

Title IV
Executive Affairs

Part 1

Statement of Purpose

Article I. Statement of Purpose

Section 101. Statement of Purpose

The purpose of the Executive Branch of Student Government is to provide a means for expression of student views, to provide services that facilitate and enhance student life, to preserve the rights and freedoms of university students, and to provide opportunities for students to learn about themselves, their university and their community. To these ends, it shall maintain an awareness of issues that would affect students, bring these issues before the student body, and act as a principle representative to policy-makers, whether administrators, government officials or otherwise, as to the needs and concerns of the student body. The Executive Branch actively shall seek to determine the needs of students and the greater university community and work with the administration, the faculty and the staff to provide services and programs to fulfill these needs. Finally, with the chief aim of benefiting the student body and the community as a whole, the Executive Branch shall defend the rights of the members of the university community and promote responsible behavior and action to the end that their human liberties and rights shall be protected and preserved.

Section 102. Compensations Prohibited

No member of the executive branch shall be entitled to nor shall he/she accept a stipend, salary, or any other form of compensation for the purpose of holding a position within the executive branch of student government from any source other than the Congress or the GPSF Senate.

Part 2

Executive Branch Composition, Appointments and Nominations

Article I. Student Body Officers

Section 201. President of the Student Body

- A. In compliance with Title I, Article III, Section 1 and Title VI, Section 131(1), the Student Body President shall be elected by the student body at-large in accordance with Title VI of The Code.
- B. In compliance with Title I, Article III, Section 3.H, the President shall represent the Student Body, especially in dealing with the students of other schools, with the faculty, with the administration, with the employees, with the Board of Trustees and with the Board of Governors.
- C. In compliance with Title I, Article III, Section 3.C, the President shall be ultimately responsible for the enforcement and administration of all laws passed by the Student Congress.
- D. In compliance with Title I, Article III, Section 3.D, the President shall have the power to veto acts of the Student Congress, provided that he or she shall exercise such power of veto within ten (10) school days after the bill is placed in the executive offices.
- E. The Student Body President shall serve as an appointed student representative on University boards committees, and organizations in accordance with the by-laws of these boards. These include the Board of Trustees, Frank Porter Graham Union Board of Directors, General Alumni Association Board of Directors, Athletic Council, Student Television Advisory Board, the University of North Carolina Association of Student Governments and the Chancellor's Awards Committee. With the approval of the Student Affairs Committee and full Student Congress, the President may choose a designee to serve in his or her stead on any of these boards committees or organizations so long as it is in compliance with the by-laws of said boards committees or organizations.
- F. The President shall serve as co-chair of the Student Fee Advisory Subcommittee.
- G. In compliance with Title I, Article III, Section 3.F, the President shall serve as a non-voting ex officio member of all standing committees and boards recognized by student government or may select a designee to serve in his stead.
- H. In compliance with Title I, Article III, Section 3.A., the President shall appoint the chairs and members of all committees provided for in this Title, submitting initial appointments to the Student Congress within five (5) weeks of his or her inauguration, excluding the Freshman Focus Council. Initial nominations for the Freshman Focus Council must be submitted within six (6) weeks of the beginning of the fall semester.

- I. The President shall be responsible for fulfilling all duties specified in Title I, Article III, Section III of the Code.
- J. In compliance with Title I, Article I, Section 1.E, the President shall be responsible for filling any vacant Student Congress seat by setting the date for a special election to be held not less than fifteen (15) days nor more than thirty (30) days of the vacancy. The President shall be responsible for calling the Homecoming King and Queen elections and ensuring that they are run properly and that the by-laws are adhered to.
- L. Executive Orders.
 - (1) The president may issue executive orders directing the official establishment, conduct, policies or other operations of any body or representative that falls under the control of the Office of the Student Body President.
 - (2) Executive orders must also be used to call special elections.
 - (3) Executive orders shall not be considered official policy of the Executive Branch of Student Government or the Office of the Student Body President until the order is signed by the Student Body President and ratified by the Student Body Secretary.
 - (4) A copy of each executive order must be delivered by the Student Body Secretary to the University Archives, the office of the Speaker of Student Congress and the representatives or bodies affected by each order.
 - (5) Each order must cite the provision of the Student Code under which the act deemed to be within the power of the Office of the Student Body President is ordered.
 - (6) Each act must also be dated, numbered sequentially, and annotated for the administrative year in which the student body president was inaugurated in the following format: EO-XX- YYY, where XX represents the two-digit year in which the president was inaugurated and YYY represents the number of the executive order beginning with the number zero-zero-one (001) for each new administration.
 - (7) Executive orders shall expire upon the swearing in of the following student body president, the issuing of another executive order that modifies or rescinds a previous order, or a date of expiration set within an existing order.
- M. The President of the Student Body shall give a State of the University Address from time to time or at the request of Student Congress.
- N. Executive Branch Cabinet. The Student Body President shall appoint cabinet members at his or her discretion without the approval of Student Congress, who will be chairpersons, co- chairpersons, or vice-chairpersons of cabinet committees. While the Student Body President may appoint as many cabinet members to as many various positions as he or she sees fit, he or she must establish and maintain at least one cabinet position to represent students in each of the following topic areas:
 - (1) Student Life
 - (2) Academic Affairs
 - (3) Minority Affairs
 - (4) Women’s Affairs
 - (5) Student Services
 - (6) Off-Campus Housing Association (OCHA)
 - (7) Environmental Affairs
 - (8) Public Service and Advocacy
 - (9) Arts Advocacy
 - (10) Town Relations or External Relations
 - (11) Business and Technology

