.0 LEGISLATIVE BALLOT MEASURES:** Ballot measures that had been formally introduced at the regular ASUCD Senate meeting during introduction of legislation shall be presented to the Internal Affairs Commission and shall be placed on the agenda at the next meeting if there is at least forty-eight (48) hour notice, otherwise the agenda of the following Internal Affairs Commission meeting.

**73.1 Approval by the Internal Affairs Commission.** The Internal Affairs Commission may make modification to a legislative ballot measure by majority vote of the entire Commission. Upon Internal Affairs Commission's approval of the legislative ballot measure language, the Internal Affairs Commission Chairperson shall submit the Legislative Ballot Measure to the Student Government Administrative Office.

**74.0 STUDENT FEES:** Following the approval of the ballot measure languages by the Internal Affairs Commission, the Chairperson of the Internal Affairs Commission will promptly forward the ballot measure to the Student Services and Fees Administrative Advisory Committee (SSFAAC) and inform the campaign coordinators they may be present for the SSFAAC's discussion of the petition. SSFAAC will discuss the ballot measure(s) and the undergraduate members of the SSFAAC will convene for a non-binding advisory vote on the ballot measure. The result of this vote and the reasons discussed will be submitted to local media sources including, but not limited to, *The California Aggie* and KDVS.

## CODE 8 LEGISLATIVE AUDITS

**80.0 PURPOSE:** Legislative Audits are formal recommendations on behalf of the Internal Affairs Commission pertaining to a subordinate body of the ASUCD Senate concerning its operation and governance in regards to the ASUCD Constitution and ASUCD Bylaws.

**81.0 APPLICABILITY:** When necessary, the Chairperson of the Internal Affairs Commission shall assign subordinate bodies of the ASUCD Senate to voting members of the Internal Affairs Commission to review their activities and report back to the Internal Affairs Commission.

**82.0 REVIEW:** The Internal Affairs Commission, by majority vote, shall make formal recommendations on relevant activities reported. The aforementioned recommendations shall be forwarded to the Chairperson of the respective body.

## CODE 9 INTERNAL GUIDES

**90.0 PURPOSE:** To ensure the necessary operation of bodies within ASUCD, the Internal Affairs Commission shall be responsible for periodically updating guides as referenced in ASUCD Bylaw 2103E deemed out-of-date or no longer applicable.

**91.0 AVAILABILITY:** All updated versions of the guides shall be posted on the ASUCD Website.

**92.0 GUIDES:** The guides to be maintained by the Internal Affairs Commission include, but not limited to, Parliamentary Procedure Guides, ASUCD Legislation templates, and Legislation guides.

**93.0 LEGISLATION WRITING CLINIC:** Following the end of each general ASUCD Election, the Internal Affairs Commission shall put on a workshop concerning the legislative process, parliamentary procedures, and the guide on writing legislation, at the discretion of the Chairperson.

## CODE 10 CLOSED SESSIONS

**100.0 MEETINGS:** The ASUCD Internal Affairs Commission may only move into a Closed Session if the Commission is presented written charges that would cause an Indictment Hearing for a Justice of the Court or a member of the Elections Committee. Only voting and alternate members of the Internal Affairs Commission shall be permitted to attend the closed session.

**101.0 INDICTMENT HEARINGS OF THE INTERNAL AFFAIRS COMMISSION:** For the purpose of this Code 10, “Defendant Justice” shall refer to the ASUCD Chief Justice and Court Justice and “Defendant Committee Member” shall refer to the ASUCD Elections Committee Chairperson and Elections Committee members.

**102.0** Before the ASUCD Senate can hold a closed session on the ASUCD Chief Justice, Court Justice, the ASUCD Elections Committee Chairperson or Elections Committee Members, the Internal Affairs Commission must pass the indictment charges by two-thirds (2/3<sup>rd</sup>s) majority vote of the Internal Affairs Commission.

**103.0** At any official ASUCD Senate meeting, the ASUCD Senate by majority vote may call for the Internal Affairs Commission to conduct an Indictment Hearing under the authority of Bylaw 2006. The Defendant Justice or Defendant Committee Member shall not be named.

- (1) The Defendant Justice or Defendant Committee Member shall not be notified of the Indictment Hearing before it occurs, or if the Internal Affairs Commission does not proffer charges.

**104.0** The ASUCD Senator motioning for the Indictment Hearings shall present the Chairperson of the Internal Affairs Commission with a written document of charges alleged against the Defendant Justice or Defendant Committee member at the ASUCD Senate meeting at which it was called. This document is to include:

- (1) **In the case of a Defendant Justice:**
  - a. The specific portion(s) of the ASUCD Constitution, ASUCD Bylaws, ASUCD Judicial Codes, ASUCD Judicial Directives, or other statute(s) allegedly violated;
  - b. The specific action(s) and/or inaction(s) the Defendant Justice allegedly committed, and the specific time(s) and/or place(s) of these action(s) and/or inaction(s), if applicable;
  - c. The general nature of evidence or witness(es) who would be able to attest that it is reasonable to believe these allegations, without identifying the witness(es), if any; and

d. An argument or explanation that, if true, these allegations would render the Defendant Justice unfit for the position of the ASUCD Chief Justice or ASUCD Justice.

