



# Mt. San Antonio College Associated Students

## ORGANIZATIONAL DIRECTIVE

### I. DEFINITION

The Special Rules of Order for the Associated Students shall be known as Directives. The Organizational Directive shall govern the direction of the Executive Board, Senate, President's Cabinet and Student Court in areas not provided for in the Constitution.

### II. OATH OF OFFICE

- A. No Officer (elected or appointed) will assume the duties of the office until an Oath of Office has been administered.
- B. The Oath of Office must be administered by a member of the Executive Board of the Associated Students of Mt. San Antonio College, and must be witnessed by the Senate. (if no Senate is in place, then the Executive Board shall be the witness) Newly Elected officers in the Spring general election shall be administered the Oath of Office at the last Senate meeting in the Spring Semester.
- C. The Oath of Office will be administered with the right hand uplifted and the following words said aloud: "I (Name), do affirm that I will uphold the laws of the Associated Students of Mt. San Antonio College, the State of California, and the United States of America: that I commit myself to the service of the students of Mt. San Antonio College, and that I will otherwise fulfill the duties and obligations of the (Name of Position) of the Associated Students of Mt. San Antonio College to the best of my ability."
- D. Upon affirmation of the Oath of Office, the officer may then assume office. For elected executive officers in the Spring general elections, their term will begin on July 1<sup>st</sup> in accordance with the Associated Students Constitution.

### III. DUTIES AND RESPONSIBILITIES OF ASSOCIATED STUDENTS OFFICERS:

- A. All appointed and elected Associated Students Officers shall abide by their Job Descriptions, the College Standards of Conduct, and the A.S. attendance policies.
- B. Failure to abide by these responsibilities may constitute a removal of office as directed in the respective A.S. documents.
- C. The Student Court shall be governed by the *Student Court Rules and Procedures*.
- D. After the new executive officers have been elected in the Spring elections, there shall be an administrative transition meeting before July 1<sup>st</sup>. The current executive officers shall schedule to meet with the newly elected officers in order to provide assistance to the new administrations.
- E. For the governing bodies of the Associated Students (A.S. Senate, A.S. Executive Board, Student Court), please refer to Articles VI, VII, and VIII in the A.S. Constitution for its stipulations.
- F. Job Descriptions of Senators and Committee members: (see attached)



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## IV. LEGISLATION

- A. All forms of legislation must have an author and co-author, both of which must be members of the Senate.
- B. Business items on the agenda are the only items voted on.
- C. It shall be the duty of the presiding officer of each body to announce the items of business for the agenda of each meeting in their proper order of consideration.
- D. Types of legislation are:
  - **Bill** (law) - Motion to amend the Constitution, Directives, and Standing Rules. A two-thirds (2/3) vote is necessary for passage.
  - **Recognition** - Motion for action designed to honor person or event. A majority vote is necessary for passage.
  - **Appropriation** (funds) - Motion to allocate, transfer, and distribute funding from the A.S. Budget. A majority vote is necessary for passage.
  - **Resolution** (suggestion) - motion dealing with powers not vested in the Associated Students. A majority vote is necessary for passage.

## V. IMPEACHMENT

The impeachment of A.S. Officers, excluding Court Justices of the Associated Students, shall be undertaken as follows.

### Motion of Impeachment

- A. An Officer or Executive Officer will write a written grievance which will include violations and evidence of violations.
- B. A copy of the written grievance will be given to the Officers, Executive Officers, and A.S. Advisor no later than 24 hours prior to the meeting.
- C. The author will read the grievance to the assembly and the guests.
- D. The motion of Impeachment Process is an action item and there will be a motion and a second. Then the assembly will be voting to see if the grievance merits an Impeachment Process. The assembly is not voting whether the individual is guilty or not.
- E. The assembly will have no discussion and will go straight to the vote.
- F. Upon an approval by a majority vote of the Senate, the impeachment proceedings will proceed.

### The Pre-hearing Process

- A. The A.S. Advisor will notify in writing the accused officer of the violations and the time and date of the hearings. The accused will be notified no later than 24 hours after the motion and this should be stated in the minutes of that meeting.
- B. The accused officer will have three days\* to respond to the grievance in writing, and this will be submitted to the A.S. Secretary.



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- C. The Impeachment Hearing will be the third Senate meeting following the meeting in which the motion was made.

### The Impeachment Hearing

- A. The written grievance will be read aloud by the Chair once again followed by the Chair reading the written response of the accused officer. If there is no written response of the accused officer the Chair will reply "No response present on behalf of the accused officer". At this time there is no discussion.
- B. The accused officer has no vote in the Impeachment Hearing and cannot Chair the Hearing.
- C. The Chair will then give the floor to the Author of the grievance. The Author will have the floor no longer than 15 minutes, and the Chair will keep the order.
- D. The Author uses that 15 minutes to state his/her grievance, provide tangible proof of violations, and that the actions of the accused merits an impeachment.
- E. The accused officer does not respond at this time, but the floor is open for discussion.
- F. When the Author is through, the Chair will then go through the same process with the accused officer. The accused officer uses this time to refute the accusations.
- G. The Author will not respond unless the Chair gives the Author the floor.
- H. The Chair will then give the Author and the Accused 5 minutes for final statements.
- I. The accused officer will step outside the room after the final statements while the Senate has discussion. At this time the Author will not partake in any of the discussion.
- J. The Senate will vote by secret ballot and the impeachment can only be approved by a 3/4 vote.
- K. An Impeachment Hearing can never be tabled. If the Senate cannot come to a verdict the accused is innocent.
- L. Double Jeopardy cannot be criteria for an additional Impeachment grievance.
- M. All appeals will be filed with the Student Court no later than 3 days\* after the verdict.
- N. An Impeached officer loses their eligibility to hold office as an Executive Officer or officer for a period of one year effective immediately.
- O. The Impeachment will have to be approved by Executive Board by a majority vote.

### VI. AMENDMENTS

The Senate subject to final approval by the Executive Board may make proposed amendments to this Directive. A two-thirds (2/3) vote is necessary for passage.

\*(Days are Monday-Friday)