Section 202. Vice-President

- A. Subject to the approval of the out-going Rules and Judiciary Committee, and two-thirds (2/3) vote of the outgoing Congress members present at a regular meeting of the Student Congress, the incoming Student Body President shall appoint a Vice-President from the pool of nominees recommended by the Selection Committee pursuant to Title I, Article III, Section 2 and Title IV, Section 206 of The Code. The incoming Student Body President shall appoint the Vice-President before his/her inauguration to serve during the term of the President.
- B. The Vice President shall be responsible for fulfilling the duties specified in Title I, Article III, Section 6 of The Code.
- C. The Vice President shall be directly responsible to the President of the Student Body and shall serve in such a role as the President so deems, so long as it is not in conflict with The Code.
- D. The Vice President shall chair the Student Advisory Committee to the Chancellor, set regular dates for its meeting, and formulate an agenda in sufficient time to send copies to the Chancellor, Vice Chancellor for Student Affairs, Executive Vice Chancellor, and Provost.
- E. The Vice President or his/her appointed designee shall serve as the chair of the Student Academic Advising Board, set regular meetings, and solicit student input on University issues for the discussion with the Deans of the College of Arts and Sciences and the General College.

Section 203. Graduate and Professional Vice President

- A. In compliance with Title VI, Section 231(3), the Graduate and Professional Student Federation President shall be elected by the graduate students in accordance with Title VI of The Code.
- B. The President of the Graduate and Professional Student Federation shall serve as an ex officio vice president as provided for in Title I, Article III, Section 1 of The Code.
- C. The Graduate and Professional Vice President shall be responsible for fulfilling the duties as outlined in Title I, Article III, Section 5 of The Code.
- D. The Graduate and Professional Vice President shall be considered a student body officer and shall be afforded the rights and privileges of all student body officers.
- E. The Graduate and Professional Vice President shall serve as a voting member of the Chancellor's Committee on Student Fees, so long as the chancellor requests.
- F. The Graduate and Professional Student Federation President shall give a State of the Graduate and Professional Students Address to the student body from time to time or at the request of Student Congress.

Section 204. Treasurer of the Student Body

- A. Subject to the approval of the outgoing Rules and Judiciary Committee, and two-thirds (2/3) vote of the outgoing Congress members present at a regular meeting of the Student Congress, the incoming Student Body President shall appoint a Treasurer of the Student Body from the pool of nominees recommended by the Selection Committee pursuant to Title I, Article III, Section 2 and Title IV, Section 206 of The Code. The Student Body President shall appoint the Treasurer of the incoming Student Body before his/ her inauguration to serve during the term of the President.
- B. The Treasurer shall be responsible for fulfilling the duties specified in Title I and Title V of The Code.
- C. Pursuant to Title V, Section 271(B) of The Code, the Treasurer shall execute and administer the Treasury Laws outlined in Title V of The Code and all the financial laws of the Student Congress.

