A Bill
To Amend the Guidelines of the Student Committee on Committees

Whereas, Article VI, section 1 of the BCSG Bylaws states: “all student committees must have current guidelines”; and

Whereas, Article VI, Section 1 of the BCSG Bylaws states: “all current guidelines must have been approved by the Representative Assembly within the previous two (2) years”; and

Whereas, Article VI, section 1 A of the BCSG Bylaws states: “all student committees shall review their guidelines, make necessary changes, and submit them to the Representative Assembly before the end of the Fall semester in the year that the guidelines are due to be reviewed”; now therefore, be it

Enacted,
That the text following the list of sponsors be a complete substitute for the previous version of the Committee’s Guidelines.

Respectfully Submitted,

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Vice President of Student Committees
Chair, Student Committee on Committees

Julie Farugia ’09
Member, Student Committee on Committees

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Member, Student Committee on Committees

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Member, Student Committee on Committees

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Kristin Sahagian ’08
Member, Student Committee on Committees

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Member, Student Committee on Committees

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Member, Student Committee on Committees
Bates College Student Government
Student Committee on Committees Guidelines

1. Mission Statement
   A. The Student Committee on Committees (CoC) serves to select the most capable applicants for all Student and Faculty-Student Committees, as stated in the Bates College Student Government (BCSG) Bylaws.

2. Powers of the Student Committee on Committees (CoC)
   A. Solicit applicants for Student and Faculty-Student Committees as stated in the BCSG Bylaws.
   B. Nominate most capable applicants (for each committee) for ratification by the Representative Assembly (RA).
   C. Ensure active membership of all ratified Student Members on committees.
   D. Nominate delinquent Student Members for impeachment.

3. Student Committee on Committees (CoC) Membership
   I. Criteria for selection of the CoC
      A. Ability to work well with peers in committee setting.
      B. Ability to articulate thoughts in a clear and convincing manner.
      C. Someone who is comfortable contradicting the ideas of others, but willing to compromise.
      D. Someone who brings interest and enthusiasm to the CoC.
      E. Someone who is approachable, friendly, and honest.
      F. Someone who demonstrates knowledge of academic, extracurricular, and social life at Bates College.
      G. Someone who can bring a unique perspective/role to the CoC.
      H. Ability to set aside personal biases when serving on the CoC.
   II. Timetable for selection of the CoC
      A. The CoC shall be seated by the fourth Representative Assembly (RA) meeting in February. The CoC shall be nominated by the Executive Council and subject to ratification by the RA. The CoC shall consist of seven (7) Members: six (6) Student Members in addition to the Vice President of Student Committees.

4. Duties of Student Committee on Committees (CoC) Members
   A. Attend all scheduled CoC meetings.
   B. Adhere to CoC Guidelines.
   C. Help advertise committee opportunities.
   D. Help conduct committee oversight.

5. Student Committee on Committees (CoC) Operation
   I. Quorum
      A. Quorum shall be defined as 4/7 of the seven CoC Members, or three Student Members plus the Chair of the Committee.
      1. An officer of the BCSG may sit, ex officio, as a Committee Member and may be counted towards quorum. Only one officer
may sit ex officio at any one time.

II. Yearly Timetable
A. The CoC shall adhere to the following timetable for nominations of candidates for committees. Committee vacancies existing after the deadlines may be seated by executive appointment by the Executive Council of the BCSG as stated in the BCSG Bylaws.
1. The CoC shall seat the following committees by the end of March: Budget and Finance Advisory Committee, Curriculum and Calendar Committee, Educational Policy Committee, First-Year Seminar and the Writing Workshop Committee, Information Services Advisory Committee, Parking Committee, Student Conduct Committee, Student Conduct Appeals Committee.
2. The CoC shall seat the following committees by the end of September: Admissions and Financial Aid Committee, Athletics Committee, College Concerts Committee, College Lectures Committee, Elections and Judiciary Committee, Extracurricular Activities and Residential Life Committee, Honors Study Committee, Library Committee, Off-Campus Study Committee, Office of Career Services Advisory Committee, Organizational Review Board, Publicity Committee.
3. The CoC shall seat the Student Budget Committee and the Grievance Mediator by the first RA meeting in October.

III. Application Notification and Administration
A. The Chair of the CoC must contact the Faculty Chair of each committee at least one week in advance of the selection of Student Members.
B. The CoC Members shall be contacted at least two weeks in advance in order to schedule the time(s) and date(s) for candidate interviews on which the CoC may reach quorum of Members.
C. The student body shall be notified of the application process at least two weeks in advance of the interview date. The CoC shall take sufficient steps to publicize committee opportunities.
D. Applications shall be made readily available. Questions on the applications should be designed to capture relevant information about applicants according to the discretion of the CoC.
E. The CoC will not consider applications from applicants who cannot commit to serving the committee(s) for which they have applied for one entire academic year.

IV. Interviews and Deliberations
A. The CoC shall decide on certain selection criteria for each committee for which it accepts applications. The selection criteria should reflect qualities that are considered to be in the student body’s best interest, such as: even class representation, fair representation of the student body, desire to serve the student body, ability to attend all committee meetings, and relevant past experiences.
B. The CoC shall create a standardized, uniform set of questions that will be asked of all applicants for each committee. The interview questions should reflect the skills, responsibilities and qualifications necessary for each committee for which
the applicant applies. In addition, the CoC may ask supplemental questions for each committee as is necessary.

C. The CoC shall administer the questions to each candidate with professionalism, courteousness and uniformity.

D. The CoC will not accept a proxy as a substitute for a personal interview. Students who are studying away from Bates or cannot interview in person shall be encouraged to arrange a phone interview with the CoC.

E. The CoC shall deliberate immediately following the conclusion of interviews. The Chair of the CoC shall act as moderator during the deliberations.

F. Candidates shall be selected by majority vote. The Chair’s vote will constitute the deciding vote in the event of a tie.

V. Notification of Nominations

A. The Chair, with the help of the CoC Members, will notify the candidates of their decision within the next three class days. Candidates shall be notified by campus mail or e-mail, at the discretion of the CoC. Candidates must be asked to attend the Representative Assembly (RA) meeting at which the slate of nominees will be brought before the RA.

B. The CoC must report the slate of nominations to the Representative Assembly (RA) by the next meeting. The RA must ratify the slate of nominees. The criteria used by the CoC will be made available upon request.

C. The Chair of the CoC shall notify the Faculty Chairs of the CoC’s appointments within one week after the ratification of the slate.

VI. Committee Oversight and Reports

A. The CoC shall maintain communication with Student and Faculty Committee Chairs in order to certify that appointed Student Members attend committee meetings and actively participate in the work of the committees.

1. At the discretion of the CoC, delinquent Student Members can be recommended for removal.

B. The CoC shall maintain communication with Student Members in order to gauge the level of activity of the Student and Faculty-Student Committees on which they serve. The CoC shall inquire why inactive committees are not meeting.

C. The CoC shall ensure that Student Members of every Student and Faculty-Student Committee present a Committee Report on the work of their committee to the Representative Assembly at least once every academic year.

**LEGISLATIVE ACTION**

*Monday, October 30, 2006:*

Originally proposed.

Membership criteria amended to exclude prior committee experience and to include item H.

Passed as amended.