



ASSOCIATED STUDENTS
OF THE
UNIVERSITY OF CALIFORNIA, SAN DIEGO

SENATE RULES

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The meetings of the Senate of the Associated Students of UC San Diego, herein referred to as “the Senate,” shall abide by the Robert’s Rules of Order Newly Revised, with the exception of these Special Rules of Order adopted by the Senate.

Rule I. Chair of the Senate

1. Chair of the Senate– The Executive Vice President shall serve as the presiding officer and Chair of the Senate, and shall enforce the rules of order and, when the Senate is equally divided, vote to break a tie vote of the Senate.

a. Senate Pro-Tempore– In the absence of the Executive Vice President, the Senate shall call on the Senate Pro-Tempore, who shall hold the office and execute the duties thereof at the pleasure of the Senate and until another is elected or their term of office as a Senator expires.

b. Acting Senate Pro-Tempore– In the absence of the Executive Vice President, and pending the election of a Senate Pro-Tempore or in the absence of the Senate Pro-Tempore, the Executive Vice President may appoint, in writing to the members of the Senate, an Acting Senate Pro-Tempore, who shall perform the duties of the Chair only for the meeting in which they are named as Acting Senate Pro-Tempore.

Rule II. Sessions of the Senate

1. Sessions of the Senate– Each session of the Senate shall begin and end concurrently with the academic quarters; there shall be three Regular Sessions in the Fall, Winter, and Spring, and additional Special Sessions as necessary.

2. Intersession Committees– An Intersession Committee composed of at least fourteen members of the Senate may, by a two-thirds vote of the Senate, be established to review items and business outside of Regular Session.

a. Appointment by the Executive Vice President– If the Senate fails to approve an Intersession Committee by the last regular meeting of a Regular Session, the Executive Vice President may form an Intersession Committee with the written consent of two-thirds of the members of the Senate.

b. Presiding Officer and Chair– The Executive Vice President shall serve as the president officer and Chair of all Intersession Committees, and shall vote only to break a tie when the committee is equally divided.

i. The Intersession Committee may, by a two-thirds vote, appoint a Chair Pro-Tempore to act as chair and vote to break a tie when the committee is equally divided in the absence of the Chair.

c. Actions of an Intersession Committee– An action of an Intersession Committee shall not take effect until it has been ratified by written consent of the number of sitting voting Senate members which would be required to pass the motion at a meeting where all sitting voting Senate members were in attendance.

3. Business continued from Session to Session– At any subsequent session of the Senate the legislative or financial business of the Senate which remained undetermined at the close of the next preceding session of that Senate shall be resumed and proceeded with in the same manner as if no ending of a session of the Senate had occurred.

Rule III. Oaths

1. Oath– The oaths or affirmations required by the governing documents of the Association shall be taken by each member of the Senate, in open Senate, before entering upon their duties.

OATH

“I do solemnly swear (or affirm) that I will faithfully and honestly execute the office of [name of office] of the Associated Students of the University of California at San Diego, that I will fulfill my fiduciary responsibilities to the student body as an official of the Association, that I will work diligently and to the best of my ability to serve the students of the University of California at San Diego whose interests will be my highest priority, and that I will, to the best of my ability, preserve, protect, and defend the Constitution of the Associated Students of the University of California at San Diego.”

Rule IV. Quorum

1. Quorum– shall consist of a simple majority of the voting members of the Senate, defined as fifty-percent plus one, except as otherwise specified by the governing documents.

2. Questions of Quorum– If, at any time during a meeting of the Senate, a question shall be raised by any member of the Senate as to the presence of a quorum, the Chair shall direct the Clerk to call the roll and announce the result; these proceedings shall be without debate.

3. Failure to meet Quorum– Whenever a roll call by the Clerk determines that the Senate does not meet the required quorum, the Senate shall, until quorum is present, hold no debate nor motion, except to adjourn or to recess.

Rule V. Records of the Senate

1. Clerk of the Senate– The Associate Director of Student Governments, Auxiliaries, and Services, or designee, shall serve as the Clerk and Parliamentarian of the Senate, and shall maintain all records of the Senate and complete duties as prescribed by these rules.

2. Historian of the Senate– The Senate may designate a member of the ASUCSD, who shall hold the office and execute the duties thereof at the pleasure of the Senate and until another is appointed, that shall serve as the Historian of the Senate and shall work alongside the Clerk as applicable and prescribed by the rules of the Senate.

