

Engineering Student Council Constitution

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Preamble

We the students of Columbia Engineering establish this Engineering Student Council. The Engineering Student Council will strive to represent all the interests of the diverse Engineering Student body and that of the University as a whole, to improve student life, and to foster communication amongst students, faculty and administrators, and alumni throughout Columbia University.

Article I: Name and Representation

- A. The name of this organization is the Engineering Student Council, hereafter referred to as the “Council” or “ESC.”
- B. The Council shall represent and be responsible to all current undergraduate students of Columbia Engineering (SEAS).
- C. All undergraduate students of SEAS shall hereafter be referred to as “the student body”.

Article II: Membership and Responsibilities

Section I: General Body Membership and Responsibilities

- A. The Council shall be comprised of the following members:
 - a. Executive Board
 - i. The Student Body President
 - ii. The Vice President, Policy of the Council
 - iii. The Vice President, Communications of the Council
 - iv. The Vice President, Finance of the Council
 - v. The Vice President, Student Life of the Council
 - b. The University Senator
 - c. The At-large Representatives
 - i. The Academic Affairs Representative
 - ii. The Sustainability Representative
 - iii. The Campus Affairs Representative
 - iv. The Professional Development and Alumni Affairs Representative
 - v. The Combined Plan 3-2 Representative
 - vi. The Student Groups Representative
 - vii. The Technology Representative
 - viii. The Representative for Gender Identity and Sexuality Issues
 - ix. The Representative for First Generation and Low Income Issues
 - x. The Representative for Racial Diversity and Inclusivity
 - xi. The Representative for Disability and Accessibility Issues
 - xii. The International Student Representative
 - xiii. The Student Health and Wellness Representative
 - d. Class Councils
 - i. The President of each undergraduate class
 - ii. The Vice President of each undergraduate class
 - iii. The two Class Representatives from each undergraduate class, and a 3-2

Combined Plan Class Representative from the senior class

B. General Body member responsibilities

- a. Members are responsible for reporting their proceedings and progress to the Council;
- b. Members are responsible for maintaining and seeking adequate representation on their standing committees or subcommittees, as necessary;
- c. Attendance
 - i. Every member of the Council must attend weekly general body meetings;
 - ii. Council members must attend their required committee and/or class council meetings, as defined by their position;
 - iii. Council members are expected to attend and volunteer at Council events.
- d. Members are responsible for maintaining proper documentation on a monthly basis of progress and activities to Vice President of Communications.
- e. Members are responsible for providing end of fall semester and end of term reports of progress and activities to Vice President of Communications, to foster yearly transitions.

Section II: Executive Board Responsibilities

A. The Student Body President shall

- a. Serve as the primary spokesperson and representative of the student body;
- b. Maintain relations with the administration, faculty, alumni, other student councils and governing boards, and members of the Morningside Heights community;
- c. Set the strategic goals of the Council throughout the year in accordance with the interests of the student body and contingent upon approval by the Council;
- d. Ensure adequate Council representation on relevant committee, advisory board, and/or administrative meetings;
- e. Be accountable for the proceedings and progress of the Council;
- f. Chair the weekly Council meetings and Executive Board Meetings;
- g. Calibrate the formalities of the Council proceedings when s/he deems it appropriate¹.

B. The Vice President, Policy of the Council shall

- a. Lead the pursuit of policy initiatives in accordance with the needs of the student body;
- b. Oversee all sub- and ad hoc policy committees of the Council, policy representatives, and precipitated initiatives;
- c. Chair the Policy Committee;
- d. Maintain and perform regular reviews of the Constitution;
- e. Function as the Parliamentarian during moderated caucus¹ when established by vote of the Council.
- f. Ensure Council representation on student advisory committees.

C. The Vice President, Communications of the Council shall

- a. Facilitate communication between the student body, the Council, and the administration;

¹ *Moderated Caucus* – Debate which is moderated by the Parliamentarian to prevent conflicts of speaking time. A speaking lists and limited speaking time for each person is usually implemented. This is as opposed to a free, speaking-out forum-style debate.