- D. Pursuant to Title V, Section 271(C) of The Code, the Treasurer shall act as an adviser to the Student Congress and shall be an ex officio member of the Finance Committee.
- E. Pursuant to Title V, Section 273 of The Code, the Treasurer shall have the supreme authority to expend any student government funds of all organizations receiving them in accordance with Title V of The Code
- F. The Treasurer shall be directly responsible to the President of the Student Body and shall serve in such a role as the President so deems, so long as it is not in conflict with The Code.
- G. The Treasurer shall chair the Student Fee Audit Committee, set regular dates for its meetings and formulate an agenda in sufficient time to send copies to the membership of the Committee in accordance with Title I, Part 1, Article IV, Section 4 and Title V, Section 294 of The Code. The Treasurer further shall be responsible for preparing and presenting all recommendations of said committee.
- H. The Treasurer shall serve as a voting member on the Chancellor's Committee on Student Fees, so long as the chancellor requests.
- I. The Treasurer shall serve as Organizational Treasurer of the Executive Branch unless the Student Body President appoints and the Treasurer certifies a member of the Executive Branch to serve in said position.
- J. In compliance with Title I, Article III, Section 7 of The Code, the Treasurer shall prepare and present every month to the Student Congress in a regular session a financial statement prepared in accordance with generally accepted accounting principles and reflecting as well the balance in the Unappropriated Balance, the General Surplus and changes in balances of all organizations funded by the Congress.
- K. In compliance with Title I, Article III, Section 7 of The Code, the Treasurer shall be paid from the annual budget as recommended by the Student Congress Finance Committee and approved by the Congress.

Section 205. Secretary of the Student Body

- A. Subject to the approval of the outgoing Rules and Judiciary Committee and a two-thirds (2/3) vote of the outgoing Congress members present at a meeting of the full Student Congress, the incoming Student Body President shall appoint a Secretary of the Student Body from the pool of nominees recommended by the Selection Committee pursuant to Title I, Article III, Section 2 and Title IV, Section 226 of The Code. The incoming Student Body President shall appoint the Secretary after his/her inauguration serve during the term of the President.
- B. The Secretary of the Student Body shall be directly responsible to the Student Body President and shall maintain those records specified by the President, pursuant to Title I, Article III, Section 6, and shall perform duties with the specific directives of the President, so long as they are not in conflict with The Code.
- C. The Secretary of the Student Body shall be responsible for depositing appropriate records of all branches of Student Government with the Frank Porter Graham Collection as specified under Part 3 of this Title.
- D. The Secretary shall be responsible for the annual publication of The Code of Permanent Laws of the Student Government of the University of North Carolina at Chapel Hill in accordance with Title II, Section 260.
 - (1) This shall include the responsibility to make clerical changes to the Code in punctuation and spelling.
 - (2) This shall include the responsibility to make clerical changes to reflect the most current names of committees and positions in the Code.

- (3) These changes shall be reported to the Student Congress by the Student Body President at the next full Congress meeting.

Section 206. Selection Committee

- A. Pursuant to Title I, Article III, Section 1 and Section 2.B.1 of The Code, the Selection Committee will accept applications for the positions of Vice President, Secretary, and Treasurer of the Student Body.
- B. Pursuant to Title I, Article III, Section 2.B.2 of The Code, the chairperson of the Selection Committee shall be the Chief Justice of the Student Supreme Court. The Chair's responsibilities shall be to call and preside over committee meetings and ensure fairness in the selection process. Pursuant to Title I, Article III, Section 2.A.4 of The Code, he or she shall be a non-voting ex officio member of the Committee.
- C. Pursuant to Title I, Article III, Section 2.A.1 of The Code, membership of the Selection Committee shall consist of three (3) permanent members: those being the outgoing GPSF President, the outgoing Student Body President and a designate of the incoming Student Body President.
- D. Pursuant to Title I, Article III, Section 2.A.2 and 2.A.3 of The Code, for the selection of the Vice President and Secretary, the outgoing Vice President and the outgoing Speaker shall also be members of the committee. For the selection of the Vice President, the GPSF president is replaced by the outgoing Rules and Judiciary Chair. For the selection of the Treasurer, the outgoing Finance Chair and the outgoing Treasurer will also be members of the Committee.
- E. If the outgoing GPSF President, outgoing President, outgoing Vice President, outgoing Speaker, outgoing Rules and Judiciary Chair, outgoing Finance Chair or outgoing Treasurer submits an application for the position of Vice President, Treasurer or Secretary, he or she may not sit on the Selection Committee. Instead the selection committee shall appoint a student to serve on the Selection Committee in the applicant's stead for the duration of the selection process.
- F. The designee of the incoming President shall not submit an application for Vice President, Treasurer or Secretary.
- G. Pursuant to Title I, Article III, Section 2.B.3, applications for the positions of Vice President, Secretary, and Treasurer of the Student Body shall be available by the second full week of classes in February from the Secretary of the Student Body.
- H. Pursuant to Title I, Article III, Section 2.B.4 of The Code, applications shall be accepted through the first full week of classes in March. Those applications are to be delivered to the Secretary of the Student Body.
- I. Pursuant to Title I, Article III, Section 2.B.5 of The Code, the Selection Committee shall convene during the second full week of classes in March in order to begin review of the applications.
- J. Pursuant to Title I, Article III, Section 2.B.6 of The Code, the Selection Committee shall review all applications considering the merits of each and interviewing those applicants that are considered merited by the members of the Selection Committee. The Selection Committee shall not discriminate on the basis of age, gender, race, color, national origin, religion, creed, disability, veterans status, or sexual orientation in the selection process. The Selection Committee shall then nominate three of the applicants for each of the positions of Vice President, Secretary and Treasurer of the Student Body to be submitted to the Student Body president-elect by the end of March. If three or less than three applicants apply for any one of the three enumerated offices, then all of the names shall be submitted to the Student Body President, accompanied by a report of each candidates qualifications.
- K. Pursuant to Title I, Article III, Section 2.B.7, subject to the approval of the particular committees as specified in Title IV, Sections 202(A), 204(A), and 205(A) of The Code and a two-thirds (2/3) vote of the members present at a regular meeting of the Student Congress, the Student Body President shall