3. Meetings, Minutes, Reports, Roster– All recordings, minutes, rosters, and written reports from the Senate shall be included in the Records and the website, including the Order of Business, records of voting, and reports.

4. Actions– All items considered by the Senate shall be included in the Senate Tracker and website, including, but not limited to, amendments to the governing documents, the Advocacy Agenda, Performance Standards, resolutions and endorsements, financial allocations, mandate reserve allocations, funding maximum appeals, and additional items considered by the Senate; all items shall be clearly marked with the current status of the item.

5. Communications and Additional Items– All communication via the Senate electronic mailing listserv and other approved channels, as well as any additional items, at the discretion of the Chair of the Senate, the Clerk of the Senate, and the Historian of the Senate, or the Senate itself, shall be included in the Records and the website.

Rule VI. Convening of the Senate

1. Regular Meetings– shall occur weekly during the academic year, excluding summer, starting at 6 p.m. PST, unless the voting members of the Senate, by a two-thirds majority vote of the entire voting membership, decide an alternative time, provided that quorum is unaffected by the adopted alternative time.
 - a. Cancellation of Regular Meetings– The Senate may, by a simple majority vote, cancel a meeting, provided that the meeting is canceled at least twenty-four hours prior to the meeting that is to be canceled.
2. Summer Meetings– may take place during the summer, as called by the President or Executive Vice President or by a petition presented to the Executive Vice President containing the signatures of a simple majority of the voting membership, provided that members of the Senate are given a minimum of five academic days' notice.
3. Emergency Meetings– may be called by the President, by the Executive Vice President, or by a petition presented to the Executive Vice President containing the signatures of a simple majority of the voting membership of the Senate during the academic year provided that members of the Senate are given at least forty-eight hours notice.
4. Telecommunications– The Senate may only convene over a telecommunication method if deemed necessary due to a lack of or closure of a reserved meeting location, or during summer if it is infeasible to meet in-person.

Rule VII. Broadcasting of Senate Meetings

1. Broadcasting– The Clerk of the Senate shall administer, maintain, and publish broadcasting of Senate meetings.

Rule VIII. Order of Business

The Order of Business shall be published by the Clerk at least forty-eight hours prior to scheduled start of the meeting.

1. Call to Order– The Chair of the Senate shall begin each meeting by stating the time of the start of the meeting.
2. Roll Call– The Clerk of the Senate shall call the roll of all members of the Senate and record their attendance at the beginning of the meeting to confirm if a quorum is present and to notify the Chair that the meeting may continue; if a meeting of the Senate does not meet quorum, the Chair shall adjourn the meeting.
3. Public Input– Any individual non-member of the Senate may address the Senate once for up to three minutes. a. After sixty minutes have elapsed, the Senate may, by a two-thirds majority vote of the entire voting membership, extend public input.
4. Adoption of the Order of Business– The Senate shall, by a simple majority vote, approve, and may, by a separate and preceding two-thirds majority vote, reorder, or add, or remove items in the Special Presentations and New Business sections of the Order of Business; the Clerk shall, immediately upon approval of the Order of Business, submit, to the members of the Senate, the Order of Business adopted for the meeting.
5. Special Presentations– Members of the Senate, as well as individuals invited and recognized by members of the Senate, may address the Senate in a presentation for up to fifteen minutes; every presentation shall have a five minute question and answer period immediately following the presentation.
 - a. The Senate may move to, by a simple majority vote, extend the presentation time or the allocated question and answer time before or during the presentation or the question and answer period. b. If Special Presentations exceed ninety minutes, at the conclusion of the presentation that goes over the time limit,

there shall be a ten minute recess; further Special Presentations shall be permitted only upon approval by a two-thirds majority vote of the entire voting membership.

6. Reports of Offices– Each Officer shall have up to six minutes to deliver an oral report that shall include updates from the units of the Association overseen by the Officer, campus partners, and other relevant matters; no motions to extend time shall be permitted for reports.

7. Reports of Senators– Each Senator shall have up to four minutes to deliver an oral report that shall include issues or concerns from constituents, updates from College Councils or external committees, and other relevant matters; no motions to extend time shall be permitted for reports.

8. Question Time– Any member of the Senate may ask questions to Senators or Officers that relate to the member's reports; the member shall truthfully respond orally or in writing by the next regular meeting; no debate or follow-up questions shall be permitted during Question Time.

a. If the member is not present, the Clerk of the Senate shall inform the absent member of the question, and the member shall respond in writing by or orally at the next regular meeting.

b. The total time for Question Time shall not exceed twenty minutes.