- b. Chair the Communications Committee;
 - c. Keep complete and accurate records of Council activity from all Council and Executive Board meetings and present such records to the Council and to the student body upon request. These records include but are not limited to attendance records, voting records, and weekly meeting minutes;
 - d. Give adequate notification of all Council meetings and their associated agendas to Council members;
 - e. Ensure a current copy of this Constitution is available for public purview.
- D. The Vice President, Finance of the Council shall
- a. See to the correct and proper distribution of funds allocated to the governing boards of student activities, and for co-sponsorship with groups and activities approved by the Council;
 - b. Supervise the transactions of all Council accounts, be responsible for an accounting of all Council expenditures and be able to present a budget to the Council upon request;
 - c. Recruit and co-chair the Joint Council Co-Sponsorship Committee, the Capital Investment Fund, the President's and Provost's Fund and the Dean's Travel Fund (with the approval of the dean);
 - d. Chair the Finance Committee and oversee all precipitated ad hoc committees;
 - e. Ensure Council representation on all governing boards' and student organizations' matters on campus.
- E. The Vice President, Student Life of the Council shall
- a. Be the primary programmer for the Council's school-wide events;
 - b. Foster community by organizing events that directly benefit and serve the needs of the student body;
 - c. Chair the Student Life Committee;
 - d. Coordinate with the Class Councils for programming purposes.

Section III. The University Senator's Responsibilities

- A. The University Senator shall
- a. Represent the interests of the student body in the University Senate;
 - b. Perform all duties outlined by the University Senate;
 - c. Regularly and promptly update the Council on all events in the Senate that have an effect on the student body;
 - d. Meet with the Executive Board monthly in order to provide details of and discuss all relevant actions of the Senate;
 - e. Report progress during biweekly meetings with the Student Body President;
 - f. Share all public documents internally within the Council in a timely manner.

Section IV. The At-large Representatives' Responsibilities

- A. The Academic Affairs Representative shall
- a. Facilitate communication between the Council, students, and the administration on all issues concerning academics;
 - b. Solicit and act on feedback from the student body with regards to academic affairs and report the obtained information to the Council;

- c. Ensure Council representation on the Committee on Instruction for SEAS;
 - d. Chair the Academic Affairs subcommittee when enacted.
- B. The Sustainability Representative shall
 - a. Facilitate communication between the Council, students, and the administration on all issues regarding environmental sustainability;
 - b. Solicit and act on feedback from the student body and environmental student groups with regards to Columbia environmental sustainability and report the obtained information to the Council;
 - c. Ensure Council representation on relevant advisory committees, as deemed necessary by the Executive Board. These committees include but are not limited to the Housing Advisory, Dining Advisory, and Facilities Advisory Committees;
 - d. Chair the Sustainability subcommittee when enacted.
- C. The Campus Affairs Representative shall
 - a. Facilitate communication between the Council, students, and the administration on all issues concerning campus affairs;
 - b. Ensure Council representation on the Lerner Advisory, Public Safety Advisory, Library Student Advisory Committee, University Event Management Advisory Committee, and other advisory committees as deemed necessary by the Executive Board;
 - c. Solicit feedback from the student body with regards to campus affairs and report the obtained information to the Council.
- D. The Professional Development and Alumni Affairs Representative shall
 - a. Facilitate communication between the Council, the various SEAS pre-professional organizations, and the Center for Career Education;
 - b. Ensure Council representation at all Alumni organizations (Columbia Engineering School Alumni Association, Columbia Club, etc.);
 - c. Solicit feedback from the student body with regards to professional development and alumni affairs and report the obtained information to the Council;
 - d. Chair the Professional Development and Alumni Affairs subcommittee when enacted.
- E. The Combined Plan 3-2 Representative shall
 - a. Facilitate communication between the Council, the administration, and the combined plan 3-2 population on all issues concerning 3-2 students;
 - b. Solicit feedback from the 3-2 population with regards to their student life concerns and report the obtained information to the Council;
 - c. Ensure 3-2 student representation on the Junior and Senior Class Councils.
- F. The Student Groups Representative shall
 - a. Facilitate communication between the Council, engineering student groups, and the administration;
 - b. Solicit and act on feedback from student groups with regards to issues facing them and report the obtained information to the Council;
 - c. Represent the Council on the Activities Board at Columbia (ABC) and on the Interschool Governing Board;
 - d. Ensure Council representation on the other governing boards, if deemed necessary by the Executive Board.

