

Brown's Mythical Scroll of Wonders to Behold

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I. General Mission: To foster a sense of community within Brown Residential College. To serve the community through a wide range of sponsored participatory events in accordance with the budgetary guidelines of Brown Governance Board and the requests and feedback of the Brown Community at large.

II. Portal Representatives

A. Elections:

- You must live in the Brown College Portal you are representing during the relevant academic year.
- Portals will be grouped into pairs corresponding with Resident Advisor portal assignments. Each pair may have up to a total of two portal representatives, with one being from each portal.
- Portal representatives will be elected by a popular vote consisting of the population of their respective portal pair.
- In the case of one candidate running, each portal member may vote up to one time.
- In the case of two or more candidates running each portal member may vote up to two times.
- No two positions on the Brown Governance Board may be held simultaneously.
- If a person is impeached from the position of Portal Representative, they are ineligible to serve as a Portal Representative from that point on, including any subsequent years.

B. Responsibilities:

- Attend all the weekly Brown Governance Board meetings.
- Serve as a link between Brown Governance Board and the Brown Community, specifically the portal you are representing.
- Attempt 5 events per semester.
- Attempt to foster a sense of portal community.
- Must discuss upcoming plans, events, and expenditures at weekly Governance Board meetings.
- Attempt to spend the entire allocated budget each semester.
- May work with other Portal Representatives, Co-Chairs, Officers, Resident Staff Members, Brown Office, and others on the facilitation of events.
- May pool funds together with other Portal Representatives, Co-Chairs, Officers, Resident Staff Members, Brown Office, or others. If doing so, must report specific division of costs to the Treasurer.

C. Temporary Portal Representative:

- In the event of a Portal being vacant of any Portal Representatives, the Brown Governance Board may give a current member of the Brown Governance Board the status of Temporary Portal Representative responsibilities and access to funding until the position is filled permanently.

- Temporary Portal Representatives may only be voted in when Quorum (defined at 2/3 of the Brown Governance Board) is present.
- Temporary Portal Representatives must receive more than 50% of the present votes to be elected.
- The person in this position must live in Brown College during the relevant academic year, but they do not have to live in the Portal they are temporarily representing.
- Also this is an exception to the rule against holding two positions simultaneously on the Brown Governance Board.
- The Temporary Portal Representatives may only cast one vote in all elections.

III. Co-Chairs

A. Elections:

- You must live in Brown College during the relevant academic year.
- Co-Chairs are elected by Brown Governance Board Co-Chairs and Portal Representatives at the end of Spring Semester of the previous academic year and if spots go unfilled during the beginning of Fall Semester of the current academic year.
- Additional elections can be held if the Shama Llama Ding Dong and/or Co-Chairs of the position in question believe a position or multiple positions need to be filled.
- Co-Chairs may only be voted in when Quorum is present.
- If there is the same number of candidates running as there are positions available, or fewer candidates running than positions available, then Co-Chairs must receive more than 50% of the present votes to be elected.
- If there are more candidates running than positions available then the Brown Governance Board Officers (Grand Poobah, Shama Llama Ding Dong, and Treasurer) can choose to run that particular election in one of two ways. Either by plurality, that the candidates that receive the most votes are to be elected, or that the candidates must receive more than 50% of the present votes to be elected.
- Members of Governance Board may vote yes as many times as there are positions available, unless there are fewer candidates than positions in which case you may vote yes as many times as there are candidates.
- No two positions on the Brown Governance Board may be held simultaneously.
- Everything discussed at the Brown Governance Board meeting during the election process is confidential.

B. Responsibilities:

- Attend all the weekly Brown Governance Board meetings.
- Serve as a link between Brown Governance Board and the Brown Community.
- Must discuss upcoming plans, events, and expenditures at weekly Governance Board meetings.
- Attempt to spend the entire allocated budget each semester.
- May work with other Co-Chairs, Portal Representatives, Officers, Resident Staff Members, Brown Office, and others on the facilitation of events.
- May pool funds together with other Co-Chairs, Portal Representatives, Officers, Resident Staff Members, Brown Office, or others. If doing so, must report specific division of costs to the Treasurer.