9. Reports of Committees– The Chairs of the Standing Committees shall report on the actions and votes taken.

10. Unfinished Business – Items tabled from a previous meeting shall be addressed before New Business.

11. New Business– Discussion and Action Items, which must be submitted to the Order of Business to the Clerk at least seventy-two hours prior to the scheduled start of the meeting or added during the adoption of business

12. Announcements– Any member of the Senate or member of the ASUCSD Administration may share announcements relating to upcoming events or matters; no new business may be discussed.

13. Roll Call– The Clerk of the Senate shall call the roll of all members of the Senate and record their attendance at the end of the meeting.

14. Adjournment– The Chair of the Senate shall end each meeting by stating the time of the ending of the meeting.

Rule IX. Voting Procedure and Straw Polls

1. Roll Call Votes– shall be taken for all appointments and financial matters; the Senate may, by a one-third vote, order that a vote be taken by roll call; all roll call votes shall be recorded by the Clerk in the minutes.

2. Hand/Voice Votes– shall be allowed only for items that are not an appointment or financial matter; the Senate may, by a one-third vote, order that a vote be taken by roll call, rather than by a hand or voice vote; the outcome of the vote shall be recorded by the Clerk in the minutes.

3. Closed Votes– shall not be allowed, unless motioned and approved by two-thirds majority vote of the Senate, or as otherwise provided by these rules; the outcome of the vote shall be recorded by the Clerk in the minutes.

4. Open Roll Call Votes– may be taken if the Senate, by a two-thirds vote, orders that a vote be taken by open roll call, during which members may cast their vote by informing the Clerk of the Senate; votes already cast by members of the Senate may not be changed once they have been cast, with the exception of abstentions; all open roll call votes and each member's vote shall be recorded by the Clerk in the minutes.

5. Straw Polls– shall be permitted during the discussion of any motion, subject to the judgment of the Chair, and shall not be binding to the voting of members or the outcome of the motion.

Rule X. Motions and Amendments

1. Motions in Writing– The Chair may require that a motion, including amendments, be submitted in writing.

2. Withdrawal and Modification– Any main motion, amendment, or resolution may be withdrawn or modified by the mover at any time before a vote, except a motion to reconsider, which may not be withdrawn or modified

3. Friendly Amendments– Should a member of the Senate propose a friendly amendment to a motion, and the mover of the original motion should find said amendment agreeable, then the original motion shall immediately be amended, except as otherwise provided by these rules.

- a. Should a member of the Senate object to the friendly amendment or the mover of the original motion not find said amendment agreeable, a vote shall be required on the amendment, as prescribed by the rules.
- b. A friendly amendment shall not be permitted if the amendment changes the main motion significantly.

Rule XI. Precedence of Motions

1. Subsidiary and Privileged Motions– shall be permitted when a main motion is under consideration by the Senate, except that no subsidiary or privileged motion shall be permitted except:

- a. to fix the time to which to adjourn
- b. to adjourn
- c. to recess
- d. to raise a question of privilege
- e. to lay on the table
- f. to call the question
- g. to limit or extend the limits of debate
- h. to postpone to a specified meeting
- i. to refer to committee
- j. to amend
- k. to postpone indefinitely

2. Precedence of Motions– Motions shall have precedence as they are ordered in the preceding section; motions relating to adjournment, recess, questions of privilege, and laying on the table shall be decided without debate. The motions to Suspend the Rules and Reconsider shall also be permitted, and their precedence shall be recognized as stipulated in the current edition of Robert's Rules of Order Newly Revised.

3. Motion to Suspend the Rules vis-à-vis the Order of Business

- a. The Chair shall not entertain any motion that would have the effect of modifying the Order of Business after its approval unless denying the consideration of such a motion would incontestably be detrimental to the interests of the Association. The Chair shall not entertain any motion to suspend the rules put forth in Rule XI §3.

Rule XII. Debate and Privilege of the Floor

1. Debate – may only take place during the discussion of a motion, during which each speaker shall be limited to three minutes of speaking time. Each member and non-member of the Senate may speak no more than twice during the debate of a motion.

a. Assignment of the Floor– The Chair may maintain a Speakers List, organized and applied at the Chair's discretion, to establish the order in which members are to be recognized for the purpose of debate.

i. Organization of the Speakers List– The Speakers List shall be divided by those who have spoken and those who have not previously spoken, with priority given to those who have not spoken.

b. Privilege of the Floor– Only members of the Senate may be placed on the Speakers List; however, upon recognition by the Chair, a member of the Senate may yield the time to a person who is not a member of the Senate, except as otherwise provided by these rules.