- G. The Technology Representative shall
 - a. Solicit and act on feedback from the student body with regards to student technological issues and report the obtained information to the Council;
 - b. Ensure Council representation on the Columbia University Information Technology (CUIT) Advisory committee;
 - c. Oversee and manage design of internal and external web presences for the Engineering Student Council;
 - d. Acquire Students Audio Visual Equipment Training, if requested by the Executive Board.
- H. The Representative for Gender Identity and Sexuality Issues
 - a. Facilitate communication between the Council, constituents, and the administration on all issues concerning gender identity and sexuality;
 - b. Solicit and act on feedback from the student body with regards to issues of gender identity and sexuality and report the obtained information to the Council;
 - c. Represent Council on the Senate Diversity Commission (pending appointment), Student Health Advisory Committee, Gender-Based Misconduct Task Force, Multicultural Affairs Advisory Board (pending appointment);
 - d. Chair the Gender Identity and Sexuality subcommittee when enacted, ensuring diverse representation of gender identities and sexualities within the subcommittee;
 - e. Provide a semesterly report of the state of gender identity and sexuality issues and the relevant initiatives pursued in said semester.
- I. The Representative for First Generation and Low Income Issues
 - a. Facilitate communication between the Council, constituents, and the administration on all issues concerning first generation and low income students;
 - b. Solicit and act on feedback from the student body with regards to issues of first generation and low income students and report the obtained information to the Council;
 - c. Represent Council on the Senate Diversity Commission (pending appointment), Multicultural Affairs Advisory Board (pending appointment);
 - d. Chair the First Generation and Low Income subcommittee when enacted, ensuring diverse representation of first generation and low income students within the subcommittee;
 - e. Provide a semesterly report of the state of first generation and low income issues and the relevant initiatives pursued in said semester.
- J. The Representative for Racial Diversity and Inclusivity
 - a. Facilitate communication between the Council, constituents, and the administration on all issues concerning racial diversity and inclusivity;
 - b. Solicit and act on feedback from the student body with regards to issues of racial diversity and inclusivity and report the obtained information to the Council;
 - c. Represent Council on the Senate Diversity Commission (pending appointment), Multicultural Affairs Advisory Board (pending appointment);
 - d. Chair the Racial Diversity and Inclusivity subcommittee when enacted, ensuring diverse representation of racial and ethnic identities within the subcommittee;
 - e. Provide a semesterly report of the state of racial diversity and inclusivity issues and the relevant initiatives pursued in said semester.

K. The Representative for Disability and Accessibility Issues

- a. Facilitate communication between the Council, constituents, and the administration on all issues concerning disabilities and access;
- b. Solicit and act on feedback from the student body with regards to issues of disabilities and accessibility and report the obtained information to the Council;
- c. Represent Council on the Senate Diversity Commission (pending appointment), the Housing Advisory Committee, the Student Health Advisory Committee, and Facilities Committee, Multicultural Affairs Advisory Board (pending appointment);
- d. Chair the Disability and Accessibility subcommittee when enacted, ensuring diverse representation of experiences with disability and accessibility within the subcommittee;
- e. Provide a semesterly report of the state of disability and accessibility issues and the relevant initiatives pursued in said semester.

L. The International Student Representative

- a. Solicit feedback and act on issues concerning international students in all areas of the School of Engineering and Applied Sciences including, but not limited to, Career Education, Student Affairs, New Student Orientation Program, Housing, and Dining;
- b. Continuously work with the International Students and Scholars Office to create an understandable system for international students in SEAS, addressing tax filing, visa status, work authorization, and other areas of concern for the international student population;
- c. Collaborate with Center for Career Education representatives to improve resources for career development, including LionSHARE, to ensure a more efficient job search process for all international students;
- d. Represent Council on the Senate Diversity Commission (pending appointment) and the Office of Multicultural Affairs' International Student Advisory Board (pending appointment) on a weekly basis;
- e. Chair the International Student Issues subcommittee when enacted;
- f. Provide a semesterly report of the state of international student issues and the relevant initiatives pursued in said semester.

M. The Student Health and Wellness Representative

- a. Represent student concerns and voices on mental health and wellness topics on health advisories, committees, and other working groups;
- b. Liaise with Columbia Health on behalf of the Council by communicating with administrators;
- c. Audit and convey modifications to all services offered by Columbia Health;
- d. Proffer policy initiatives developed by the Council to the University; and
- e. Chair the Student Health and Wellness subcommittee when enacted.

Section V: The Class Councils' Responsibilities

A. The President of each undergraduate class shall

- a. Serve as the primary spokesperson and representative of the class;

- b. Set the strategic goals of the Class Council throughout the year in accordance with the interests of the class body and contingent upon approval by the elected Class Council;
 - c. Oversee and be accountable for all proceedings and progress of the Class Council;
 - d. Communicate school news and Council progress to the class on a regular basis;
 - e. Coordinate with the undergraduate class councils, when necessary;
 - f. Chair weekly Class Council meetings;
 - g. Lead selection of extended members on the Class Council.
- B. The Vice President of each undergraduate class shall
 - a. Foster community by organizing events that directly benefit and serve the needs of the class;
 - b. Ensure the proper management of the class budget;
 - c. Assume the responsibilities of the Class President, if deemed necessary.
- C. The Class Representatives of each undergraduate class shall
 - a. Solicit and act on feedback from the members of the class with regards to class specific issues and report the obtained information to the class council;
 - b. Work with relevant bodies to resolve the issues that face the class.

Article III: Committees

A committee is a subset of the Council that addresses specific, relevant issues of the student body and the wider university as a whole.

