

- I. Authority and Changes to Committee Rules
 - A. The Oversight Committee shall be governed by, in order of precedence, the Constitution of the Student Body, the Statutes of the Student Body, the Rules of Procedure of the Student Senate, these Oversight Rules of Procedure, and the latest version of Robert's Rules of Order Newly Revised.
 - B. Changes to these Rules of Procedure shall require a majority vote of the committee.
- II. Interview Procedure
 - A. In order for a candidate to be heard by the committee the forwarding letter naming the candidate must be received by the chair at least two (2) business days prior to the scheduled meeting time.
 - B. The following procedure shall take place for all candidates forwarded to the Oversight Committee:
 - 1. The candidate shall be allowed to make an opening statement for three (3) minutes, any time remaining shall be reserved for a closing statement.
 - 2. Two (2) technical, non-debatable questions related to the candidate's application submissions may be asked by members of the committee.
 - 3. Five (5) questions related to the candidate's desired position, experience, and future goals may be asked by members of the committee. At the end of this round of questioning the Chair shall ask whether any committee member would like to motion to extend this round of questioning.
 - 4. Three (3) questions related to the candidate's character or other questions may be asked by members of the committee.
 - 5. Any other questions may be asked by Senators not in the Oversight committee.
 - 6. The candidate shall be allowed to make a closing statement for any time remaining from their opening statement.
 - 7. The committee shall deliberate for ten (10) minutes.
 - 8. The committee shall proceed with a roll call vote on whether the candidate shall be forwarded to the Senate.

- C. If the candidate does not pass the Oversight committee then the committee shall deliberate again after the vote is announced for five (5) minutes to provide recommendations to the candidate on how they can improve or better prepare themselves for the position desired.

III. Bureau Review

In accordance with Statute 900.5, the following procedures shall be followed in reviewing the SGA Bureaus

A. Timeframe

1. The Bureau Review Process shall begin no earlier than the Certification of the Fall General Election, and shall conclude no later than the certification of the Spring General Election.
2. At least two (2) weeks prior to the first day of presentations, the Chair must contact the Bureaus with the time, location, and guidelines for the content of the presentations.

B. Presentations by the Bureaus

1. The Chair of the committee shall request the following information and answers of questions from the leaders of the Bureaus
 - a. Names and contacts of the current leadership
 - b. Financial information and documentation
 - c. Previous and upcoming events (including information on turnout)
 - d. How are you fulfilling your mission statement and the mission for SGA?
 - e. Any other information the committee believes is pertinent to all Bureaus

C. Questioning by the Committee

1. Following the presentation by the Bureau, the Committee shall question the presenters in a format as follows
 - a. Round of technical non-debatable questions
 - b. Round of roundtable questioning from committee members
 - c. Round of questioning from non-committee members
 - d. Round of questioning from students/RSOs
 - e. A round of deliberations, if time permits

D. Deliberation

1. In the meeting of the committee following the conclusion of all presentations and questioning, the Chair shall request a motion by the committee to enter deliberations on the Bureaus
 - a. The order by which Bureaus will be deliberated over will be at the will of the committee
 - b. During deliberations, committee members shall not compare Bureaus on the basis of their presentations, deliberations over other Bureaus, and proposals given by the committee to other Bureaus
2. Following deliberation on a Bureau, the committee shall vote on if they are recommended to be retained as a Bureau
 - a. The committee shall then deliberate on as to why they were given such a designation and shall provide recommendations on the future standing of the Bureau that they see fit

E. Bureau Review Memo

1. Following the completion of deliberations by the committee, they shall then create a memo to be forwarded to all members of the Senate as the official opinion of the Oversight committee
2. Each individual Bureau shall be given their own section wherein the committee explains the following
 - a. The mission of the Bureau
 - b. A summarization of their presentation to the committee
 - c. The results of the vote on retention of the Bureau
 - d. The committee's reasoning on their decision
 - e. Proposed next steps and recommendations for the future of the Bureau