2. Limit or Extend Debate– a motion to limit or extend the limits of debate, approved by a simple majority vote of the Senate, shall take precedence over this rule.

3. Calling the Question– The Senate may choose to end debate or discussion on an item by calling the question, provided that the call to question is approved by a two-thirds vote of the Senate.

Rule XIII. Proper Handling of Business

1. Proper Handling of Business– The Senate may only take action on items properly submitted and processed by the procedures prescribed by the rules, and may not consider items unless a committee has first voted on it.

a. Submission of Items– All items shall first be submitted to the Clerk and the Chair of the Senate, who shall enter the item into the designated letterhead format and assign the bill or resolution a number.

i. Items– shall include, but not be limited to, amendments to the governing documents, hiring procedures, resolutions, appointments, financial allocations, performance standards, etc.

b. Consideration of Items– All items submitted to the Clerk and the Chair of the Senate, once entered into the proper letterhead format and assigned a bill or resolution number, shall be submitted to the proper committee, to be determined by the Chair of the Senate on the advice of the sponsor of the item.

c. Failed items– The Senate may, by a two-thirds vote, bring an item that was failed at a committee, so long as the sponsor is a member of the committee and properly submits the item to the Order of Business.

d. Contravention– A Committee of the Whole may be called to alter or temporarily relax these rules.

2. Motions to Discharge– The Standing Committees may, by a majority vote, discharge an item to the Senate; if an item is

referred back to committee, the Standing Committee may discharge to the Senate only by two-thirds vote.

3. Referral to the Standing Committees– The Senate may refer any item back to committee before action is taken by the Senate; if an item has not yet been considered by the Senate and is awaiting action by a committee because the Clerk referred the item to it, the Senate may not consider the item unless the committee has first discharged of it.

Rule XIV. Consideration of Financial Matters

1. Quorum– For consideration of financial matters, quorum shall consist of two-thirds of the voting members of the Senate, defined as two-thirds of the current eligible voting members of the Senate, unless otherwise stated.

2. Amendments– For financial matters, all amendments to final allocations must be approved by a simple majority vote of the Senate, unless otherwise prescribed by the rules..

a. Friendly amendments– shall be allowed only for line items or language within financial matters.

3. Executive Budget– During presentation or consideration of the Executive Budget, the members of the Assembly, with the exception of the voting members of the Senate, shall serve as non-voting ex-officio members of Senate.

a. Rules of Order – Consideration of the Executive Budget may be done by section; each office budget may be considered and voted on individually prior to consideration and voting on the budget in its entirety.

4. Freezing of Accounts– The Senate may, if a freezing of accounts is reported by the President or Chief Financial Officer, suspend the Rules to vote on the unfreezing of the account, subject to a simple majority vote.

5. Funding Maximum Appeals– Shall not require a three-fourths quorum, as no funds are being directly allocated.

Rule XV. Consideration of Personnel Matters

1. Appointments– for all appointments, discussion of candidates or disclosure of hiring documents, including emails, scoring, and interviews, shall be permitted only in Closed Meeting.

a. Senate Appointments– all Senate appointments shall, as required by the Constitution and the Standing Rules, be submitted to the Order of Business by the Executive Vice President and shall be subject to approval by a simple majority vote of the Senate.

b. Cabinet Appointments– all Cabinet appointments shall, as required by the Constitution and the Standing Rules, be submitted to the Order of Business by the President or by the supervising Executive Officer and shall be subject to approval by a simple majority vote of the Senate.

c. Judicial Board Appointments– all Judicial Board appointments shall, as required by the Constitution and the Standing Rules, be submitted to the Order of Business by the President and shall be subject to approval by a simple majority vote of the Senate.

2. Articles of Impeachment– for all impeachments, discussion of personnel matters, including performance evaluations, warning letters, and additional private information, shall be permitted only in Closed Meeting.

a. Voting on Articles of Impeachment– for all impeachments, voting shall be conducted via a Closed Vote.

b. Articles of Impeachment against the Executive Officers– for impeachments of the Executive Officers, the most senior member of the Judicial Board shall serve as the presiding officer of the impeachment.