Section I: Committees

- A. Standing Committees under the Council
 - a. Standing committees are comprised of the following:
 - i. The Policy Committee
 - ii. The Communications Committee
 - iii. The Finance Committee
 - iv. The Student Life Committee
 - b. These committees shall be chaired by their respective Executive Board member;
 - c. The specific function and membership of these committees are described in later sections.
- B. Standing Joint Council Committees of the Council
 - a. Joint council committees are co-chaired by representatives from two or more of the student councils;
 - b. They are enacted when it is felt that a combined committee can increase Council efficiency and better serve the needs of the student body;
 - c. Standing joint council committees are comprised of the following:
 - i. The Joint Council Co-sponsorship Committee (JCCC)
 - d. Joint council committees shall function and be governed as specified in their specific guidelines and/or bylaws.
- C. Subcommittees under the Council
 - a. Subcommittees under the Policy committee
 - i. Any at large-representative is able to enact and chair a respective subcommittee, upon the approval of the Executive Board;

- ii. The Vice President, Policy is ultimately accountable for all proceedings and progress of these subcommittees.
 - b. Subcommittees under the Finance committee
 - i. Finance subcommittees are comprised of:
 - 1. The Project Grants subcommittee
 - 2. The Capital Investment Fund subcommittee
 - 3. The Travel Grants subcommittee
 - ii. The Vice President, Finance is able to enact and appoint a chair for the above subcommittees as deemed necessary;
 - iii. The Vice President, Finance is ultimately accountable for all proceedings and progress of these subcommittees.
- D. Ad-hoc Committees under the Council
 - a. Ad-hoc committees are enacted to address a specific issue that does not fall under the purview of an existing subcommittee;
 - b. They shall be established by a majority vote of the Council;
 - c. The chair shall be determined by the Executive Board and is responsible for reporting the proceedings and progress of the committee to the council.
- E. Establishment
 - a. Standing committees, joint council committees, and subcommittees are established via constitutional amendment;
 - b. Changes to the guidelines and/or bylaws of the joint council committees must be approved by a 2/3 majority vote
 - i. These changes are contingent upon approval by the other councils involved in the joint council committee.
- F. Meetings
 - a. All committee meetings are open to the public, unless determined otherwise by the chair(s);
 - b. Committees may be held jointly with other councils, as deemed necessary by the chair(s);
 - c. It is recommended that standing committees meet on a weekly basis;
 - d. The frequency of the subcommittee and ad-hoc committee meetings shall be agreed upon by the chair(s) and, if applicable, corresponding Executive Board member(s).

Section II: The Policy Committee

A. Members

- a. The Policy Committee shall be comprised of
 - i. An elected member from each Class Council²
 - ii. The Academic Affairs Representative
 - iii. The Sustainability Representative
 - iv. The Technology Representative
 - v. The Professional Development and Alumni Affairs Representative
 - vi. The Student Health and Wellness Representative

² *each Class Council* - Senior class representatives are excused from attending standing committee meetings in the Spring semester unless otherwise asked by the committee to offer insight upon issues or ideas.

- vii. Half of the following (at their own discretion):
 1. The Combined Plan 3-2 Representative
 2. The Representative for Gender Identity and Sexuality Issues
 3. The Representative for First Generation and Low Income Issues
 4. The Representative for Racial Diversity and Inclusivity
 5. The Representative for Disability and Accessibility Issues
 6. The International Student Representative
 - b. The University Senator is required to attend Policy Committee meetings if requested by the Vice President of Policy.
 - B. Function
 - a. Identify and pursue School- and University-wide policy initiatives in accordance with the needs of the student body;
 - b. Construct and present resolutions, proposals, and other policy-related documents to the Council.

Section III: The Communications Committee

- A. Members
 - a. The Communications Committee shall be comprised of
 - i. An elected member from each Class Council²
 - ii. The Technology Representative
- B. Function
 - a. Facilitate communication between the students, councils, and administration;
 - b. Communicate with media to represent the Council and inform media on council proceedings;
 - c. Ensure proper development, maintenance, and accessibility of council documents;
 - d. Develop designs for council documents to provide the Council with consistent branding and aesthetics;
 - e. Ensure development and timely release of the End of Semester Report.

Section IV: The Finance Committee

- A. Members
 - a. The Finance Committee shall be comprised of
 - i. An elected member from each Class Council²
 - ii. The Student Groups Representative
- B. Function
 - a. Distribute all available funding appropriately by considering both the needs of the activities and the service these activities provide to the SEAS students at large;
 - b. Co-sponsor activities supporting the interests of the SEAS students;
 - c. Review and vote on ESC specific funding and co-sponsorship applications;
 - i. Requests up to \$500 dollars may be approved by the committee through a majority vote.
 - d. Reviews grant applications for Travel Fund, Engineering Project Grants, and the Capital Investment Fund;
 - e. Ensure Council representation on the JCCC.

