



**Associated Students of
Idaho State University
Executive Cabinet Rule Book**

Amended Fall 2023

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ARTICLE I—APPOINTMENTS AND ONBOARDING

Section 1—Appointments

Each appointed director shall be required to attend the following between the date of elections and the date of installation of the new Executive Cabinet:

- A. At least two (2) regularly scheduled Executive Cabinet meetings.
- B. The End-of-the-Year Banquet.
- C. ASISU Retreat.

A twenty-four hour (24) hour notice must be given to the ASISU President if any meetings will be missed. Any violation of attendance will be investigated by the Secretary and appropriate action will be decided by the Senate through a majority vote before the last meeting of the spring semester.

Section 2—Oath of Office

The following oath of office shall be administered to every incoming officer: I do solemnly swear to uphold the Constitution and Bylaws of the Associated Students of Idaho State University and to act in a manner which will be a credit to the Association and Idaho State University. I promise to accept all duties assigned to me by the Student Senate and fulfill my responsibilities with diligence. I will, to my utmost, promote and enhance the name of Idaho State University.

Section 3—Office Hours

All members of the Executive Cabinet are required to attend office hours per week during regular ASISU business hours, which are Monday through Friday from 8:00am to 5:00pm. If Executive Cabinet members cannot complete their office hours during regular business hours due to program or class schedules then they may receive permission from the President to complete the office hour outside regular business hours.

- A. The type of work and location of office hours can be flexible, but must pertain to ASISU. After the completion of office hours, the member must report in a log what they accomplished. All ASISU Officers will punch in at the beginning of their office hours and punch out at the end of their office hours using time cards provided by the Secretary.
- B. Time spent in committee will not count as office hours.
- C. Missing three (3) hours in one semester shall count as one absence.

Section 4—University Committees

The purpose of Executive Cabinet members sitting on university committees is to allow a student perspective on the issue or project at hand. The ASISU President and Vice President will equitably delegate university-level committee requests. Executive Cabinet members are required to attend or send a representative to assigned committee meetings. Executive Cabinet members are required to report on their assigned university committee at least once per semester during the Executive Cabinet at the discretion of the President.

Section 5—End-of-the-Year Banquet

Executive Cabinet members shall attend the End-of-the-Year Banquet and provide training and guidance to the incoming ASISU official.

ARTICLE II—EXECUTIVE CABINET MEETINGS

Section 1—Meeting Decorum

An agenda for the weekly Executive Cabinet meeting will be emailed by 5:00 pm the Friday before the meeting. The deadline for submissions to the agenda shall be noon the Friday before the meeting.

The Executive Cabinet shall meet at 5:00 pm mountain time every Wednesday in the Shirley Sargent Family Boardroom. All regularly scheduled meetings shall adjourn no later than 6:00 pm. Roll call will be taken prior to the adjournment of the meeting. The End-of-the-Year Banquet will be considered an official and last meeting of the year.

The President shall be responsible for the decorum of the Executive Cabinet and see that it operates under *Robert's Rules of Order, Newly Revised*. Speaker limits shall be five (5) minutes maximum. There will be a maximum discussion time of fifteen (15) minutes on any item on the agenda, unless a motion to extend the time is passed. The President shall enforce speaker and discussion time limits while the Executive Cabinet is in committee.

The members of the Executive Cabinet shall be present at all Executive Cabinet meetings in appropriate attire. There shall be no eating, PDA, cell phone usage, or other technological device usage for purposes of homework, gaming, or irresponsible communication. Cell phones shall be silenced. When the Executive Cabinet adjourns, the members shall keep their seats until the President announces the adjournment.