Rule XVI. Consideration of Legislative Matters

1. Constitutional Amendments– The Senate may, by a three-fourths vote of the entire voting membership, propose amendments to the Constitution.

a. Ratification by the College Councils– the College Councils shall determine the standard procedure for ratification of amendments to the Constitution, provided that amendments must be ratified within one academic year of the date the amendment was proposed by the Senate.

2. Standing Rule Revisions– The Senate may, by a simple majority vote, approve revisions to the Standing Rules.

3. Election Code Revisions– The Senate may, by a simple majority vote, approve revisions to the Elections Code, provided that no revisions shall be made from the opening of candidate filing until the finalization of results.

4. Resolutions and Endorsements– The Senate may, by a simple majority vote, approve resolutions and other endorsements; it is recommended that resolutions be signed by the applicable Executive Officers once passed.

Rule XVII. Reconsideration

1. Motion for a Reconsideration– When an action has been taken by the Senate, any member voting with the prevailing side or who has not voted may, at the subsequent regular meeting, motion for a reconsideration.

a. Further Motions for Reconsideration– If the Senate refuses to reconsider an action or if, upon reconsideration, the Senate affirms its first action, no further motion for reconsideration shall be permitted, unless approved by a unanimous vote of the Senate.

2. Reconsideration– Every motion for a reconsideration shall be decided by a two-thirds majority vote of the Senate.

Rule XVIII. Closed Meetings

1. Reasons for Closed Meetings– The Senate may, by a simple majority vote, enter a closed meeting only for:

a. Personnel Matters– The Senate may conduct a closed meeting to consider or discuss matters concerning the appointment, employment, performance, compensation, or dismissal of any Association member, as well as attendance issues concerning an Association member, as outlined in the Standing Rules.

b. Labor Negotiations– The Senate may conduct a closed meeting to consider or discuss matters concerning labor negotiations including, but not limited to, potential impacts on operations and finances, contract terms, salary negotiations, and workforce conditions, as outlined in the Standing Rules.

c. Existing or Anticipated Litigation– The Senate must conduct a closed meeting to consider or discuss matters involving litigation if discussion in an open meeting concerning those matters would adversely affect the position of, or be detrimental to, the ASUCSD’s interest, including, but not limited to, legal matters such as pending litigation or settlement negotiations.

i. For purposes of this section, “litigation” shall include any proceeding before a court, an administrative body with adjudicator authority, a hearing officer, or an arbitrator on cases or issues to which the ASUCSD is or may be named as a party.

ii. If the Senate calls for a closed meeting for the discussion of litigation involving the ASUCSD, the Senate shall specifically identify the prospective litigation.

iii. Professional legal counsel may be invited to the closed meeting for advising purposes by the Senate, with attendance only by approval of a simple majority vote of the Senate.

d. License or Permit Determination– The Senate may conduct a closed meeting to consider or discuss matters concerning license or permit determination including, but not limited to, the application or status of application for licenses in business, construction, environmental regulation, or transportation.

e. Threat to Public Services or Facilities– The Senate may conduct a closed meeting to consider or discuss matters concerning threats to public services or facilities including, but not limited to, security breaches or other emergencies that jeopardize the safety, functionality, or integrity of public services or facilities.

f. Investments, Contracts, or Real Property Negotiations– The Senate may conduct a closed meeting to consider or discuss matters concerning investments, contracts, or real property negotiations, including, but not limited to, the review of potential acquisitions, sales, leases, or other transactions; the evaluation of financial implications, legal considerations, and strategies; and the deliberation of proposals, offers and counteroffers, terms, and conditions related to these investments, contracts, or real property negotiations.

g. Business items that, if discussed publicly, would bring harm to an individual or group– The Senate may conduct a closed meeting to discuss any situation where the public revelation of sensitive information may jeopardize the personal safety or privacy of any member of the ASUCSD or result in undue harm, including, but not limited to:

i. The identification of potential threats to individuals or groups, such as instances of harassment, stalking, discrimination, or other forms of targeted misconduct;

ii. Cases where an official report has been filed with the Office for the Prevention of Harassment and Discrimination or other reporting bodies;

iii. Deliberating sensitive personal information, such as medical records, financial details, or confidential communications that if publicized could not only violate privacy rights but also expose individuals to various forms of harm, including identity theft, discrimination, or reputational

damage.

