

Bates College Student Government  
Parking Committee Guidelines

Article I. Duties and Responsibilities of the Parking Committee

The Parking Committee shall be responsible for conducting lotteries for student parking permits and hearing parking appeals. The Parking Committee will be chaired by the President of the Bates College Student Government and selected by the Student Committee on Committees. The Parking Committee is also responsible for continually attempting to acquire additional parking for students. The Parking Committee's decisions are exempt from the rule requiring the Representative Assembly's approval. The Parking Committee may initiate legislation directly related to its goals and purpose, as stated by the Bates College Student Government Constitution, the Bates College Student Government Bylaws, and the Committee's Guidelines.

Article II. Membership of the Parking Committee.

1. The Chair of the Parking Committee shall be the President of the Bates College Student Government and shall assume all powers and responsibilities in that capacity granted by the Bates College Student Government Constitution and the Bates College Student Government Bylaws.
2. The Parking Committee shall consist of one (1) chair, six (6) members, and one (1) alternate member. Applications for the Parking Committee are open to the entire student body. All Parking Committee vacancies are filled by executive appointment. The Representative Assembly may only accept or reject a slate. If the Representative Assembly rejects the slate, it must send it back to the Student Committee on Committees and the entire process must be repeated.
3. The membership of Parking Committee will be seated by the Student Committee on Committees in accordance with provisions for such seating as detailed in the Parking Committee Guidelines and the Committee on Committees Guidelines, in that order of precedence.
4. The appointment of the Parking Committee shall be completed in time for a slate to be presented to the Representative Assembly by the last Representative Assembly meeting in March.
5. The Student Committee on Committees shall select members of the Parking Committee based upon the following criteria:
  - a) Ability to be objective.
  - b) Ability to keep matters confidential.
  - c) Ability to handle responsibility.
  - d) Ability to recognize conflicts of interest.
  - e) Ability to make difficult decisions and weigh information.
  - f) Ability to complete term and attend all Parking Committee meetings.
  - g) Ability to communicate clearly.
6. Parking Committee members, excluding the Bates College Student Government President, shall have equal votes in the parking process as stipulated by Article VI, Section 5(d) of these Guidelines.
7. The minimum number required to have a Parking Committee meeting is four (4,) excluding the Bates College Student Government President.

Article III. Training, Responsibilities, and Duties

1. Training of the Parking Committee shall consist of:

- a) Thorough explanation of the Parking Process by the Bates College Student Government President. If the President has no experience in the parking process he/she must consult with the previous President who has had experience in the current process prior to committee training.
- b) Reviewing past applications (with student identification omitted) and results.
- c) Mock parking appeals hearing with actual past application (with student identification omitted.)

2. Training of the Parking Committee shall be completed within ten (10) days after appointment and confirmation by the Representative Assembly.

3. The Committee shall be assigned the duty of administering the parking permit lottery for the rising senior, junior, and sophomore classes. Their responsibilities include:

- a) Announcing application for entry in the parking permit lottery. The information provided has to include where the applications are available, when they are available, when they are due, and where they must be returned upon completion.
- b) Marking parking permit lottery application available at the times and places announced.
- c) Contact students who are studying off-campus and/or taking a leave of absence from the college and making applications available to them electronically or via postal mail.
- d) Announcing the results of the parking permit lottery.

4. Members of the Parking Committee are only permitted to confirm the receipt of applications if requested by students. Members of the Parking Committee are not permitted under any circumstances to discuss any aspect of applications with those outside the Parking Committee. If a member is found to be in violation of this guideline, he/she is to be removed by the Bates College Student Government President from the Parking Committee.

#### Article IV. Parking Committee Chair Powers and Responsibilities

1. The Bates College Student Government President shall oversee the parking permit lottery process and ensure that the lottery process is completed by a specific final date. He/She shall be responsible for administering the parking permit appeals process. The Bates College Student Government President's responsibilities include:

- a) Announcing applications for entry in the parking permit appeals process. The information provided has to include where the applications are available, when they are available, when they are due, and where they must be returned upon completion.
- b) Making parking permit appeal applications available at the times and places announced.
- c) Contact students who are studying off-campus and/or taking a leave of absence from the college and making applications available to them electronically or via postal mail.
- d) Announcing the results of the parking permit appeals process.

