



# Senate of the Associated Students of the University of Nevada

*91<sup>st</sup> Session, 2023-2024*

## AN ACT TO REMOVE THE OFFICE OF THE SECRETARY

Bill Number: 7

Authored By: Secretary Chavez and Submitted by Senator Martin

Sponsored By: 2023-2024 Student Government Assembly

*Whereas*, during the 89th session of the Associated Students of the University of Nevada, Reno, the Office of the Secretary was revised to be managed by the Associate Director of the Center for Student Engagement;

*Whereas*, all Secretaries are employees of CSE, not officers of ASUN;

*Whereas*, due to this change, the Secretaries are not managed by ASUN's governing documents;

*Be it enacted*, the Office of the Secretary will be removed from the Statutes of the Associated Students of the University of Nevada, Reno;

*Be it further enacted*, the attached Addendum be adopted.

Adopted in Senate on January 31, 2024

Attest:

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Fayza Salah, Speaker of the Senate

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Boris Carpio Guerra, President of the Associated Students

I certify that this Act originated in the Senate.

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Ally Chavez, Senate Secretary

Addendum A

**Title I: The Legislative Branch** ..... Error! Bookmark not defined.

**Chapter 101: Composition** ..... Error! Bookmark not defined.

Section 01: Composition..... **Error! Bookmark not defined.**

Section 02: Speaker of the Senate..... **Error! Bookmark not defined.**

Section 03: Senators ..... **Error! Bookmark not defined.**

Section 04: Chairs of Committees ..... **Error! Bookmark not defined.**

Section 05: Vice-Chairs of Committees ..... **Error! Bookmark not defined.**

Section 06: Speaker Pro Tempore ..... **Error! Bookmark not defined.**

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**Section 08: Secretary of the Senate** ..... **4**

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Section 12: Apportionment ..... **Error! Bookmark not defined.**

Section 13: Reapportionment of Senators ..... **Error! Bookmark not defined.**

## Section 08: Secretary of the Senate

### a) ESTABLISHMENT:

There is hereby established the position of Secretary of the Senate. The Secretary of the Senate shall be hired by the Associate Director of Student Government with input from the Attorney General and Speaker of the Senate.

### b) DUTIES:

- 1) Manage the Office of the Secretary.
- 2) Send to the Center for Student Engagement Staff a certificate of the number of senators to which a college or school is entitled within fifteen calendar days after the receipt of the President's statement regarding the whole number of persons in each college and school, and the number of Representatives to which each college and school, and the number of the then existing number of Senators.
- 3) Make a roll of the Senators-elect before the first meeting of the following session of the Senate and place thereon the names of those persons, and of such persons only, whose credentials show that Senators were regularly elected in accordance with the laws of the Associated Students.
- 4) At the commencement of each session of the Senate, call the Senators to order and proceed to record their presence by Colleges or Schools in alphabetical order, by call of the roll.
- 5) Pending the election of a Speaker, preserve order and decorum and decide all questions of order, subject to appeal by a Senator.
- 6) Announce to the Senate the existence of any vacancies at the time of its assembly, due to resignation or otherwise.
- 7) Prepare for the agenda for the first Senate meeting of the following session according to Title I.102.4.a.
- 8) Recognize Speaker nominees to deliver a 10-minute presentation to the Senate and to put the question of the election of the Speaker by roll call vote at the conclusion of a debate regarding the election of the Speaker.
- 9) Note in a journal the date and time of the receipt of a nomination to the Senate.
- 10) Cause the oath of office to be printed, furnishing two copies to each Senator who has taken the oath of office in accordance with law, which shall be subscribed in person by the Senator, who shall thereupon deliver them to the Secretary, one to be filed in the records of the Senate, and the other to be recorded in the Journal or the Minutes of the Senate.
- 11) Administer the provisions of Title IX.901 with respect to the Senate and its committees.
- 12) Acting jointly with the Archives of the Associated Students, be the custodian of documents, and to make arrangements with the committee secretary for the proper filing of all records with the Archives of the Associated Students.
- 13) Act as the chair of the meeting of the convening of the Senate, and act as the Parliamentary authority during the