Section V: The Student Life Committee

A. Members

- a. The Student Life Committee shall be comprised of
 - i. An elected member from each Class Council²
 - ii. The Campus Affairs Representative
 - iii. Half of the following (at their own discretion):
 1. The Combined Plan 3-2 Representative
 2. The Representative for Gender Identity and Sexuality Issues
 3. The Representative for First Generation and Low Income Issues
 4. The Representative for Racial Diversity and Inclusivity
 5. The Representative for Disability and Accessibility Issues
 6. The International Student Representative

B. Function

- a. Plan and organize events to promote the well-being and serve the needs of the student body;
- b. Coordinate with appropriate bodies to plan events for class-specific issues and for the university as a whole;
- c. Design and issue merchandise to the student body.

Article IV: Functions of the Council

Section I: Resolutions

- A. The Council may pass resolutions to reflect the opinion of the students of the Council to address the various issues facing the student body of SEAS and the university as a whole.
- B. The Council may pass joint resolutions with other councils or governing boards
 - a. If identical resolutions are passed by the participating bodies then said resolution is a Joint Resolution and will be denoted as such;
 - b. If the participating parties pass similar but not identical resolutions, the Policy Committee will work with their respective counterpart to rectify the differences between the two versions of the resolution and present a final version for approval.
- C. Amendments to resolutions
 - a. A member may offer a friendly amendment³ and it may be accepted by the member making the motion;
 - b. If a friendly amendment is not accepted by the drafter of the resolution, an amendment may be offered to the Council, voted upon, and approved by a simple majority.
- D. A simple majority vote is needed to pass a resolution.

Section II: Continuing Resolutions

- A. The Council may pass continuing resolutions which bind future sessions of Council to continue working on particular issues facing the student body of SEAS and the university as a whole.
- B. Requisite Content

³ *Friendly Amendment* - A friendly amendment may be proposed via a “motion for a friendly amendment that...” followed by a description of the amendment. See Article V, Section III.A for motioning procedure.

- a. Continuing resolutions must begin their titles with “Continuing Resolution...” Any resolution with this designation shall be subject to the rules enumerated in this section of the Constitution;
 - b. Continuing resolutions must specify a date of expiration not exceeding ten years. The timeline enumerated by a continuing resolution shall be the shortest time period deemed appropriate;
 - c. Continuing resolutions may specify additional conditions under which they would expire;
 - d. Continuing resolutions must specify the position within council responsible for delegating or ensuring the continued support of an initiative;
 - e. Continuing resolutions must enumerate how and when the designated aforementioned member of council will communicate progress on the initiative.
- C. Amendments to continuing resolutions
 - a. A member may offer a friendly amendment and it may be accepted by the member making the motion;
 - b. If a friendly amendment is not accepted by the drafter of the resolution, an amendment may be offered to the Council, voted upon, and approved by a 2/3 majority vote.
- D. Passage and repeal
 - a. A 2/3 majority vote is required to pass a continuing resolution;
 - b. A 1/3 plurality vote is required to repeal a continuing resolution.
- E. Passing of Responsibility
 - a. The full duty and responsibility enumerated within a continuing resolution may be temporarily passed from one member of council to another consenting member of council. This must be done in a session of the general body;
 - b. The member of council assuming responsibility must acknowledge consent before the council and the Vice President of Communications must affirm that the responsibility has been passed;
 - c. The Vice President of Communications must update the record to reflect the passage of responsibility via the agenda, and an addendum to the continuing resolution as presented on the website;
 - d. The record will be updated by adding an addendum to the continuing resolution using the following language: “RESPONSIBILITY PASSED to *member of council* UNTIL *date of next election of council*”;
 - e. Any such passage of responsibility shall expire with the turnover of council;
- F. Communication of Continuing Resolutions
 - a. Following the passage of a continuing resolution, the author of said resolution must communicate its contents to the Vice President of Communications;

- b. The Vice President of Communications shall ensure that all continuing resolutions are easily found on the website;
- c. The Vice President of Communications shall also ensure that all continuing resolutions are communicated to the Columbia Elections Commission prior to any election for members bound by active continuing resolutions.

G. Enforcement

- a. The member of council enumerated by the continuing resolution must, in good faith, promote the initiative and report on progress to the Council to the best of their ability so long as the continuing resolution has not expired;
- b. Any member of the Council enumerated by a continuing resolution found not to be promoting the relevant initiative in good faith shall be deemed eligible for impeachment so long as the continuing resolution has not expired;
- c. Any member of the Council enumerated by a continuing resolution who fails to report to the Council with the designated frequency outlined in said resolution shall be deemed eligible for impeachment so long as the continuing resolution has not expired.