C. Positions:

- Academic, Cultural, and Educational (ACE)
- Alumni
- Brown Earth
- Community Outreach
- Faculty Liaisons
- First-Year Liaisons
- Hauntings
- Historians
- Intramurals

- Membership
 - Newsletter
 - Public Relations
 - Social
 - Webmasters
- D. Creation of A New Co-Chair Position:
- New co-chair positions may only be voted in, for both probationary and permanent terms, when Quorum is present.
 - The first semester the new co-chair position is active is considered a probationary period, at the beginning of the following semester then the Brown Governance Board must vote if they want to keep the co-chair position permanently or if they want to terminate the position.

IV. Officers – Grand Poobah

A. Elections:

- You must live in Brown College during the relevant academic year.
- Officers are elected through a Brown-wide vote.
- The vote is held at the end of the Spring Semester of the previous academic year.
- No two positions on the Brown Governance Board may be held simultaneously.

B. Responsibilities:

- Serve as head administrator and Brown Governance Board spokesperson.
- Monitor the Shama Llama Ding Dong's performance.
- Monitor the activities of Co-Chairs and Portal Representatives in all internal affairs of the Brown Governance Board.
- Act as a liaison between the Brown Office and the Brown Governance Board.
- Preside over meetings and/or procedures when the Shama Llama Ding Dong is unable to do so due to absence or conflict of interest.
- Lead or monitor all external affairs of the Brown Governance Board.
- Monitor the elections. The Grand Poobah cannot cast a vote during elections held at Brown Governance Board meetings.

V. Officers – Shama Llama Ding Dong

A. Elections:

- You must live in Brown College during the relevant academic year.
- Officers are elected through a Brown-wide vote.
- The vote is held at the end of the Spring Semester of the previous academic year.
- No two positions on the Brown Governance Board may be held simultaneously.

B. Responsibilities:

- Preside over weekly Brown Governance Board meetings.
- Monitor the activities of Co-Chairs and Portal Representatives in all internal affairs of the Brown Governance Board.
- Act as a liaison between the Brown Office and the Brown Governance Board.
- Work to foster a sense of community among Brown Governance Board members.
- Work to foster a positive and working relationship between the Brown Resident Staff and Brown Governance Board members.
- Presides over the elections. The Shama Llama Ding Dong cannot cast a vote during elections held at Brown Governance Board meetings.

VI. Officers – Treasurer

A. Elections:

- You must live in Brown College during the relevant academic year.
- Officers are elected through a Brown-wide vote.
- The vote is held at the end of the Spring Semester of the previous academic year.
- No two positions on the Brown Governance Board may be held simultaneously.

B. Responsibilities:

- Monitor Brown Governance Board expenditures and collect receipts for reimbursements.
- Ensure that funds are spent in appropriately and over an appropriate timeline.
- Act a as a liaison between the Brown Office and the Governance Board.
- Preside over meetings and/or procedures when the Grand Poobah and Shama Llama Ding Dong are unable to do so due to absence or conflict of interest.
- Each new academic year, the Treasurer may pick his or her title.
- Monitor the elections. The Treasurer cannot cast a vote during elections held at Brown Governance Board meetings.

VII. Alumni Advisors

A. General Alumni Advisor Elections:

- General Alumni Advisors are elected after Co-Chair elections by Brown Governance Board.
- General Alumni Advisors may only be voted in when Quorum is present.
- General Alumni Advisors must receive more than 50% of the present votes to be elected.
- Members of Governance Board may vote yes as many times as there are candidates.
- There is no maximum or minimum limit of Alumni Advisors and therefore there can be as many or as few as the Brown Governance Board desires.
- No two positions on the Brown Governance Board may be held simultaneously.
- Everything discussed at the Brown Governance Board meeting during the election process is confidential.

B. Specific Alumni Advisor Elections:

- Specific Alumni Advisors are selected after Co-Chair elections by Brown Governance Board.
- Specific Alumni Advisors may be selected by the Officer(s), Co-Chair(s), or Portal Representative(s) they will be advising. The Officer(s), Co-Chair(s), or Portal Representative(s) must then present the potential Alumni Advisor to the Brown Governance Board before the position may become active.
- The Brown Governance board may veto any Specific Alumni Advisors when they are initially presented as a potential Alumni Advisor.
- Specific Alumni Advisors may only be vetoed when Quorum is present.
- There must be more than 50% of the present votes against the Specific Alumni Advisor in order to veto him or her from filling the position.
- There is no maximum or minimum limit of Alumni Advisors and therefore there can be as many or as few as the Brown Governance Board desires.
- No two positions on the Brown Governance Board may be held simultaneously.
- Everything discussed at the Brown Governance Board meeting during the election process is confidential.