appoint a Vice President, Secretary and Treasurer of the Student Body from the pool of nominees for each position from the Selection Committee. In the event that none of the candidates is acceptable to the President, the President may ask the committee to further their search.

Section 207. Executive Branch Chief of Staff

The Student Body President shall appoint a Chief of Staff, who will report directly to the Student Body President and be responsible for the administration of all cabinet members and their activities. The Student Body President will not have to confirm his or her Chief of Staff appointment with Student Congress. The Chief of Staff shall oversee the employment and activity of the Executive Assistants in compliance with Article IV of this Part.

Section 208. Limits

No senior member of the Executive Branch shall serve within the Student Supreme Court, the Honor Court, or the Office of the Student Attorney General Staff. A "senior member" shall be defined to include but not be restricted to the Graduate and Professional Student Federation President, the Vice-President, the Secretary of the Student Body, the Treasurer of the Student Body, committee chairs, presidential aides and/or executive assistants. At no one time shall the President of the Student Body also be the Graduate and Professional Student Federation President, Vice President, Secretary or Treasurer of the Student Body.

Article II. Summer Policy for Officials

Section 209. Officers Required to Maintain Responsibilities

The President, Treasurer, and Student Attorney General of the Student Body and the Chair of the Undergraduate Honor Court shall be required to maintain the responsibilities and duties entailed in their positions during the summer months. It shall be strongly advised that the Vice-President be required to maintain the responsibilities and duties entailed in their position during the summer months.

Section 210. Summer Liabilities

Each of the above officials shall be liable, in his/her official and unofficial roles, to the Instrument of Student Judicial Governance and The Code during the summer months.

Section 211. Summer School Policy

This section does not construe that any of the aforementioned officers must be enrolled in summer school.

Article III. Presidential Succession

Section 212. Acting Student Body President

In the event of the incapacity of the President of the Student Body to carry out the duties of his/her office, the Student Body Vice President shall become Acting Student Body President until such time as a special election can be held.

Section 213. Selection of New Vice President

In the event of the incapacity of the Vice President to carry out the duties of his/her office, or in the event the Vice President assumes the Presidency, a new Vice-President will be selected as set forth in the Student Constitution.

Section 214. Order of Succession to Presidency

The order of succession to the Presidency after the Vice President shall be: the GPSF President, the Speaker of the Congress, the Speaker Pro Tempore, the Finance Committee Chair, the Rules and Judiciary Chair, and the Student Affairs Committee Chair.

Part 3

Provisions for the More Effective Use of the Frank Porter Graham Collection on Student Government at the University of North Carolina at Chapel Hill

Article I.

Section 301. Frank P. Graham Collection

The Frank P. Graham Collection on Student Government at the University of North Carolina at Chapel Hill established by BW-8-2 shall continue in existence.

Article II.