Section III: Referenda

- A. A referendum is defined as a course of action to be voted upon by engineering students to which the council is bound to act upon;
- B. One of the following criteria must be satisfied for the Proposal of a Referendum
 - a. The Council requires a petition presented by a SEAS student and signed by 10% of the fully enrolled SEAS student body or 150 students, whichever is greater;
 - b. Upon presentation, the referendum must be ratified by a 2/3 majority vote of the Council.
- C. Procedure for Implementation
 - a. The referendum shall be included in the next general election vote;
 - b. No referendum may be proposed and voted upon by the public more than once every two semesters;
 - c. No referendum may be proposed to the council more than once every two semesters.
- D. Procedure for Ratification
 - a. Greater than thirty percent (30%) of the fully enrolled SEAS student body must vote yea or nay on the referendum;
 - b. A 2/3 majority vote is needed to pass the referendum.

Section IV: Funding and Cosponsorships

- A. Funding of Governing Boards
 - a. The Council is responsible for allocating funds to the governing boards as deemed necessary and proper;
 - b. Funding at Columbia I'm also looking for the University' (F@CU) allocation process
 - i. The Council shall be represented in all funding decisions by the President and

- Vice President, Finance during this allocation process;
 - ii. The Council shall set policies for receiving further governing boards' allocations and appeals requests for the upcoming year during this period
 - B. Joint Council Co-sponsorship Committee Funding
 - a. In cases of JCCC funding, the allocations will be broken down according to the ratio of the student populations of the respective schools, whenever possible.
 - C. Finance Committee Co-sponsorships and Funding
 - a. Funding requests to the Finance Committee will be presented to the Council during weekly meetings.
 - D. Approval
 - a. JCCC and the Finance Committee may approve of funding allocations up to \$500 dollars
 - i. These decisions must be presented to the Council;
 - ii. Any member of the Council may challenge and revoke the approval via a simple majority Council vote.
 - b. The Council will vote and approve allocations of funds greater than \$500 with a simple majority vote.

Article V: Procedural Guidelines

Section I: Meeting Procedures

- A. Scheduling
 - a. The Council shall meet beginning the first full week of classes and shall continue meeting until the last full week of classes on a weekly basis with the exception of University holidays.
- B. Attendance
 - a. Council members are expected to attend all general body and required committee meetings, according to their position;
 - b. If a member must miss a meeting, s/he is expected to inform the Vice President, Communications or appropriate committee chair, in advance.
- C. Agendas
 - a. All Executive Board members, Class Presidents, At-large Representatives, and the University Senator shall submit written weekly reports prior to a deadline set by the Vice President, Communications;
 - b. These shall be compiled into a meeting agenda that will be made available to the student body.
- D. Closed Meetings
 - a. A meeting may only be closed to include only members of the council and specified parties if a motion to close the meeting is passed by simple majority.
 - b. A motion must be passed at the end of a closed meeting to disclose its contents to the public.
- E. Meeting Proceedings
 - a. If 1/3 of the full council should believe that the use of Robert's Rules of Order would simplify a procedure not explicitly stated in our constitution, the council shall apply them until the end of the meeting in which a 1/3 vote is taken.
 - i. The Vice President, Policy assumes the role of Parliamentarian and enforces

Robert's Rules.

- b. If a significant issue arises, where members of the Council desire to temporarily change Council formalities or direction from the President of the Council, an absolute majority (yeas outnumber all other votes) may be used to instate such changes.

Section II: Motions and Voting

A. Motion

- a. A motion can be made at any time during discussion;
- b. To proceed, the motion must be seconded by a council member.

B. Voting Procedure

- a. The Council enters voting procedure upon a successful second to a motion to vote;
- b. Quorum⁴ must be achieved in order to vote
 - i. In the case of a vote when quorum is not achieved due to abstentions, the council shall decide, with a 2/3 majority vote, whether to revote, table the issue for further evaluation, or reject the proposal.
- c. All votes shall be conducted by roll call unless otherwise motioned
 - i. Abstentions may be cast.

C. Definitions

- a. A majority is defined when the number of yeas outnumbers the number of nays with 2/3 of the present voting members not abstaining.
- b. A 2/3 majority is defined when the number of yeas outnumbers the number of nays by a 2 to 1 ratio with 2/3 of the present voting members not abstaining.

D. Eligible Voters

- a. All members of the Council except the Student Body President vote;
 - i. In the case of a tie, the Student Body President shall cast the deciding vote;
- b. Members are expected to abide by the conflict of interest policy.

