

**University of Michigan  
College of Literature, Science, and the Arts Student  
Government**

# **Emergency Operating Procedures**

**Adopted September 2, 2020  
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## **Chapter 1: General Information**

**Section 1: Title.** The title of these procedures shall be the University of Michigan College of Literature, Science, and the Arts Student Government Emergency Operating Procedures (hereafter EOP, or procedures).

**Section 2: Authority.** These procedures derive their authority from the Constitution of the College of Literature, Science, and the Arts Student Government (hereafter Constitution), Article VII, Section N, as an addendum to the Bylaws of the College of Literature, Science, and the Arts Student Government (hereafter Bylaws). These procedures shall be held in a superior position to the rest of the bylaws in cases of conflict.

**Section 3: Purpose.** The purpose of these procedures shall be to provide measures for the College of Literature, Science, and the Arts Student Government (hereafter LSA SG) to conduct its business safely amidst emergency situations.

**Section 4: Adoption.** These procedures may be adopted by a positive vote of a simple majority of LSA SG. Rules defined in the Bylaws and Constitution regarding voting, quorum, and resolutions shall be followed when adopting these procedures. These procedures may be adopted for no more than one calendar year from the date of adoption. These procedures may be renewed with a simple majority vote of LSA SG for a period of no more than one calendar year per renewal (*e.g., these procedures may be adopted September 1, 2020, then renewed September 1, 2021, and renewed again September 1, 2022, and so on, and so forth., if it so be the will of LSA SG*).

**Section 5: Conflicts.** Actions undertaken as part of these procedures shall not violate local, state, or federal laws, in the case of conflicts. These procedures hold inferior status to local, state, and federal laws, as well as the All-Campus Constitution and Compiled Code and the Constitution of LSA SG.

**Section 6: Emergency Circumstances.** These procedures are intended to provide measures to allow for continued governance by LSA SG during times of emergency. No declaration of an emergency is required by federal, state, local, University, or College authorities in order to enact the EOP.

## **Chapter 2: Amendments and Rescission**

**Section 1: Amendments.** Following their adoption, these procedures may be amended by a simple majority of the government. Amendments to the EOP must meet the same requirements as amendments to the Bylaws.

**Section 2: Rescission.** These procedures may be rescinded by LSA SG by a simple majority vote. These procedures are automatically rescinded after the date they were intended to terminate (as included in the language of the resolution which introduces them) or after one calendar year, whichever is sooner.

## **Chapter 3: Member Requirements and Conduct**

**Section 1: Scope.** This chapter shall encompass all voting members of the government.

**Section 2: Meeting Attendance.** Members shall be required to attend meetings of the government, in whatever form they may take (i.e. virtual, in person). The President may waive this requirement.

**Section 3: Office Hours.** Office hours shall not be a requirement during emergencies.

**Section 4: Representative Reports.** Representative reports shall not be a requirement during emergencies.

**Section 5: General Member Conduct.** Members are expected to act responsibly and respectfully in their interactions within the government and with the government's constituents during periods of emergency, and shall abide by federal, state, local, and university ordinances and procedures adopted in response to the emergency.

#### **Chapter 4: Meetings**

**Section 1: General Meetings.** General meetings shall continue at their usual frequency, unless determined by the President to be unfeasible or unsafe. General meetings should be held on a virtual platform, if feasible.

**Section 2: Long-Term Cancellation of Meetings.** The Executive Board shall be able to cancel individual meetings, or meetings over a longer period, by a simple majority vote, and must notify LSA SG of such a decision.

#### **Chapter 5: Elections, Appointments, and Referenda**

**Section 1: College-Wide Elections.** College-wide elections on LSA SG positions and other referenda are to continue in times of emergency. Elements of the election process, including campaigning, Candidates' Forum, or polling sites held in LSA SG spaces must be available virtually, or may be cancelled by the Election Director. The Election Director, with the support of the majority of the Executive Board, may postpone an election for up to thirty (30) days.

**Section 2: Internal Elections.** Internal elections must still be held at their typical regularity during times of emergency, and must be made available in a virtual format. The President may cancel or postpone internal elections and allow committees to continue functioning under current leadership.

**Section 3: Internal Appointments.** The Appointments Committee may appoint representatives to vacant seats in the process outlined in the Bylaws, though all interviews, votes, Candidate Selection Meetings, and General Meetings where the appointments are confirmed must be made available in a virtual format.

**Section 4: Non-Internal Appointments.** Appointments to non-internal positions that are typically appointed by the Appointments Committee, including vacant LSA seats on Central Student Government, seats on the LSA Academic Judiciary, and external positions not appointed by committees within the government, may be appointed by the President with the advice and majority support of the Executive Board, should the Appointments Committee leadership positions be vacant, or the Appointments Committee be unable to carry out their duties.

#### **Chapter 6: Finances**

**Section 1: Budget Allocations Committee.** The Budget Allocations Committee (hereafter BAC) shall continue to function in times of emergency, unless determined by the BAC Chair or the Treasurer that their continued functioning is unnecessary, unfeasible, or otherwise not practical.

**Section 2: Expenditures.** Typical committee and Executive Board expenditures may continue under guidelines set elsewhere in the Bylaws, unless determined otherwise by the Treasurer.

**Section 3: Other Financial Policies.** The Treasurer shall be empowered to enact further policies related to LSA SG finances during the duration of an emergency.

#### **Chapter 7: Committees and Events**

**Section 1: Committees.** All committees will be required to meet at their typical frequency, unless otherwise directed by the Executive Board. Committees will be encouraged to meet virtually.

### **Chapter 8: Office Space**

**Section 1: Office Space and Usage.** At the behest of the Vice President, access to the LSA SG office may be restricted under guidelines set by federal, state, local, or university authorities. Access to the LSA SG will be restored as soon as it has been deemed safe by the authority originally issuing the restriction.