Section 311. Depositing of All Materials

Appropriate provisions shall be made by the Secretary of the Student Body to deposit materials of the following type in the Frank P. Graham Collection at such times as the Secretary shall deem feasible.

Section 312. Legislation

Copies of all legislation submitted to the Student Congress for consideration together with amendments and action on such legislation, membership rosters, minutes, and other records of the Student Congress.

Section 313. Records of Student Government

Copies of presidential addresses, directives, statements of policy, reports, and other correspondence submitted to the President, and all other correspondence and records of Student Government as the Secretary shall deem of future importance or utility; and

Section 314. Records of the Judiciary

Copies of the records of the judicial branch of Student Government provided that this requirement shall not apply to data that would be in violation of the Family Educational Rights and Privacy Act of 1974.

Part 4

Allocation of Student Parking

Article I. Parking Committee

Section 401. Student Parking Committee Established

A Student Parking Committee shall be established in accordance with Section 212 of this Title. The Student Parking Committee shall be responsible for recommending a plan for the distribution of student parking permits for the general allocation process and allocating hardship parking permits in accordance with this Part.

Article II. Distribution of Parking Permits for the General Allocation Process

Section 402. Parking Plan

The Student Parking Committee shall report to the Student Body President a parking plan. The plan shall specify the numbers of permits from those available to be awarded to each student parking constituency for each lot and a system for prioritizing permit requests. The Chair shall be responsible for compiling these recommendations.

Section 403. Recommendations of the SBP

Taking into account the recommendations of the Student Parking Committee, the Student Body President shall make recommendations on all these matters to the Student Congress in the form of a bill referred to the Student Affairs Committee.

Section 404. Law to be Established by the End of the Term

This legislation shall be treated as any other legislation. A law establishing these criteria shall be established by the end of the Student Body President's term in office. In the event that legislation is not adopted, allocation shall proceed in accordance with the previous year's allocation criteria.

Section 405. Criteria Forwarded to DTP

Upon adoption these criteria shall be forwarded to the Department of Transportation and Parking Services for their execution.

Section 406. Report by the DTP

The Department of Transportation and Parking Services shall report to Student Government the results of student parking distribution upon completion of the normal distribution and prior to September 30 of each year.

Section 407. Special Provisions

Special provisions shall be made within the parking legislation for the allocation and distribution of a certain number of hardship parking permits under the direction of the Student Parking Officer.

Section 408.

According to University policy, freshmen students are not allowed to park their cars on campus. Therefore, freshmen are not included in either the general allocation or hardship allocation processes. Any appeals regarding this policy should be directed to the Vice Chancellor of Student Affairs. Only this office has the authority to make exception to the policy.

Article III. Hardship Criteria

The following are considered appropriate claims of hardship:

Section 411. Family Obligations

Family obligations include children, elderly, spouses, domestic partner or disabled family member care. Legal guardianships are appropriate if substantiated by formal documentation.

Section 412. Work Obligations

Work obligations include work for pay as well as volunteer/community service work situations.

- A. Students who are obliged to work in order to maintain their relationship with the University (i.e. to pay tuition, to provide for personal needs such as housing, meals and transportation) will be given the highest priority consideration regardless of the number of hours worked.
- B. Students who work for other reasons must work a minimum of ten hours per week, not including weekends, in order to be considered under this criteria. This group of applicants will be prioritized based on the total number of hours worked with more hours having higher priority.
- C. The work site must be off campus and at a distance from campus that requires the student to drive if a campus (residence hall) resident.

Section 413. Significant Extracurricular Involvement

- A. Ten or more hours per week must be devoted to involvement in extracurricular activities in a group or organization which is recognized by the Division of Student Affairs.
- B. No on-campus resident will be allocated permits under this criteria.

Section 414. Core Curriculum, Internship and Scholarship Requirements

For those persons whose association with the University requires off-campus travel in order to fulfill the academic or scholastic obligations of the student to the University. Specifically, individuals whose degree requirements include internships, clinical rotations or Olympic sports participation as a condition of continued association with the University.

Section 415. Other Hardships

It is possible that a student may have mitigating circumstances which, upon review, may be acceptable as a claim of hardship. Applications which are filed under this category are subject to irrefutable substantiation and the student may be required to be interviewed by the full committee.

Article IV. General Permit Allocation Requirements

Section 421. Ownership of Vehicle

Permits will only be allocated to students who own a vehicle or have access to a vehicle through some formal and permanent relationship. This includes genetic relationships, marriages, and domestic partnerships.