E. Conflict of Interest

- a. Conflicts are intended to be issues that would cause an individual to act, or give the appearance of acting, in a manner that does not put the interests of the Council and its constituents first.
- b. It is the responsibility of the individuals on the council to disclose any connection they believe may present a conflict prior to any discussion or vote;
- c. Recusal of Self
 - i. Those who have a conflict are encouraged to recuse themselves from the vote;
 - ii. A majority vote of the council can force a member of the council to recuse themselves from a vote;
 - iii. Quorum, if met before recusal, is not broken by recusal.
- d. Post-Vote Disclosure
 - i. Should an existing conflict of interest be discovered after a vote has occurred, the Council may motion for a revote;
 - ii. The member(s) in question will be excused from the ensuing discussion, and

⁴ *Quorum* – completed when 2/3 of the total council membership is present. In order for a vote to be taken, a quorum of members must be present.

- the re-vote will be approved by a majority vote of the Council;
 - iii. If a re-vote is taken, the member(s) with the conflict is automatically recused.
- e. Failure to Disclose
 - i. Should the Council determine that a member has failed to disclose a conflict relevant to the proceedings of the Council, a motion for that member to leave the room may occur;
 - ii. The Council will then discuss and vote on how to proceed with regards to the individual.
- F. Reconsiderations
 - a. A motion to reconsider can only be made by a member who voted with the prevailing side and must be seconded by another member who also voted with the prevailing side.
 - b. A motion to reconsider can only be made within twenty-four hours of the decision to be reconsidered.
 - c. A motion to be reconsidered will be passed given a majority vote.

Section III: Filling Vacancies and Elections

A. Election Procedures

- a. Council elections shall be run independently by the Columbia Elections Commission;
 - i. The Council shall approve of the engineering representatives on the Election Board by a majority vote.
- b. Columbia Elections Commission
 - i. Membership
 - 1. The Columbia Elections Commission shall include three members of Council who are members of the graduating class during the two next cycles (Fall and Spring) of elections.
 - 2. The three appointed members shall serve as voting members of the Columbia Elections Commission.
 - 3. Membership commences immediately after appointment and shall last for a full calendar year.
 - 4. Membership responsibilities are detailed in the Columbia Elections Commission Constitution.
 - ii. Appointment
 - 1. A meeting of the members of Council who are members of the graduating class during the next two cycles of elections shall be held after elections in the Spring Semester to determine membership appointment.

B. Appointment Procedures in the Event of a Vacancy

- a. At-Large Representative Vacancies
 - i. If an At-Large Representative vacancy occurs, the Council shall appoint an interim replacement for the position from the undergraduate engineering student body;
 - 1. This interim representative shall serve until a general election run by the Columbia Elections Commission takes place.

- ii. The Executive Board must initiate appointment procedures upon vacancies within two weeks of the creation of that vacancy
 - 1. If a general election is to take place within 31 days of the vacancy, the position may remain vacant;
 - 2. The chair of the standing committee on which the representative sits is responsible for leading the appointment process;
 - 3. The aforementioned council member is responsible for assembling a committee to interview potential appointees; this committee shall at least be composed of one current at-large representative, one executive board member, and one class council member;
 - 4. The aforementioned interview committee shall recommend the new appointee(s) to the Executive Board within three weeks of the initiation of the appointment process;
 - 5. The Executive Board shall appoint the new at-large representative(s) within one week of receiving the recommendation(s);
 - 6. Should the council be unable to fill the vacancy after 31 days of publicizing the position, the position will be closed and reopened at the start of the following semester;
 - 7. If a general election is to take place before the start of the next semester, the position shall be made available to potential candidates.
- b. Vice President of Council Vacancies
 - i. The council will open applications for the Vice President of the Council, Interim position, first to the vacant office's standing committee;
 - 1. Should no one from the vacant office's standing committee apply to fill the position within one week, it shall be deemed necessary to open the application to the council;
 - 2. Should no one from the council apply to fill the position in one week, it shall be deemed necessary to open the application to the engineering undergraduate student body.
 - ii. Any applicant to the vacant office shall be interviewed by the council and appointed by a majority vote if they are the only applicant, and by plurality vote if they are one of multiple applicants.
- c. Class Council Vacancies
 - i. Class President vacancies shall be filled by the current Class Vice President;
 - ii. If the Class Vice President declines, or if any other class council member position is vacant, the remaining class council forms a committee with two members of the Executive Board to interview and appoint a new member.
 - 1. Majority vote of the committee will determine appointment;
 - iii. In the event that majority or all Class Council members resign, there will be a new election for the Class for which the Columbia Elections Commission will be responsible.
- d. The Student Body President Interim Succession
 - i. In the event that the Student Body President is unable to perform his/her duties, the following steps are to be taken:
 - ii. The member of the Executive Board in the year of highest academic standing

- will take on the duties.
- iii. If multiple members of the Executive Board satisfy the previous requirement, the member who has been elected to the ESC for the most years will take on the duties.
- iv. If multiple members of the Executive Board satisfy both previous requirements, the member who held the higher position on Council the previous year will take on the duties.
- v. If multiple members of the Executive Board satisfy all three previous requirements, succession shall be determined by a coin toss.
- e. All other position vacancies shall be filled on an interim basis by a majority vote of the entire Council membership.

