F2021-B1 - Senate Office Hours Requirements

WHEREAS, The Bylaws should provide as much flexibility to the Senate to govern itself as possible.

WHEREAS, Senators have reported better student engagement during tabling than office hours.

WHEREAS, The efficient use of a Senator’s time would be best determined by that Senator, and ineffective, mandatory office hour requirements can hinder this determination with no benefit.

LET IT BE RESOLVED THAT, Article I, Section 4 of the Senate Code of Conduct be amended as follows:

Section 4: Office Hour Requirements and Procedures

A) Senators are required to complete at least two sessions of office hours or tabling a month.
B) Each session shall be at least an hour long.
   a. The sessions will not occur within the same calendar week.
   b. The sessions will be on a school day, as determined by the University.
C) The procedure and requirements for completing office hour or tabling requirements are as follows:
   1. Sign in through any reasonable means set by the Speaker of the Senate.
   2. Receive verification of office hour completion by a paid Executive Officer Staff or any Senate Officer.
      i. The verifier of the office hours must be in the same general vicinity as the Senate completing the office hour.
      ii. Senators doing office hours at Discovery Park may have their office hours verified by UNT Staff located at Discovery Park which has been approved by the Speaker of the Senate.
      iii. Senators doing office hours at Frisco Campus may have their office hours verified by UNT Staff located at Frisco Campus which have been approved by the Speaker of the Senate.
      iv. A Senate officer cannot sign off on their own office hour.
   3. If tabling, photo verification must be sent to the Speaker of the Senate after tabling.
   4. The office hour must be dedicated to the business of the Student Government Association, to include advocacy, and the Senator must make themselves available to the Student Body for communication with constituents.
5. Tabling is an option for office hours, but Senators must table once per month, university policy permitting.

6. Senators must go through the proper procedure as set by UNT for tabling.

7. Questions regarding tabling documentation shall be directed to the Speaker of the Senate.

8. Senators are responsible for scheduling office hours and making adjustments as needed.

9. Senators shall be allowed to check out marketing materials from the SGA Executive Branch for tabling purposes only, so long as one (1) week notice is given to the proper Executive Branch officials and there is availability to check out such materials. Materials must be returned promptly after the tabling is completed.

LET IT BE FURTHER RESOLVED THAT, Numbering in the Senate Code of Conduct be amended as necessary.

LET IT BE FURTHER RESOLVED THAT, Article I, Section 5, Subsection C, Item c of the SGA Bylaws be amended as follows:

c. The Speaker of the Senate shall be tasked with ensuring each senator serves office hours or tabling sessions as required by the Senate Code of Conduct at least one (1) office hour per week on school days, either in the SGA Office, in any relevant UNT building, or in the Library Mall given the approval of the Speaker of the Senate, within five (5) business days.

LET IT BE FURTHER RESOLVED THAT, Previous absences from office hours or tabling from the Fall 2021 session be excused.

LET IT BE FURTHER RESOLVED THAT, The President or Vice President shall inform all Senators of the day this bill was ratified with 24 hours of ratification.

Respectfully Submitted,

Senator Andy McDowall
College of Engineering
In Witness thereof, I hereby certify the Student Senate of the University of North Texas Student Government Association has approved this document and is referred to the office of the President.

Speaker of the Senate

President of the Student Government Association

Vice President of Student Affairs

Presidential Action:

- Vetoed
- Approved

Date

Date

Date