Section 422. Access to Vehicle

Students who have access to a vehicle through a roommate, friend or non-formalized "significant other" are not eligible for a permit by this process.

Section 423. Registration

A legible photocopy of Vehicle Registration Card and Driver's License must be submitted with the application. If the vehicle is registered in other than the name of the applicant, an explanation of the relationship between the student and the owner must be included on the application. Documentation will be required where appropriate and the relationship is not obvious (i.e. shared surnames is rather obvious when the claimed relationship is genetic. Marriages where the surnames are different would require a marriage license for documentation.)

Article V. Documentation for Substantiation of Hardship Claims

Section 431. Documentation of Claims

All claims must be substantiated by some form of documentation, regardless of the nature of the claim. The following are considered appropriate forms of documentation for each category of criteria:

Section 432. Family Obligations

- A. Children.** For children, medical, dental or school records, birth certificate, court orders granting custody or any other legal document establishing a custodial relationship must be submitted.
- B. Elderly, Indigent or Disabled Family Member.** For an elderly, indigent or disabled family member, a statement by medical professional establishing the need for care of the individual for whom the student claims responsibility, legal documentation of guardianship or power of attorney must be submitted.

Section 433. Work, Volunteer, Community Service Obligations

- A.** For work, volunteer or community service, a written statement from the student's supervisor substantiating the work relationship and outlining the student's tentative work schedule for the school year must be submitted.
- B.** For work, volunteer or community service, a written statement from the student describing the work obligation in terms of its necessity for the continuation of their relationship to the University also must be submitted.

Section 434. Significant Extracurricular Involvement

- A. For significant extracurricular involvement, a copy of the organization's "Statement of Recognition" from the Division of Student Affairs, Office of Leadership Development which is an official recognition of the organization's charter (mission statement) must be submitted.
- B. For significant extracurricular involvement, a written statement from the organization's presiding officer (as recorded with the Office of Student Affairs in the Organization's Mission Statement) substantiating the student's involvement with the group and estimating the time per week the student spends engaged in activities associated with the group also must be submitted.
- C. For significant extracurricular involvement, a thorough written explanation from the applicant as to why, given the mission of the organization(s) with which they are involved and the time they devote to that organization, a hardship permit allocation would be valid must be submitted.

Section 435. Core Curriculum, Internship and Scholarship Requirements

For core curriculum, internship and scholarship requirements, a written statement from the program director or adviser describing the program requirements and explaining the student's time commitment to the off-campus obligation and the duration of that obligation must be submitted.

Section 436. Other Hardships

For other hardships, any documentation necessary to substantiate the claim of hardship including, but not limited to, medical, legal or public records, witnesses, or statements from appropriately associated professionals supporting the student's claim must be submitted. This documentation must include contact information for the individual making the statement supporting the student's claim.

Section 437. All Applicants

- A. All applicants must submit a class schedule for the fall and a tentative schedule for the spring. This is in order to substantiate that:
 - (1) The student is registered full time in the fall.
 - (2) The student will be registered full time in the spring.
- B. All applicants must submit a photocopy of their Driver's License and the car's Vehicle Registration Card.

Article VI. Permit Application Review Process

Section 441. Random Distribution of Applications

Applications will be randomly distributed to committee members who will evaluate the hardship claims.

Section 442. Independent Evaluations

Each application will be independently evaluated by a minimum of two committee members before the application is presented to the full committee for consideration.

- A. The Chair will participate in the review process like any other member of the committee except as noted in the Temporary Permit Allocation Section.
- B. Applications will be reviewed and returned to the Chair within 48 hours of distribution by each reviewer.

Section 443. Conflict of Interest

An application will not be reviewed by an individual who has a conflict of interest which may affect the outcome of the evaluation of the application. This applies whether the conflict would have a negative or positive impact on the evaluation. The only exception to this rule will be in the case of review of a committee member's application, which shall fall in compliance with Section 444.

Section 444. Member's Application

When an application is submitted to the Student Parking Committee by a Student Parking Committee member.

- A. The application will be considered by the committee according to the criteria like all other applications.
- B. A committee member will not review his or her own application.
- C. If a permit allocation for a committee member's application is passed by majority vote of the full committee, the application will then be submitted to the Student Body President for final approval prior to allocation of a permit.

