

**Las Positas College  
Student Government  
(LPCSG)**

***Proposed Committees Changes***



This edition adopted: *Date*

### **Section 1: LPCSG Committees**

The LPCSG Senate shall comprise the following committees:

- A. LPCSG Internal Procedures Committee
- B. LPCSG Budget Committee
- C. LPCSG Election Committee
- D. LPCSG Constitution and Bylaws Review Committee
- E. LPCSG Events Committee

### **Section 3: Formation and Dissolution of Committees**

- A. LPCSG Committees shall be formed by no later than the sixth week of the Fall semester.
- B. If at any time a LPCSG Committee does not fulfill its minimum membership requirements, then that body automatically becomes inactive and that LPCSG Committee must meet its minimum membership to resume duties.
  - 1. The duties and responsibilities during such time are to be assumed by the Executive Board.
- C. Ad Hoc Committees may be formed by a two-thirds (2/3) majority vote of the LPCSG Senate. All LPCSG Ad Hoc Committees must be formed with the following definitions:
  - 1. Name of the body.
  - 2. Purpose of the body.
  - 3. Authority of the committee to take action on behalf of the LPCSG Senate under specific circumstances.
- D. Ad Hoc Committee shall be dissolved by a two-thirds (2/3) majority vote of the LPCSG Senate. All members of the dissolved Ad Hoc Committees shall automatically be removed.

### **Section 4: Duties and Responsibilities of Committees**

Each LPCSG Committee shall:

- A. Have at least two (2) senators, in addition to the chair, representing the LPCSG Senate and student body.
- B. Conduct its business and complete objectives in accordance with the LPCSG Bylaws.
- C. Hold meetings in accordance with the LPCSG Constitution, LPCSG Senate Bylaws, *Robert's Rules of Orders*, and *Brown Act*.
- D. Complete tasks delegated to it by the LPCSG Senate.

### **Section 5: LPCSG Internal Procedures Committee**

- A. The LPCSG Internal Procedures Committee shall be comprised of:
  - 1. Chair: LPCSG Senate Vice President
  - 2. Voting Members: At least two (2) senators appointed by the chair and approved by the LPCSG Senate by a two-thirds (2/3) majority.
- B. The LPCSG Internal Procedures Committee shall:
  - 1. Hold regular meetings once a week.
  - 2. Maintain the ability of the LPCSG Senate to perform work in the LPCSG Senate office.
  - 3. Maintain documents and forms of the LPCSG Senate.
  - 4. Offer orientation to all members of the LPCSG Senate in regards to parliamentary procedure, use of the office, and responsibilities to the LPCSG Senate

5. Keep track of all attendance, including governance committees, regular Senate meetings, and office hours.
  6. Informing the LPCSG Advisor of any office supplies needed.
- C. The LPCSG Senate delegates authority to LPCSG Internal Procedures Committee to take action on behalf of the LPCSG Senate to fulfill its own objectives with the following restrictions:
1. Any reduction of equipment must be approved by the LPCSG Senate.
  2. Any project to order new equipment must be approved by the LPCSG Senate prior to beginning the project.
  3. Any new forms or attendance policies and enforcements must be approved by the LPCSG Senate

### **Section 6: LPCSG Budget Committee**

- A. The Budget Committee shall be comprised of:
1. Chair: LPCSG Senate Finance Officer
  2. Voting Members: At least two (2) LPCSG Senators appointed by the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority.
- B. The Budget Committee shall:
1. Oversee the LPCSG Budget for the current and coming fiscal school year.
  2. Review monthly budget reports and expenditures for the LPCSG Budget.
  3. Coordinate the annual budget allocation process.
  4. Present all budget recommendations to the LPCSG Student Senate for approval.
  5. Ensure each LPCSG fund has adequate money for all planned expenditures.
  6. Act in accordance with the LPCSG Constitution, LPCSG Senate Bylaws, and LPCSG Codes.
  7. Shall meet at least once a month during the Fall and Spring semester. The committee should meet weekly if an annual budget has not yet been approved for the current year.

### **Section 7: LPCSG Election Committee**

- A. The LPCSG Elections Committee shall be comprised of:
1. Chair: LPCSG Senate Director of Legislation or designee (non-running LPCSG Officer approved in Senate by a two-thirds (2/3) majority. If there are no Officers that meet this criterion, then a non-running LPCSG Senator approved by Senate).
  2. Voting Members: At least two (2) LPCSG Senators appointed by the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority.
- B. The Elections Committee shall:
1. Remain impartial in all dealings with LPCSG members
  2. Act in accordance with the LPCSG Constitution, LPCSG Senate Bylaws, and LPCSG Codes.
  3. Ensure that all candidates are eligible to hold office.
  4. Encourage LPCSG members to apply for LPCSG Senate and Las Positas College Student Trustee positions.
  5. Advertise and promote the LPCSG General Election.
  6. Shall meet at least once a month during the Fall semester excluding the first month, and at least once a week during the Spring semester until the committee is

dissolved, excluding the first week and finals week of each semester and breaks. It is preferred, but not required, that one meeting be held after the elections to review and improve elections procedures for future years.

7. Shall review and/or create the election procedures, the election rules, the voting procedures, the voting rules, and any other related document.
8. Shall review all candidates' adherence to the election rules.
9. The election committee is to investigate any allegations of campaign rules violations. The committee must report their findings and give their recommended course of action to the Student Life Advisor, the Student Senate, and the Vice President of Student Services.
10. Manage and oversee the LPCSG Election Budget.

### **Section 8: LPCSG Constitution and Bylaws Review Committee:**

- A. The LPCSG Constitution and Bylaws Review Committee shall be comprised of:
  1. Chair: LPCSG Senate Director of Legislation
  2. Voting Members: At least two (2) LPCSG Senators appointed by the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority.
- B. The LPCSG Constitution and Bylaws Review Committee shall:
  1. Hold regular meetings once a week to discuss amendments needed for the LPCSG Constitution and Bylaws.
  2. Educate the LPCSG Senate of the Constitution and Bylaws, and advise the LPCSG on how to act in accordance with these documents.
  3. Recommend amendments of the LPCSG Constitution and Bylaws to the LPCSG Senate, which can only be approved through the proper amendment procedures in accordance with these Bylaws and LPCSG Constitution.

### **Section 9: LPCSG Events Committee**

- A. The LPCSG Events Committee shall be comprised of:
  1. Chair: LPCSG Director of Events
  2. Voting Members: At least two (2) LPCSG Senators appointed by the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority, and the Media Officer.
- B. The LPCSG Events Committee shall:
  1. Hold regular meetings once a week.
  2. Plan and coordinate LPCSG events endorsed by the LPCSG Senate.
  3. Promote and properly communicate these events through the use of flyers, social media, and collaboration with other campus organizations and newspapers.
  4. Purchase supplies as necessary for planned events, in accordance with the LPCSG budget.