C. Responsibilities:

- A General Alumni Advisor is to serve as a guide and advisor to the general body of Brown Governance Board
- A Specific Alumni Advisor is to serve as a guide and advisor to a specific Officer Position, Co-Chairship, or Portal.
- Alumni Advisors cannot cast a vote during any elections.

VIII. Budget

- The use of budgetary allocations is in accordance with the terms of the budget meeting, the duties of the respective position, the Brown Governance Board mission, and the Brown Office.

A. Allocations:

- Officers, Co-chairs, and Portal Representatives are allocated money by a budget meeting held at the weekly Brown Governance Board meeting immediately after Fall Elections.
- The budget meeting may only be held when Quorum is present.
- Allocations are determined by more than 50% of the present votes.

- The Officers and Co-Chairs must submit a budget proposal detailing events, estimated costs, and an estimated timeline for the year. This proposal will be up for discussion, approval, change, or suggestion. Specific events may not be approved for funding, if more than 50% present disapproves and vote against it.
 - Portal Representatives do not need to submit a budget proposal, but in general will be given a fixed semester amount determined by Governance Board. Portal Representatives are welcome to submit material to support total monetary amounts desired.
 - Leftover money may be lumped together and spent on projects approved by the Treasurer and reviewed by Governance Board.
 - It is desired to spend the entire yearly budget since there are no rollover capabilities for these funds.
- B. Emergencies:
- In the event of a misappropriate use of funds, the Brown Governance Board Officers have the authority to impede the monetary activity in question until officially approved or rejected by a Governance board majority vote or direct mandate from the Brown College Office.

IX. Property

- A. Use of property:
- Any property or service purchased with Brown Governance Board funds, Brown Office funds, donated to Governance Board or Brown Office may only be used for official Brown Governance Board activities and events, Brown Office activities and events, or for the Brown Community.
 - In the event of a perishable item that was not used for its original purpose, the most imminent Brown Governance Board event that can make appropriate use of the item will have priority on obtaining that item. If there are no upcoming Brown Governance Board or Office events then the perishable item must be made available to the Brown Community without preference to any one or group of individuals.
- B. Co-Chair Closets and Hauntings Closet:
- The two Co-Chair Closets, one located across from Venable Portal and the other located next to Venable Portal, and the Hauntings closet located at the bottom of Smith Portal may only be used for official Brown Governance Board purposes. Only Brown Governance Board items may be stored in these closets.

X. Resignation

- Resignation can occur at any time, the details of which only need to be public in instances of impeachment and removal. The details of resignation must be issued in a formal letter addressed at least to the Officers, documented for the Brown Office.

XI. Impeachment

- A. Proceedings:
- Impeachment proceedings may be initiated by any member of Brown College or Brown Office.
 - Written statements must be submitted by all relevant parties.
 - Initial written statements to Brown Governance Board should be limited to one page single spaced.
 - Statements should be completed and then reviewed by the Shama Llama Ding Dong before the proceedings. After statements the floor will be opened for questions for a period of up to 30 minutes and then the matter will be brought to a vote.
 - If debate/questioning is still in progress at the thirty minute mark, Brown Governance Board can take a majority vote to extend the discussion for intervals of fifteen minutes.
- B. Removal:
- Officers, Co-Chairs, or Portal Representatives may only be impeached when Quorum is present.
 - To be removed you must have more than 50% of present votes be in favor of one's removal.
 - This vote will occur after the impeachment proceedings are completely finished.
- C. Possible Reasons for Impeachment, but not limited to:

- Failing to attend three or more of the meetings per semester without being excused by the Shama Llama Ding Dong or any documented co-chair/portal activity.
- Behaviors that compromise the ability of the Brown Governance Board, members of Brown College, the Brown Office, or members of Brown Office to function efficiently or safely.
- Misappropriation of funds, Brown Governance Board property or Brown Governance Board services.
- Abuse of authority.
- Neglecting the duties of the position held.

XII. Amendments

- Brown's Mythical Scroll of Wonders to Behold may be altered or added to by Brown Governance Board only be when Quorum is present.
- Any alterations or additions must receive more than 50% of the present votes.

Voted in March 30, 2008

Last Amended August 30, 2009