

ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII AT MĀNOA
2465 Campus Road, Campus Center 211A
Honolulu HI 96822

SENATE REVISION 08-20
RELATING TO THE DUTIES OF THE VICE-CHAIRPERSON

SECTION I.

PURPOSE

To change the deadline for submission of committee meeting minutes, standing committee reports by the Vice-Chairperson from four business days to five business days after approval.

SECTION II.

Rule 11 *Duties of the Chairperson*

11-1 The Chairperson shall assume and discharge the following duties:

(g) Oversee the submission of committee meeting minutes by the Vice-Chairperson to the ASUH office staff within five (5) ~~4~~ business days

(i) Committee meeting minutes must include attendance.

11-2 The Chairperson may appoint a committee member other than the Vice-Chairperson to take meeting minutes.

(a) In such a case, the Vice-Chairperson remains responsible for ensuring that committee meeting minutes are submitted to the ASUH office staff within five (5) ~~4~~ business days

Rule 12 *Duties of the Vice Chairperson*

12-1 The Vice-Chairperson shall assume and discharge the following duties:

1. Take attendance, type minutes, and record committee members' votes at committee meetings

a. Votes to recommend a measure to the General Senate for approval shall be recorded on a roll call sheet.

i. The format for the roll call sheet shall be determined by the President and approved by the Executive Committee.

ii. Each roll call sheet shall be attached to its corresponding standing committee report prior to filing.

12-2 The Vice-Chairperson shall assist the Secretary in ensuring all formatting, grammatical, typographical, and Hawaiian diacritical mark errors are corrected in documents that require codification which include, but are not limited to: minutes, bills, resolutions, rule revisions, etc.

- a. Submit approved committee meeting minutes to the Secretary and the ASUH office staff within five (5) ~~4~~ business days ~~of~~ after the committee meeting at which said minutes were approved for the purpose of updating the website.
- b. Submit standing committee reports at General Senate meetings and to the office staff within five (5) ~~4~~ business days ~~of~~ after the committee meeting for the purpose of updating the website.
- c. Give reports on issues in which the Vice-Chairperson officially represents the ASUH.
- d. Submit monthly attendance and performance evaluations of each committee member to the Treasurer for the purpose of determining award for service eligibility.
- e. Preside over the committee in the temporary absence of the Chairperson.
- f. In such a case, the acting Chairperson may appoint a voting member to temporarily assume and discharge the duties of the Vice-Chairperson with the consent of the committee.
- g. Attend all Executive Committee meetings with full membership and voting rights in the absence of the Chairperson.

19-4 Regarding Awards for Service

- (l) Chairs who fail to submit attendance logs or Vice-Chairs who fail to submit committee minutes within five ~~four~~ working days of each meeting shall lose their awards for service.

(~~Strikethrough~~ indicates the removal of text, underlined indicates the addition of text.)

INTRODUCERS: Kacie Manabe, Senator-At-Large

ROLL CALL VOTE TO APPROVE SENATE REVISION 08-20 RELATING TO THE DUTIES OF THE VICE CHAIRPERSON

Aye(s): Vice President Chun, Treasurer Pacanuayan, Interim Secretary Dela Cruz, Senator-At-Large Manabe, Oshiro, Senators Armstrong-Patterson, Balico, Bowersmith, Juliano, Rafid, Su [11]

Naye(s): [0]

Abstention(s): [0]

APPROVED AND ADOPTED BY THE 107th SENATE ON THE 18th DAY OF JULY 2019



Jannah Lyn Dela Cruz
Interim Secretary, 107th Senate



Landon Li
President, 107th Senate