- election of a Speaker at said meeting.
- 14) Maintain office hours and attendance for all Senators, as to provide record for Rules violations, and ensure that, of the two weekly required hours, one takes place at the Senate table.
  - 15) To administer any oath or affirmation required by law, or by the rules of the Senate, to be taken by any officer of the Senate and to any witness produced before it.
  - 16) Ensure accurate, verbatim as necessary, minutes be recorded and documented, both in text and audio format, for all meetings of the Senate and meetings of the Committees of the Senate, as to abide by Nevada Open Meeting Law.
  - 17) Monitor Senate meeting attendance as to ascertain and keep a proper quorum.
  - 18) Ensure the availability of drafts of minutes for all appropriate persons.
  - 19) Oversee the production of minutes to be completed by the Committee Secretaries and oversee all matters relating to their office.
  - 20) Hold regular meetings with Committee Secretaries, the Legislative Clerk, and the Senior Secretary.
  - 21) Keep a record of incomplete minutes.
  - 22) Deliver a report on the information from the meetings with the Committee Secretaries, Senior Secretary, and the Legislative Clerk as well as whatever information they deem necessary.

#### Section 09: Legislative Clerk

##### a) ESTABLISHMENT:

There is hereby established the positions of Legislative Clerk. One (1) Legislative Clerk may be hired by the Associate Director of Student Government with input from the Attorney General and the Speaker of the Senate.

##### b) DUTIES:

The duties of the Legislative Clerk shall include, but are not limited to, the following:

- 1) Compile, edit and maintain the Public Laws, Resolutions and Statutes-at-Large and Statutes of the Associated Students in accordance with the laws governing such.
- 2) Organize in chronological order, bind, and index the following:
  - i) Agendas and minutes of all public bodies meeting within the ASUN Student Government, including: the ASUN Senate, Senate Committees, Association Elections, Department of Programming, Executive Cabinet, Department of Legislative Affairs, and Clubs and Organizations Commission.
  - ii) Records of ASUN Judicial Council cases and opinions including copies of charge sheets, written briefs and documents used in each case, and final judgments of the Council.
  - iii) Copies of the annual budgets of the ASUN and any related and clarifying budget material.

- 3) Enroll bills and resolutions of the Associated Students.
- 4) Endorse by stamp the date enrolled bills are received from the President or the Senate in the right-hand margin of the first page.
- 5) Receive approved bills and carefully preserve the originals.
- 6) Assign to each bill a unique serial number (Senate session–serial number) in the order in which it was submitted to the Legislative Clerk for introduction.
- 7) Keep a running document of the numbering of bills and resolutions for the Speaker and all Committee Chairs to see at any given time, and edit when adding legislation, so that the Legislative Clerk may assign any legislation originally submitted to a committee its own serial number.
- 8) Whenever official notice is received at the appropriate office that any amendment proposed to the Constitution of the Associated Students has been adopted, according to the provisions of the Constitution, cause the amendment to be published, with the Legislative Clerk's certificate, specifying the vote by which the same may have been adopted by both the students and the Board of Regents of the Nevada System of Higher Education, and that the same has become valid, to all intents and purposes, as a part of the Constitution of the Associated Students.
- 9) Cause to be compiled, edited, indexed, and published, the Associated Students Statutes at Large, which shall contain all the laws and resolutions enacted during each regular session of the Senate; all proclamations by the President in the numbered series issued since the date of the adjournment of the regular session of the Senate next preceding; and also any amendments to the Constitution of the Associated Students proposed or ratified since that date, together with the certificate of the Legislative Clerk of the Associated Students issued in compliance with the provision contained in Title I.103.12.
- 10) In the event of an extra session of the Senate, cause all the laws and resolutions enacted during said extra session to be consolidated with, and published as part of, the contents of the volume for the next regular session, unless such special session was held during a regular session or within one month of the regular session next preceding.
- 11) Administer the provisions of Title IX.901 with respect to all documents kept in the Legislative Clerk's custody, and any other public bodies of the Associated Students.
- 12) Keep in the custody the seal of the Associated Students and to affix the seal to commissions, proclamations by the President, promulgation instruments of ratified amendments to the Constitution, and such other documents or instruments as the Legislative Clerk may determine require the affixal of the seal.
- 13) Manage and compile the Archives of the Associated Students (or ASUN Archives) with the Office of the Secretary.
- 14) Evaluate all records, documents, reports, and other potential archival material in the ASUN before it is discarded.