Section 445. Method of Evaluation

Applications will be recommended by each reviewer based on a prioritization scale of 0-5 where 5 represents the highest recommendation for consideration.

- A. Where the reviewers disagree by more than one point (i.e. one reviewer awards the application a 5, the other a 3), the application will be randomly distributed to and reviewed by a third committee member.
- B. Reviewer recommendations will be averaged to provide a final order of consideration for applications with higher averages receiving first consideration.

Section 446. Anonymity of Applicants

Applications will be rendered anonymous by removal of distinctive identification(s) and substitution of a code identifier (such as alpha-numeric) prior to consideration by the full committee.

Section 447. Method of Approval

Approval of a permit allocation will be by simple majority vote of the full committee with a minimum of four committee members and the chair present.

- A. Where the committee's opinion is evenly divided on allocation, the application will be reconsidered at the next committee meeting.
- B. The Chair retains full voting privileges as a member of the committee.

Section 448. Reconsideration of Application

All committee members have the privilege to ask for reconsideration of a application if they feel the committee vote does not reflect an equitable and consistent application of the criteria established for hardship permit allocation.

- A. In this instance, the application will be held for later consideration by the full committee.
- B. An application will only be reconsidered once.
- C. Full committee vote on the reconsidered application will be final for the original application review process.

Section 449. Public Posting of Recipients

Student Identification Numbers will be used to generate a list of recipients of Hardship Permits through both the application review and appeal process in order to protect the privacy and security of applicants. The resulting recipients list will be posted publicly at locations indicated on the applications.

Section 450. Responsibility of the Applicant

It is the responsibility of the applicant to be aware of all deadlines and public notification sites listed on the application. It is the responsibility of the applicant to review the recipient's list prior to the deadline for purchase of an allocated permit.

Article VII. Method of Allocation of Temporary Permits

Section 461. Review

The application will be reviewed by the Chair and the first available committee member.

Section 462. Allocation

A Temporary Permit will be allocated if the Chair and committee member agree that the claim of hardship has merit.

Section 463. Tertiary Review

The application will then be reviewed by a third committee member before presentation to the full committee.

Section 464. Exemption of Chair's Review

In this instance, the Chair's review does not constitute a recommendation for full committee consideration of the application.

Section 465. Notification

Temporary Permit recipients will be notified directly by the Chair of the Student Parking Committee.

Article VIII. Appeal Process

Section 471. Permits for Appeal

Ten percent of all hardship permits will be reserved for the appeal process. Additionally, any permits not purchased seven days after the Hardship Committee's permit allocation list is posted publicly will be reallocated during the appeal process.

Section 472. Deadline for Requests

The deadline for requests for appeal interviews will be set at the "Seven Day" limit at which point permits are available through the appeal process.

Section 473. Application

An application petitioning the committee for an appeal/ interview will be made available through the Department of Transportation and Parking, the Student Union Desk and the Office of the Student Body President.

- A. The Appeal application will ask if the petitioner filed an application for hardship parking. If not, the applicant will be instructed to file one along with the petition for an appeal/ interview.
- B. The appeal application will contain the information that applicants who have been denied permits through the original review process will only be reviewed/ interviewed if new documentation, evidence or circumstances exist which substantiate the original claim or if a new claim exists.

Section 474. New Information

In such instances as an individual who was previously denied a permit requests an interview claiming new information or the submitted application is a new one, the original application as well as the petition for an appeal/ interview will be reviewed by the full committee prior to the interview with the applicant.

Section 475. Interviews

Interviews will be arranged by the chair with all applicants who request an opportunity to argue their case before the committee.

Section 476. Criteria

Decisions on permit allocation during the appeals process will be based on the same criteria used for the original review process.

Section 477. Method of Approval

Approval of permit allocation will be by simple majority vote of the committee with a minimum number of four committee members and the Chair present. Committee vote on this petition is final.

Part 5

Public Review of Executive Branch Meetings

Article I. Public Policy

Section 501. Open Meetings Policy

Whereas the Executive Branch and its constituent committees, as may be defined in The Code or through executive order of the student body officers, exist solely to conduct the students' business, it is the policy of that Branch that the hearings, deliberations and actions of that body be conducted openly.

Article II. All Official Meetings of Executive Branch Open to the Public

Section 511. Open Meetings

Each official meeting of the Executive Branch shall be open to the public, and any person is entitled to attend such a meeting.

Section 512. Definition of "Official Meeting."