Section 2—Agenda

CALL TO ORDER
ROLL CALL
APPROVAL OF THE MINUTES
APPROVAL OF THE AGENDA
GALLERY QUESTION & ANSWER
ANNOUNCEMENTS AND CORRESPONDENCE
PRESIDENT’S REPORT
DIRECTOR REPORTS
 A. Director of SAB
 B. Vice President of Idaho Falls
 C. Vice President of Meridian
 D. Vice President of Twin Falls
 E. Senator Pro-Tempore
 F. Secretary
 G. Director of Finance
 H. Director of Public Relations
 I. Director of Community Relations
 J. Director of Sustainability
 K. Director of Academic Affairs
 L. Director of Student Affairs
 M. Election Commissioner
DISCUSSION
WORKING GROUPS
ADJOURNMENT

Section 3—Member Out Of Order

A member out of order shall immediately cease talking. If a member is called out of order for offensive language there shall be no appeal.

Section 4—Withdrawal of Motion

After a motion has been stated by the chair, it is in the possession of the Executive Cabinet members but may be withdrawn at any time by the mover and their second before a vote is taken. All motions shall be entered into the minutes whether rejected or adopted.

Section 5—Appeal the Decision of the Chair

Any member may appeal the decision of the chair, provided there is a second. On appeal, the appealing member may speak for three (3) minutes and the Chair can then speak for three (3)

minutes. A two-thirds (2/3) majority vote is required to appeal the decision of the chair and cannot be reconsidered.

Section 6—Call to Previous

Any member may call “previous” whenever there is a motion that is currently being discussed and debated. The member does not need to have the floor. “Previous” may not be called if another member of the Executive Cabinet is speaking and must be done between comments. A call to “previous” may be objected to and, if objected, the call fails immediately. If there are no objections, the Executive Cabinet will vote on the current motion.

Section 7—Roll Call

Any member may change their own vote before the result of the vote is announced by the Chair. Any member may take one minute to explain their vote during a roll call vote only; however this time will not be used for further debate.

Section 8—Voting

All votes concerning monetary usage, funding, and all final votes for director projects shall be recorded by the ASISU Secretary with the member’s names and their votes in the official minutes of the Executive Cabinet meeting.

Section 9—Tie-Breaking Vote

The President shall not debate or give opinion unless the President gives up the gavel and cannot regain the gavel until the question is decided or the Executive Cabinet has proceeded to another order of business. The President shall vote only in the event of a tie and to make or break a two-thirds (2/3) vote. In the case of the President of the Executive Cabinet’s absence, the Vice President shall fulfill the roles of the President until the President is able or present.

Section 10—Proxy and Absentee Voting

There shall be no recognition of proxy or absentee voting, unless at the request from the Executive Cabinet by a two thirds (2/3) majority vote.

Section 11—Censure

Censure and the length of duration shall be voted by two-thirds (2/3) of the Executive Cabinet

members present for any alleged misconduct of an Executive Cabinet member or person holding a responsible position in ASISU. Censure shall be an official reprimand by the Executive Cabinet and shall be noted in the minutes.

ARTICLE III—EXECUTIVE CABINET BOARDS

Section 1—Student Advocacy Board

The purpose of the Student Advocacy Board is to identify and meet students' educational needs by fostering collaboration and diplomatic efforts. The Student Advocacy Board will be composed of the Director of Academic Affairs, Director of Student Affairs, and Director of Sustainability.

Section 2—Student Relations Board

The purpose of the Student Relations Board is to engage with students and communicate information to the Bengal community. The Student Relations Board will be composed of the Director of Finance, Director of Public Relations, and Director of Community Relations.

Section 3—Reporting

The Student Advocacy Board and the Student Relations Board will give a verbal report during Executive Cabinet meetings about upcoming projects and events on a weekly basis during the latter half of the Executive Cabinet Meetings.

Section 4—Standing and Ad Hoc Boards

A standing board shall be defined as those which exist from year to year. An ad hoc board shall be defined as a board that is temporarily formed and tasked with a specific charge. The Executive Cabinet may wish to establish other committees standing and/or temporary boards for special purposes as defined in the Senate Rule Book. with the approval of the President and Vice President. The board members and President will decide when the board has completed its charge and can adjourn.