



## Intention

To all who may concern this bill will design to fully change said articles from original text to update text approved by The Arizona State University Undergraduate Student Government Operations Committee set out in The USG Governing Documents

## Proposed Changes-

### Title II

### THE SENATE

#### **Article VI. The Senate Clerk**

Section 1- The Senate is administratively supported by the Senate Clerk

Section 2- The Senate Clerk is appointed by the Senate President and is approved by a two-thirds majority vote of the Senate.

Section 3- The duties of the Senate Clerk are the following.

1. Provide administrative support to the Senate President.
2. Support the Senate President in the fulfilling of duties and responsibilities.
3. Publish the Senate Meeting Agenda under the direction of the Senate President.
4. Record the minutes of the Senate Meeting under direction of the Senate President.
  - a. If unable to be present at the Senate Meeting, the Senate will recommend to the President that the Chief of Staff records the Senate Meeting minutes.
5. Ensure the approved Previous Senate Meeting Minutes are published on the USG Website.



6. Maintain and ensure placement of name placards and padfolios (containing the Senate Meeting Agenda and voting record) at their designated seats for all Senate Officers and Executive Board members.
7. Ensure time and location of Senate Meetings are published on the USG Website at least 48-hours prior to Senate Caucus.
8. Ensure that the Senate Meeting Location has been reserved and prepared.
9. Ensure all Senate Officers have had an opportunity to add Agenda Items on the Senate Meeting Agenda and disseminate at least 24-hours prior to Senate Caucus.
10. Ensure all Senators have access to copies of the Senate Bills at least 24 hours prior to the Senate Meeting.
11. Create voting records for all Senate Officers.

Section 4- The Senate Clerk may be removed from office by a two-thirds majority vote of the Senate, and approval of the Senate President. If the Senate President disapproves, a unanimous vote of the Senate is required.

Rationale -

Section 2 - removed the grammatical error