2. The Bates College Student Government President, serving as Chair of the Parking Committee, shall be required to speak on any legislation regarding—or pertaining—to the Parking Committee's duties and responsibilities as laid out in the Bates College Student Government Constitution and its Bylaws as well as the Parking Committee Guidelines.

3. The Bates College Student Government President may step down from his/her position as Chair of the Parking Committee temporarily for reasons of scheduling. The President may assign another member of the Parking Committee ahead of time to act as Chair of the Parking Committee for said duration.

4. The Chair of the Parking Committee is expected to be familiar with the Parking Committee Guidelines, act as advisor to all in and outside the Bates College Student Government concerning the parking process, and facilitate the proper Parking Committee operation, as outlined in these Guidelines.

5. The Bates College Student Government President is delegated the responsibility to train the Parking Committee on the Parking Guidelines. The Parking Committee members should have ample time to have any questions answered by the President.

6. The Chair of the Parking Committee shall annually select three students to serve on the Parking Appeals Committee. It is the responsibility of the Chair to fill any vacancies that may arise.

#### Article V. Parking Lottery Operation and General Timeline

1. The parking allocation process shall begin within fourteen (14) days after the approval of by the Representative Assembly on the slate of nominees for the Parking Committee.

2. The Parking Committee shall conduct the dissemination of information and applications as stipulated in Article III, Part 3 of these Guidelines.

3. The first announcement of the parking process must be made on the first day of the beginning of the parking allocation process as stipulated in Part 1 of this Article.

4. Students must have one week to turn in applications between the announcement of the lottery and the deadline.

5. Parking lottery results are to be announced both by email and on the Bates College Student Government bulletin board by the end of the winter semester.

#### Article VI. Parking Appeals Operation and General Timeline

1. The parking appeals allocation process shall begin no later than one week after the beginning of Short Term.

2. The Parking Committee shall conduct the dissemination of information and applications as stipulated in Article IV, Part 1 of these Guidelines.

3. The first announcement of the parking appeals process must be made on the first day of the beginning of the parking appeals process as stipulated in Part 1 of this Article.

4. Students must have one week to turn in applications between the announcement of the appeals process and the deadline.

5. The Parking Committee shall conduct the appeals process as follows:

a) The Bates College Student Government President will make copies of all applications and enclosed relevant documents for the members of the Committee.

b) The Bates College Student Government President will divide the applications to a certain number of groups at the discretion of the committee in order to spread the workload over a period of time. An agreed upon number will be handed to members of the Committee for consideration at agreed upon time intervals for consideration.

c) The Bates College Student Government President will meet with the Parking Committee prior to handing them the first group of applications in order to re-iterate their duties, responsibilities, and restrictions, as well as to allow discussion of any issues the Committee might deem necessary.

d) Committee members, including the Bates College Student Government President, will grade the applications on a scale from 1 to 5, 1 being for least deserving of a parking permit, and 5 being for most deserving of a parking permit. The BCSG President will withhold his/her vote, and will only use the vote to fill in for a member who excuses himself/herself from participating in the grading of specific application.

- e) After the grading of each group of applications, the Committee will meet and the Committee Chair shall request a vocal grade call for each application. The Chair will record the grades and add them up to come out with a final grade.
- f) After the grades for an application are called out, any member of the Committee, including the Chair, may dispute a grade assigned by another/other member(s) and/or request further discussion of the application. If the grades seem to be consistent and there is no objection, the Chair will request the grades for the following application, and so on.
- g) Outside information beyond what is provided in the application is only permitted with prior approval by the Committee Chair. Request for permission is to be made privately prior to the beginning of the meeting so as not to bias the remaining member. If the Chair does not allow the use of the information, and feels the information the member presents may bias said member, he/she may request that the member step down from voting on application in question, and the Chair will vote for the member.
- h) Only the Chair of the committee may use any information provided in the application, such as contact information, to verify the validity of the reasons given in the application.
- i) The Bates College Student Government President will rank the appeals applications based on the number of grades received; the higher the total grade received by a student, the more they are considered deserving of a parking permit.

