CHAPTER XIII
President Pro Tempore & Legislative Review Committee (LRC)

Section 1.

This Article, in conjunction with the ASUCR Constitution, shall govern the President Pro Tempore.

Section 2.

Term - the President Pro Tempore shall be elected by Senate, and shall serve for one year beginning the day following commencement.

Section 3.

Duties and Description – The President Pro Tempore shall-

(a) Shall preside over Senate meetings in the event that the Executive Vice President is absent;

(b) Shall assume all duties of the chair until the Executive Vice President is present or is capable of assuming his or her duties;

(c) Shall serve as liaison between the subcommittees of the Senate, and the President and Executive Vice President;

(d) Shall execute all other duties as assigned by the Senate;

(e) Shall act as Chair of the Legislative Review Committee;

(f) Shall keep an electronic and print form of the ASUCR Constitution and Bylaws that shall be updated within two school weeks of any additions or changes passed by the Student Senate.

(g) Submit all new/updated legislation to Senate forty-eight (48) hours prior to its vote.

(h) Shall attend Student Voice Committee as an ex-officio member.

Section 4.

The Constitution and bylaws should be maintained according to the following procedures-

(a) At the conclusion of the academic year the President Pro Tempore shall upload a final
version of the constitution and bylaws to the ASUCR website

(b) The President Pro Tempore shall also give an electronic copy of the ASUCR constitution and bylaws to the Executive Director and Financial Operations Manager

(c) At the start of their term, the President Pro Tempore can obtain a recent copy of the ASUCR constitution and bylaws from either the ASUCR website or the Executive Director and Financial Operations Manager

Section 5.

Appointment, Removal, and Vacancy –

(a) Appointment - The President Pro Tempore shall be appointed by the incoming Senate, as prescribed in the ASUCR Constitution, at their first official meeting;

(b) Removal - Removal of the President Pro Tempore shall take effect immediately after a majority vote for removal during an official meeting of the Senate and after notice has been given;

(c) Vacancy - Vacancies shall be filled by appointment of the Senate at an official meeting, after notice has been given.

Section 6.

(a) The Legislative Review Committee, addressed as LRC from here on, shall serve as a standing subcommittee under the Associated Students of the University of California, Riverside (ASUCR);

(b) The LRC shall consist of seven (7) members of the Senate. Six (6) of these subcommittee members shall be appointed by the President Pro Tempore upon consultation with the President and Executive Vice President. The seventh subcommittee member shall be the President Pro Tempore, whom is designated as the Chairperson for the subcommittee. The ASUCR Executive Director serves as a non-voting, ex-officio member of LRC.

(c) Upon selection of all seven (7) members of the LRC, the subcommittee will convene to elect and appoint its Vice Chairperson;

(d) The LRC shall hold publicized, open door monthly meetings in the Senate Chambers when Senate Meetings are not held unless notified otherwise;

(e) The LRC Chairperson shall, according to member availability, determine a time a day for these monthly meetings;
(f) All legislation must be reviewed, edited, and approved by the LRC before moving to the floor of the Senate to be voted on;

(g) The LRC has authority to reject proposed legislation if it is deemed incomplete, inappropriate, or unacceptable for any other reason constituted by the ASUCR constitution, bylaws, and/or policies.

(h) The LRC shall ensure that all proposed legislation is in compliance with the procedures of ASUCR in regards to Finance approval, adherence to constitution and bylaws, etc., prior to submission to senate;

(i) The LRC Chairperson shall maintain and record electronic copies of all bills in an electronic folder, which will be reviewed and utilized to update the Bylaws.

Section 7.

The Chairperson of the LRC shall:

(a) Be responsible for gathering and archiving all necessary documents and information for all subcommittee meetings;

(b) Be responsible for the meeting agendas, minutes, approved final drafts, and forwarding minutes and legislation to appropriate professional staff members;

(c) Be responsible for properly numbering all resolutions, bylaws, standing orders, etc.

(d) Be responsible for promptly setting and announcing an official date and time for consistent LRC meetings at the beginning of every new quarter;

(e) Serve as the official intermediary in the line of communication between the LRC and the Senate, relaying all relevant documents and information to the Executive Vice President that is to be addressed during Senate Meetings;

(f) Lead and direct the LRC during meetings in a proactive and administrative manner;

(g) Perform all duties pertaining to the LRC as required by the President and/or Senate;

(g) Appoint the Vice Chairperson of the LRC based on self-nominations made by committee members within the first two (2) weeks of Fall Quarter; if no self-nominations are made, then the Chairperson should suggest an appointment.

Section 8.

The Vice Chairperson of the LRC shall:
(a) Perform all clerical or secretarial duties as required by the Chairperson (i.e. mass member emails, schedule setting, correcting/editing documents for final approval, etc.);

(b) Attend all LRC meetings and serve as the interim Chairperson when the Chairperson is unavailable;

(c) Be responsible for taking all minutes and recording committee votes during LRC meetings and sending them to the Chair and other relevant sources;

(d) Assist the Chairperson in gathering and archiving relevant files and documents;

(e) Perform all other duties as prescribed by the Chairperson.

Section 9.

(a) Under the supervision of the Chairperson, the LRC shall assess, explore, and submit recommendations to the Senate regarding potential bylaw or policy changes;

(b) Collectively brainstorm and write up rough drafts of newly proposed legislation, whether it be a bill, resolution, etc., which the LRC Vice Chairperson shall write up on a projector-connected laptop during meetings;

(c) Review, assess, and edit any submitted rough draft legislation;

(d) Be responsible for publicizing all legislation-related material (all passed legislation, minutes, time, date, and location of meetings, etc.) on the ASUCR website by working closely with the ASUCR Webmaster and President;

Section 10.

(a) Any amendment for this chapter requires 2/3 of voting members (6) during Legislative Review Committee meeting, and 2/3 of voting senators during Senate meeting.

*Updated Fall 2016*