Section IV: Formal Review and Impeachment

A. Formal Review

- a. The Executive Board is responsible for enforcing the Constitution and ensuring member accountability;
- b. The Executive Board is expected to exercise proper judgement before calling a member for formal review;
- c. Any of the following conduct may trigger a meeting with the Executive Board for formal review
 - i. Greater than two unexcused⁵ absences from a general body meeting throughout the calendar year;
 - ii. Greater than two unexcused⁶ absences from a required Committee Meeting throughout the calendar year;
 - 1. The Vice President of each committee will determine which events constitute a required Committee Meeting.
 - iii. An abuse of membership privileges;
 - iv. Violating the duties set forth in this Constitution;
 - v. Acting in a manner which is willfully against the interests of the Council, the student body, and/or Columbia Engineering.
- d. Formal review will include a discussion with the involved member and a formation of a plan to avoid repetition of unwanted behavior;
- e. Should the formal review seem unsuccessful, the Executive Board will discuss how to proceed.

B. Impeachment⁷ and Removal

- a. Grounds for impeachment include any conduct that could result in a formal review;
- b. Any member may motion for the impeachment of another member;
 - i. The impeached member must be informed of the motion for impeachment.
 - ii. Any non-Executive Board member against whom a motion is being made must be under formal review first.

⁵ An excused absence is defined by the discretion of the Executive Board.

⁶ Ibid.

⁷ *Impeachment* – To charge and to call to account a member of the council for having committed an act which is willfully against the interests of the Engineering Student Council, CE, or that of his/her Council role. Debate and voting by the Council after impeaching a member can lead to his/her dismissal from the Council

- iii. The member making the motion for impeachment must present the constitutional section(s) that the impeached member has violated while making the motion.
- c. A special committee, made up one member from each of the four Class Councils, one member from the Executive Board, and one other member of the Council, will be set up to review the impeachment;
 - i. They will present the case to the Council at least one week after the impeached member is informed.
 - ii. The committee will request testimonies from the General Body and any other relevant parties with a submission deadline of 48 hours after the impeached member is informed.
 - iii. The committee will request testimony from the impeached member after sending an anonymized compilation of the allegations submitted by the other members and/or parties to the impeached member.
 - iv. The committee will review the testimonies from all parties and recommend whether each allegation listed is considered to be a violation of the Constitution.
 - v. The committee will determine these recommendations and present them to the council at the end of the hearing for the impeached member, before voting procedure takes place.
- d. Removal of an impeached member from the Council shall be by a 2/3 majority vote
 - i. The vote will be closed and tallied by the President and Vice President, Policy of the Council;
 - ii. If the vote is to remove one or both of them, it shall be tallied by the Senior Class Council President and Vice President.

Article VI: Amendments

A. Constitutional Amendments

- a. Any elected member of the Council may propose a constitutional amendment as deemed necessary.
- b. One week after the amendment is proposed to the Council, the Council shall hold a majority vote to decide whether or not to entertain the proposal.
- c. If the proposal is entertained, this Constitution may be amended by a two-thirds majority.
- d. Approved amendments shall take effect at the start of the next year.
 - i. If the vote is unanimously in favor of the amendment, the amendment shall take effect immediately.

B. Amendments addressing clerical changes in the constitution

- a. Any errors (limited to spelling and grammatical) in the Constitution or Bylaws may be changed without constitutional review.
- b. If any governing boards, student councils, or other governing bodies addressed by name in the ESC Constitution or Bylaws receive a name change, their name may be changed within the ESC Constitution without constitutional review.
- c. Any inconsistencies that result from constitutional changes that occurred in the previous constitutional review can be fixed without a constitutional amendment.

- d. Any such changes to the Constitution or Bylaws must be submitted to approval by the Executive Board.
- C. Election Bylaws
 - a. The Election Bylaws are amended by the same process as the Constitution
 - b. Any member of the Council may propose an amendment to the Elections Bylaws
 - i. Members considering changes are highly encouraged to first discuss the changes with a member of the Columbia Elections Commission.
- D. Review
 - a. It is the responsibility of the Vice President, Policy to bring forth the Bylaws for review.
 - b. If necessary, a committee shall be formed to write any proposed changes.