6. Criteria for requesting a parking permit through appeals are listed below in no particular order of significance:

- a) Personal and/or family health reasons.
- b) Service learning/community service.
- c) Off-campus employment.
- d) Travel between campus and home.
- e) Other extenuating noteworthy reasons.

7. Parking appeal results are to be announced both by email and on the Bates College Student Government bulletin board at least one week prior to the end of Short Term.

8. The process outlined in Section 5 of this Article will be followed by the Bates College Student Government President for the summer appeals process, but without the need for the committee to convene. The committee may communicate to discuss applications, discuss grades, and report grades to the President through electronic or regular mail. All communication regarding the parking process during the summer must include the whole Committee. Under no condition are members allowed to individually discuss applications with anyone, including another member of the Committee. The results of the summer appeals process must be sent out by email and/or mail by July 31<sup>st</sup>.

## Article VII. Information Requested From Students

### 1. For the randomized parking lottery

- a) Full name as it appears on their student ID.
- b) Student ID number as it appears on their student ID.
- c) Graduating class
- d) Email address.
- e) Bates box number.
- f) Home and summer addresses (if different from one another).
- g) If and which semester(s) student is planning on studying abroad or taking a leave of absence.

### 2. For the parking appeals

- a) Full name as it appears on their student ID.
- b) Student ID number as it appears on their student ID.
- c) Graduating class

- d) Email address.
- e) Bates box number.
- f) Home and summer addresses (if different from one another).
- g) If and which semester(s) student is planning on studying abroad or taking a leave of absence.
- h) Thorough explanation of need for a parking permit.
- i) Verification of information given in the above subsection (h). This includes, but is not limited to, documents, letters, contact information, and pay sheets.
  - i. If the Committee determines that additional clarification is necessary, the Chair shall contact the applicant via e-mail requesting the additional information. Even with the additional contact, the applicant's identity will remain anonymous to the rest of the Committee, if at all possible.

## Article VIII. Parking Permit Allocations and Parking Restrictions

### 1. Parking Permits are to be allocated as follows:

- Seniors: 35%
- Juniors: 25%
- Sophomores: 15%
- Appeals Process: 25% (1/5<sup>th</sup> of which is left to be allocated during the summer)

2. Any students not allocated a permit through the randomized parking lottery process who still desire a parking permit must apply through the appeals process. There will be no waiting list for the randomized lottery. Any students not allocated a permit through the appeals process will be placed on a wait list. Students are granted permits from the wait list as students granted a permit through either process give up their permits.

3. The number of parking permits left unclaimed in the lottery process as a result of lack of demand will be automatically transferred to and allocated through the appeals process.

4. The Parking Committee may choose to not fully allocate the portion designated for the Short Term appeals process. If they choose to do so, they must instead add the unallocated appeals permits to the summer appeals process.

5. Any applications that are rejected in the Short Term phase of the appeals process will automatically be re-considered with other applications submitted for the summer appeals process.

## Article IX. Exemptions

1. Members of the Parking Committee who desire a permit for the year being allocated will be exempt from the parking allocation process and can be granted a permit automatically. The permit is issued only to the member of the Committee and cannot be given to anyone else or exchanged for anything. Failure to fulfill duties and responsibilities and subsequent removal from the Committee will result automatically in the loss of parking privileges associated with membership of the Parking Committee.

2. Every Residential Coordinator and Junior Advisor will be exempt from the randomized lottery process. If a Residential Coordinator or Junior Advisor chooses not to take their allocated parking permit, that permit will be added to permits allocated through the appeal process.

3. Only the Dean of Students Office, the Director of the Health Center, and the Director of Security may request that a student be exempt from the parking allocation process and be automatically allocated a parking permit. The situations covered by this rule are usually ones where the privacy of the student (and the reasons for needing a permit) is necessary.

## Article X. Amendments

1. This document may be amended by the Bates College Student Government Parking Committee if the amendment is ratified by a simple majority vote of the Representative Assembly. An individual other than the members of the Committee may amend this document after having discussed the proposed amendment with the Committee. An amendment in this form must be ratified by a three-quarters (3/4) vote of the entire Representative Assembly membership.

2. The Parking Committee Guidelines shall be subject to review by the Representative Assembly in the year the Guidelines are up for review.