"Official meeting" as used in this Part means a meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the Executive Branch. However, a social meeting or other informal assembly or gathering together of the members of the Executive Branch does not constitute an official meeting unless called or held to evade the spirit of this Part.

Section 513. Minutes

The Executive Branch and its constituent committees shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to this Part. Such minutes shall be public record, provided, however, that minutes of a closed session conducted in compliance with Article III of this Part may be withheld from public inspection so long as public inspection would frustrate the purpose of a closed session.

Article III. Closed Sessions

Section 521. Stipulations for Closed Meetings

The Executive Branch may hold a closed session and exclude the public only when a closed session is required:

- A. To prevent the disclosure of information that is privileged or confidential pursuant to the laws of this state or country;
- B. To prevent the premature disclosure of an honorary degree, scholarship, prize or similar award;
- C. To consult with an attorney (The Executive Branch may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action or administrative procedure. If the Executive Branch has approved or considered a settlement in closed session, the terms of that settlement shall be entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.);
- D. To discuss matters relating to the location or expansion of industries or other businesses in the area served by the Executive Branch;
- E. To establish, or to instruct the Executive Branch members or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating:
 - (1) The price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease; or
 - (2) The amount of compensation and other material terms of an employment contract or proposed employment contract;
- F. To consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual member or appointee or prospective member or appointee; or to hear or investigate a complaint, charge or grievance by or against an individual member. (General personnel policy issues may not be considered in closed session. The Executive Branch may not consider the qualifications, competence, performance, character, fitness, appointment or removal of a member of the Executive Branch and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by the Executive Branch shall be taken in open meeting.); or
- G. To Plan, conduct or hear reports concerning investigations of alleged criminal misconduct.

Section 522. Calling a Closed Session

The Executive Branch may hold closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in Subsection A of this section. A motion based on Subsection A-1 of this section shall also state the name of citation of the law that renders the information to be discussed privileged or confidential. A motion based on Subsection A-3 of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice in the closed session.

Article IV. Public Notice of All Official Meetings

Section 531. Schedule of Meetings

If the Executive Branch has established a schedule of regular meetings, it shall cause a current copy of that schedule, showing the time and place of regular meetings, to be kept on file with the Secretary of the Student Body. If the Executive Branch changes its schedule of regular meetings, it shall cause the revised schedule to be filed with the Secretary of the Student Body.

Section 532. Regular, Special and Emergency Meetings

If the Executive Branch holds an official meeting at a time or place other than a time or place shown on the schedule filed with the Secretary of the Student Body, it shall give public notice of the time and place of that meeting as provided in this subsection.

- A. If a public body recesses a regular, special or emergency meeting held pursuant to public notice given in compliance with the subsection, and the time and place at which the meeting is to be continued is announced in open session, no further notice shall be required.
- B. For any other meeting, except an emergency meeting, the Executive Branch shall cause written notice of the meeting stating its purpose:
 - (1) Be mailed or delivered to each newspaper, wire service, radio station and television station which has filed a written request for notice with the Secretary of the Student Body. This notice shall be posted and mailed or delivered at least 48 hours before the time of the meeting. The Executive Branch may require each newspaper, wire service, radio station and television station to submit a written request for notice to renew the request annually.
- C. For an emergency meeting, the Executive Branch shall cause notice of the meeting to be given to each local newspaper, local wire service, local radio station and local television station that has filed a written request with the Secretary of the Student Body. This notice shall be given either by telephone or by the same method used to notify the members of the Executive Branch and shall be given immediately after notice has been given to those members. An "emergency meeting" is called because of generally unexpected circumstances that require immediate consideration by the Executive Branch. Only business connected with the emergency may be considered at a meeting to which notice is given pursuant to this paragraph.

Article V. Written Ballots

Section 541. Written Ballots

If the Executive Branch decides to vote by written ballot, each member of the body so voting shall sign his or her ballot; and the minutes of the public body shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Secretary of the Student Body immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Article VI. Acting by Reference

Section 551. Acting by Reference

The members of a public body shall not deliberate, vote or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Executive Branch to understand what is being deliberated, voted or acted upon.

Part 6

Accountability of the Executive

Section 601. Written Report

The Student Body President shall present a detailed written report to Student Congress at its first meeting after the fourteenth (14th) day of October and the last meeting in March of each year outlining the issues with which his/her office has dealt in the prior six months.