2. Rules of Order– No person, including proxies, shall be present during a closed meeting of the Senate with the exception of the voting members of the Senate, the Clerk, and the Director of Student Governments, Auxiliaries, and Services, with the exception of a witness or party involved, who shall be permitted to give testimony during the closed meeting either by the authority vested in their position by the governing documents or by a majority vote of the Senate.
3. Order of Business– While in a Closed Meeting, the Senate shall adopt the following subsidiary Order of Business:
 - a. Statement by the original mover of the motion for the applicable closed meeting; the duration of such statement shall not exceed five (5) minutes unless extended by a simple majority vote of the Senate;
 - b. Statement by the party/parties the closed meeting concerns, if applicable; the duration of such statement shall not exceed five (5) minutes unless extended by a simple majority vote of the Senate.
 - c. Discussion;
 - d. Discussion of action(s), if applicable;
 - e. Adjournment of the closed meeting.
4. Records of Closed Meetings– After the Senate leaves a closed meeting, the Speaker shall report and have entered into the minutes any action taken by the Senate during closed meeting.
5. Privacy Requirements– For the duration of a closed meeting, no recording or minutes shall be permitted; all electronic devices, including laptops, phones, and iPads, must be not in use, with no screens in operation.
 - a. Should any Senate member require the use of a device, including mobile phones, they must temporarily exit the meeting and return upon completion of their task.

Rule XIX. Joint Resolutions

1. Joint Resolutions with the Graduate and Professional Student Association– may be approved, provided that:
 - a. A joint select committee consisting of members of the Associated Students Senate and the Graduate and Professional Student Association Council is formed to review the proposed item, and that
 - b. The final approved item is the same for both the Associated Students Senate and the Graduate and Professional Student Association Council.

Rule XX. Committee of the Whole

1. Committee of the Whole– may be motioned and adopted by a simple majority vote of the Senate or adopted by recommendation of the Chair of the Senate, should no objections be presented, to review, amend, and adopt pending matters of the Senate or of a standing committee of the Senate, in contravention of these rules.
 - a. Business– While sitting as a Committee of the Whole, the Senate, as a Committee of the Whole, may only

review, amend, and adopt the matter referred to it by the original motion and adoption.

b. Presiding Officer– Upon adoption, the Chair of the Senate shall designate a Senator to preside over the committee and yield the chair until the Committee of the Whole has completed its business.

c. Completion of Business– To complete business, the Committee of the Whole shall vote to rise and report, at which time the Chair of the Senate shall resume the chair and accept the report from the Committee of the Whole.

Rule XXI. Amendment and Continuation of the Rules

1. Modification and Amendment– No motion to modify or amend any rule, or any part thereof, shall be in order, unless provided seventy-two hour notice in writing, specifying the proposed modification or amendment.

2. Suspension– Any rule, or any part thereof, may be suspended without notice by a two-thirds vote of the Senate.

3. Continuation– The rules of the Senate shall continue from one Senate to the next Senate unless they are changed.

Rule XXII. Certificate of Appointment or Election

1. Certificate of Election– Upon election for the members of the Senate, the AS Elections Manager, or the respective College Council Elections Manager, shall send, to the Clerk of the Senate, a Certificate of Election. The recommended format for the Certificate of Election is as follows:

CERTIFICATE OF ELECTION FOR REGULAR ELECTIONS

To the Chair of the Senate of the Associated Students of UC San Diego:

I certify that, pursuant to the Constitution of the Associated Students of UC San Diego [and the Constitution of the — College Council], on the day of —, — was chosen by vote of the student body of — as a — Senator for the term of one academic year beginning in Week — of Spring Quarter.

—,

Elections Manager

CERTIFICATE OF ELECTION FOR SPECIAL ELECTIONS

To the Chair of the Senate of the Associated Students of UC San Diego:

I certify that, pursuant to the Constitution of the Associated Students of UC San Diego [and the Constitution of the — College Council], on the day of —, — was chosen by vote of the student body of — for the unexpired term as a — Senator, to fill the vacancy for said position in the Senate of the Associated Students of UC San Diego caused by the — of — for the term of —.

—,

Elections Manager

2. Certificate of Appointment– Upon appointment for a vacant position in the Senate, the Executive Vice President or, for College Senators, the President of the respective College Council shall send to the Clerk of the Senate a Certificate of

Appointment. The recommended format for the Certificate of Appointment is as follows:

CERTIFICATE OF APPOINTMENT

To the Chair of the Senate of the Associated Students of UC San Diego:

I certify that, pursuant to the Constitution of the Associated Students of UC San Diego [and the Constitution of the — College Council], the — appoint — as — Senator[, until the vacancy therein caused by the — of —, is filled by election provided for by the Constitution of —].

—,

President