**(2) In the case of a Defendant Committee Member:**

a. The specific portion(s) of the ASUCD Constitution, ASUCD Bylaws, or other statute(s) allegedly violated;

b. The specific action(s) and/or inaction(s) the Defendant Committee Member allegedly committed, and the specific time(s) and/or place(s), of these action(s) and/or inaction(s), if applicable;

c. The general nature of evidence or witnesses who would be able to attest that it is reasonable to believe these allegations without identifying the witness(es), if any; and

d. An argument or explanation that, if believed, these allegations would render the Defendant Committee Member unfit for the position of ASUCD Elections Committee Chairperson or Election Committee Member.

**105.0** Only voting members and alternate members of the Internal Affairs Commission may be present in the room during the Indictment Hearing. The Internal Affairs Commission may amend, add, or remove charges before putting the matter to a vote. If the Indictment Charges, if any, are approved by a two-thirds (2/3<sup>rd</sup>s) majority vote of the Internal Affairs Commission, they must state that Internal Affairs Commission finds that there exists reasonable cause for an ASUCD Senate Personnel closed session, and must specify:

**(1) In the case of a Defendant Justice:**

a. The date of the written document of charges submitted to the Internal Affairs Commission, and the name of the ASUCD Senator submitting the document to the Internal Affairs Commission;

b. The specific citation(s) and text(s) of the portion(s) of the ASUCD Constitution, ASUCD Bylaws, ASUCD Judicial Codes, ASUCD Judicial Directives, and/or other statute(s) allegedly violated;

c. A brief summary, for each charge, of alleged facts which form the basis for these allegations (without identifying the witness(es), if any);

d. An argument, for each charge, as to how the action(s) and/or inaction(s) of the Defendant Justice, as demonstrated by the alleged facts for that charge, violated the portion(s) of the ASUCD Constitution, ASUCD Bylaws, ASUCD Judicial Codes, ASUCD Judicial Directives, other statute(s) cited and quoted for that charge; and



e.The final vote tally for the approval and disapproval of charges, without identifying the members of the Internal Affairs Commission by vote.

**(2) In the case of a Defendant Committee Member:**

a.The date of the written document of charges submitted to the Internal Affairs Commission, and the ASUCD Senator submitting the document to the Internal Affairs Commission;

b.The specific citation(s) and text(s) of the portion(s) of the ASUCD Constitution, ASUCD Bylaws, or other statute(s) allegedly violated;

c.A brief summary, for each charge, of alleged facts which form the basis for these allegations (without identifying the witness(es), if any);

d.An argument, for each charge, as to how the action(s) and/or inaction(s) of the Defendant Committee Member, as demonstrated by the alleged facts for that charge, violated the portion(s) of the ASUCD Constitution, ASUCD Bylaws, and/or other statute(s) cited and quoted for that charge; and

e.The final vote tally for the approval and disapproval of charges, without identifying the members of the Internal Affairs Commission by vote.

**106.0** If the Internal Affairs Commission approves the Indictment Charges, it is the responsibility of the motioning ASUCD Senator to arrange the Personnel Matter closed session in accordance with this Chapter. When the ASUCD Senator notifies the Defendant Justice or Defendant Committee Member of the closed session of the ASUCD Senate, the ASUCD Senator shall give the Defendant Justice or Defendant Committee Members the Internal Affairs Commission-approved Indictment Charges in a sealed envelope. The Chairperson of the Internal Affairs Commission shall submit a copy of the Indictment Charges to the ASUCD Senator who presented the Internal Affairs Commission with the documented charges, as specified in Bylaw 2006C.

- (1) If the Internal Affairs Commission does not, by a two-thirds (2/3rds) majority vote, approve the Indictment Charges, the ASUCD Senate may not hold a closed session on the Defendant Justice or Defendant Committee Member and the matter shall be considered closed.
- (2) If the Personnel Closed Session does not take place within twenty (20) academic days of the date of the passage of the Indictment Charges, the Indictment Charges shall be considered null and void.
- (3) IAC Code 101 shall apply only to Indictment Hearings for the ASUCD Chief Justice, ASUCD Court Justices, the ASUCD Elections Committee Chairperson, and the ASUCD Election Committee Members. Indictment Hearings shall follow all other applicable Bylaw, except when there is a contradiction, in which case the Indictment Procedures in the current ASUCD Bylaws shall take

precedence. Indictment Hearing Procedures shall not affect ASUCD Senate Personnel Closed Sessions, except as explicitly stated.

## CODE 11 SUBCOMMITTEES

**110.0 PURPOSE:** The ASUCD Internal Affairs Commission may create a subcommittee for a particular purpose by a majority vote of the entire Internal Affairs Commission. The purpose of the subcommittee will be to investigate, research, or present proposals on a specific issue arising in ASUCD.

**111.0 DURATION:** Each subcommittee shall not exceed the limited time of one (1) academic calendar year.

**112.0 CREATION:** A subcommittee must be made up of at least two (2) voting members of the Internal Affairs Commission. The subcommittee shall be chaired by a member of the Internal Affairs Commission, whom shall be decided upon the creation of a subcommittee by majority vote of the entire Internal Affairs Commission. In the event no particular member receives a majority vote, the Chairperson of the Internal Affairs Commission shall select an individual.

**112.1** At any Internal Affairs Commission meeting, a member may submit a proposal which shall include, but is not limited to, the purpose of the proposed subcommittee.