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F09RS SGB No. 4 (Secretary Duties)

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A BILL

TO AMEND THE STUDENT GOVERNMENT RULES OF ORDER

PARAGRAPH 1: WHEREAS, THE SECRETARY AND UNDERSECRETARY DUTIES AS STATED IN THE RULES OF ORDER ARE OUT OF DATE; AND

PARAGRAPH 2: WHEREAS, IT IS IMPORTANT THAT THESE ERRORS BE CORRECTED AS SOON AS POSSIBLE.

PARAGRAPH 3: THEREFORE, BE IT ENACTED BY THE STUDENT GOVERNMENT OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE THAT THE STUDENT GOVERNMENT RULES OF ORDER BE AMENDED AS FOLLOWS:

Rule 2.9 Secretary; duties

- A. To be responsible for keeping all papers and records of the Senate, as well as the Governing Documents of Student Government and to maintain the minutes of the Proceedings and actions of the Senate and be responsible for their accuracy
- B. To announce the receipt of each veto message as received from the Student Body President and to read the same upon the appropriate order of business
- C. To make accessible to each member of the Senate a copy of the order of business
- D. In the absence of the Speaker and Speaker Pro-Tempore to call a member to preside over the Senate
- E. To report each legislative instrument as it is considered by the Senate
- F. To serve as Chief of Staff of the Legislative Branch
- G. To execute all proper orders of the Senate
- H. To be responsible for all public relations affairs of the Senate
- ~~I. To appoint the staff members of the standing committees of the Senate~~
- J. To call the roll of the Senate on any matters which the ayes and nays are requested as well as keep proper records of membership attendance

PARAGRAPH 4: THEREFORE, BE IT ALSO ENACTED THAT THE STUDENT GOVERNMENT BY LAWS BE AMENDED AS FOLLOWS:

Rule 2.10 Undersecretary; duties

- A. To receive and process all legislation in a timely manner
- B. To endorse all legislation with the action taken and the date of such action taken thereon
- C. To perform proofing and formatting of all legislation to Senate members and the news media upon request and upon the convening of a Senate meeting
- D. In the absence of the Speaker, Speaker Pro-Tempore, and Secretary, to call a member to preside over the Senate
- E. To maintain files on all legislation including information and data relating to legislation
- F. To maintain a legislative journal which contains all minutes, attendance records, and any roll call votes taken
- G. To maintain a final legislation binder which contains all signed or vetoed copies of legislation in sequential order
- H. To assist the Secretary in the performance of his or her duties

- I. To be responsible for providing all information of the legislative branch to the Student Government official in charge of the website and to ensure its accuracy.
- J. To be responsible for the operation and maintenance of any and all electronic devices including but not limited to hardware and software, that may be deemed necessary for the operations of the LSU Student Senate

PARAGRAPH 5:

THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A ONE-HALF (1/2) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.

APPROVED:

TYLER MARTIN
STUDENT SENATE SPEAKER

DATE _____

STUART WATKINS
STUDENT BODY PRESIDENT

DATE _____