- 15) Designate a staff member of the ASUN Administration, after consultation with the President and Director of ASUN, along with such other staff assistance as may be needed for compiling and maintaining the Archives.
- 16) Prepare and present to the Senate each year both a report on the progress of the Archives and budget requests for Archive funding.
- 17) Attend the regular meetings held by the Senate Secretary.
- 18) Present bills signed by the presiding officer of the Senate to the President, or such other person in the Office of the President as the President may designate by written instrument, in person and note in a journal the date and time of presentment or enrolled bills and the official who received the enrolled bill.
- 19) Upon return of a bill by the President, note in a journal the date and time of the return of a bill.
- 20) Certify to the Center for Student Engagement Staff the text of an amendment to the Constitution of the Associated Students proposed by the Senate.
- 21) Whenever the Senate grants its consent to a nomination, the Legislative Clerk shall cause to be sent to the appointing authority a resolution of proper form attesting to the Senate's consent to the nomination.
- 22) Enroll all bills and present them to the proper parties with certification after the Senate has passed them.
- 23) Ensure the availability of drafts of bills, resolutions, and binding resolutions for all appropriate purposes.
- 24) After the legislation has been enrolled and signed, mail out copies to the parties outlined in the legislation.
- 25) At the request of the Speaker of the Senate, review and annotate drafts of legislation.

## Section 10: Senior Secretary

### a) ESTABLISHMENT:

There is hereby established the position of Senior Secretary. The Senior Secretary shall be hired or promoted by the Secretary of the Senate with input from the professional staff.

### b) DUTIES:

The duties of the Senior Secretary shall include, but are not limited to, the following:

- 1) In the event of vacancy or incapacity of the Secretary of the Senate, the Senior Secretary shall assume the powers and duties of the Secretary.
- 2) In the Absence of the Secretary or the inability of the Secretary to discharge the Secretary's duties, send to the Center for Student Engagement Staff a certificate of the number of Senators to which a college or a school is entitled within fifteen calendar days after the receipt of the President's statement regarding the whole number of persons in each college and school, and the number of Representatives to which each college and school, and the number of the then existing

number of Senators.

- 3) Attend the regular meetings held by the Senate Secretary.
- 4) The Senior Secretary shall, in the absence of the Secretary of the inability of the Secretary to discharge the Secretary's duties, make a roll of the Senate-Elect before the first meeting of the following session of the Senate and place thereon the names of those persons, and of such persons only, whose credentials show that the Senators were regularly elected in accordance with the laws of the Associated Students.

## Section 11: ASUN Secretaries

### a) ESTABLISHMENT:

There is hereby established the positions of ASUN Secretaries. The ASUN Secretaries shall be hired by the Secretary of the Senate with input from the professional staff.

### b) DUTIES:

The duties of the ASUN Secretaries shall include but are not limited to the following:

- 1) Assist the Secretary of the Senate in all matters concerning the Senate Committees, Executive, and Judicial meetings.
- 2) Attend and transcribe the minutes of the Senate Committees, Executive, and Judicial meetings.
- 3) Assist the Secretary of the Senate in tracking attendance during Senate Committees, executive, and judicial meetings.
- 4) Ensure the Senate Committees, Executive, and Judicial meetings abide by the standing rules of order.
- 5) Abide by Nevada Open Meeting Law with respect to NRS 241.035 and provide printed versions of the agenda for the public.
- 6) Preside during Senate meetings if instructed to do so by the Secretary of the Senate.
- 7) Provide the Secretary with copies of drafts and approved minutes.
- 8) Assist in assembling a book of minutes for the body, which shall contain the original records listed below for each meeting in the following order:
- 9) The agenda:
  - i) Supporting material to the agenda
  - ii) The approved minutes
  - iii) The exhibits to the minutes
  - iv) Miscellaneous material
- 10) Shall record each meeting for the public.
- 11) Work jointly with the Secretary of Senate of the Associated Students to appropriately file each recording.
- 12) Attend the regular meetings held by the Senate Secretary.