

APPENDIX D

- D.1 The Committee Orientation Program will include the following but not be limited to:
- A. Mentorship Program. The Vice-Chair at the first meeting of the year shall establish this. S/he shall ask for volunteers from the returning committee members to act as mentors. All other committee members shall be divided among the mentors. A mentor's responsibilities shall include, but are not limited to, explaining parliamentary procedure and the rights and the responsibilities of committee and committee members, and answering any questions of the committee member being mentored.
 - B. Parliamentary Procedure Workshop. The Chair of each committee will lead a short and simple workshop about the parliamentary procedure that will be used in their committee. This may include, but is not limited to, explanations of motions, amendments, resolutions, bills, calling to question, and any other fundamental procedure.
 - C. Mock Committee Legislation. Summer Student Executive Committee will prepare two pieces of legislation. The committee will discuss and vote on this legislation. This procedure should be slow and simple, and the steps should be explained as they progress.
 - D. Overview of University Governance. The University governance system shall be explained with the standard flow-chart.
 - E. Overview of Legislation Process. The Process by which a bill or resolution is passed and implemented shall be explained with the standard flow-chart.
 - F. Student Senate Rules and Regulations. A copy of Student Senate Rules and Regulations shall be distributed to all members, the University Senate Code, the University Senate Rules and Regulations, and the Code of Student Rights and Responsibilities conduct will be made available at the second meeting of the year as a continuation of the orientation process.
 - G. Committee Specialization. Each standing committee can adapt its orientation to meet its specific needs.
 - H. Overview of Drafting a Bill. Each chair and vice chair shall explain the appropriate measures to be taken in drafting and writing a bill. In addition, they shall explain the process by which a non-Senator can draft a bill with a Senator.