



# **Associated Students of Idaho State University Senate Rule Book**

**Amended Fall 2023**

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## **ARTICLE 1—SENATE-ELECT AND ONBOARDING**

### **Section 1—Senate-Elect**

Senate-Elect is an ASISU fee-paying member who was elected by members of their college, but has not yet been sworn into office. Each Senator-Elect shall be required to attend the following between the date of elections and the date of installation of the new Senate:

- A. At least one (1) regularly scheduled Senate meetings.
- B. At least one (1) regularly scheduled Caucus meetings.
- C. The End-of-the-Year Banquet. The Senate-Elect cannot use the banquet as an official meeting toward the attendance policy.
- D. ASISU Retreat.

A twenty-four hour (24) hour notice must be given to the Vice President of ASISU 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—ASISU Retreat**

ASISU Senators shall attend the ASISU Retreat held prior to the fall semester in which the ASISU Senator's term begins.

### **Section 3—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 4—Office Hours**

All Senators are required to serve a minimum of one (1) office hour per week during regular ASISU business hours, which are Monday through Friday from 8:00 am to 5:00 pm. If a Senator cannot complete their office hour during regular business hours due to program or class schedules then they may receive permission from the Vice President or Secretary to complete the office hour outside regular business hours. The Senate Pro-Tempore must serve a minimum of two office hours per week.

- 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 what they accomplished.
- B. Time spent in committee will not count as office hours.
- C. Missing three hours in one semester shall count as one absence.

#### **Section 5—Caucus**

The Senate shall meet for caucus weekly on Wednesday from 6:30-7:00 pm mountain time in the Shirley Sargent Family Boardroom. The Senate Pro-Tempore shall preside over Caucus meetings. Caucus meetings are not required to follow *Robert's Rules of Order, Newly Revised*. All students, faculty, and staff are welcome and able to attend any Caucus meeting without invitation. Matters that need to come to the attention of the Senate may be discussed during Caucus. No formal action or voting will take place during Caucus and minutes will not be taken.

#### **Section 6—University Committees**

The purpose of Senators 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. Senators are required to attend or send a representative to assigned committee meetings. Senators are required to report on their assigned university committee at least once per semester during Caucus at the discretion of the Senate Pro-Tempore.

#### **Section 7—Club Assignments**

Club assignments are designed to support all active clubs with financial club deadlines, club funding requests, or a club event or activity. The Senate Pro-Tempore will assign each Senator an approximately equitable share of active clubs. At least one of the clubs assigned to each Senator must be affiliated with that Senator's college, or be composed mostly of constituents from their college when possible. Senators must contact their assigned clubs one time during the first 30 days of each semester and one time at least one week prior to the date incentive points are due. Senators are encouraged to attend their assigned club meetings.

#### **Section 8—Club Funding Workshop**

ASISU Senators shall attend one club funding workshop sponsored by the Student Leadership and Engagement Center by the end of the fall semester.

### **Section 9—End-of-the-Year Banquet**

Senators shall attend the End-of-the-Year Banquet and provide training and guidance to the incoming ASISU Senator.

### **Section 10—Reapportionment**

The School of Graduate Studies, the College of Business, the College of Education, the College of Health Professions, the College of Arts and Letters, and the College of Science and Engineering shall be allocated two Senators. The College of Pharmacy and the College of Technology shall each receive one Senator.

The reapportionment will be presented to the Senate in the form of a resolution for a majority vote of approval.

## **ARTICLE II— SENATE MEETINGS**

### **Section 1—Meeting Decorum**

An agenda for the weekly Senate Meetings 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 Senate shall meet at 7 pm mountain time every Wednesday in the Shirley Sargent Family Boardroom. All regularly scheduled Senate meetings shall adjourn no later than 10 pm. Roll call will be taken prior to the adjournment of each meeting. The End-of-the-Year Banquet will be considered an official and last meeting of the year.

The Vice President shall be responsible for the decorum of the Senate 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 Vice President shall enforce speaker and discussion time limits while the Senate is in committee.

The members of the Senate shall be present at all meetings in appropriate attire. There shall be no excessive eating. Technology shall not be used for the purposes of homework, gaming, or irresponsible communication. Cell phones shall be silenced. When the Senate adjourns, the members shall keep their seats until the chair announces the adjournment.

### **Section 2—Agenda**

CALL TO ORDER  
ROLL CALL

PLEDGE OF ALLEGIANCE  
APPROVAL OF THE MINUTES  
APPROVAL OF THE AGENDA  
GALLERY QUESTION & ANSWER  
ANNOUNCEMENTS AND CORRESPONDENCE  
PRESIDENT'S REPORT  
    Veto Message & Presidential Action  
CHAIR/COMMITTEE REPORTS  
OLD BUSINESS  
    Motion & Bills - First Reading  
NEW BUSINESS  
    Introduction of Bills - Introduction  
GALLERY QUESTION & ANSWER  
OTHER  
ISU FIGHT SONG  
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 Motions**

After a motion has been stated by the chair, it is in the possession of the Senate, but may be withdrawn at any time by the member who states the motion and the motion's second before a vote is taken. All resolutions, amendments, and final motions shall be entered into the minutes even if it's withdrawn, rejected or adopted.

### **Section 5—Appeal the Decision of the Chair**

Any Senator may appeal the decision of the Chair, provided there is a second. On appeal, the appealing Senator 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 it cannot be reconsidered.

### **Section 6—Call to Previous**

Any Senator may call "previous" whenever there is a motion on the floor that the Senate is currently discussing and debating. The Senator does not need to have the floor. "Previous" may not be called if another member of the Senate 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 Senate will vote on the current motion.

### **Section 7—Voting**

Any member may change their vote before the result of the vote is announced by the Chair. Any member may take one minute to explain the reason(s) of their vote during a roll call vote. This time will not be used for further debate. All votes concerning monetary usage, funding, bills, and resolutions shall be recorded by the ASISU Secretary with the Senators' names and their vote status in the official minutes of the Senate meeting.

### **Section 8—Tie-Breaking Vote**

The Vice President shall not debate or give opinion unless the Vice President gives up the gavel and cannot regain the gavel until the question is decided or the Senate has proceeded to another order of business. The Vice 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 Vice President's absence, the Senate Pro-Tempore will act as Vice President and shall serve until the Vice President is able or present.

### **Section 9—Proxy and Absentee Voting**

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

### **Section 10—Censure**

Censure and the length of duration shall be voted by two-thirds (2/3) of the Senators present for any alleged misconduct of a Senator or person holding a responsible position in ASISU. Censure shall be an official reprimand by the Senate and shall be noted in the minutes.

## **ARTICLE III—SENATE COMMITTEES**

### **Section 1—Committee Selection**

At least three (3) Senators, representing a minimum of two (2) colleges, shall be selected by the President and Vice President before the first (1st) Senate meeting to serve on the Rules and Appointments Committee and the Student Involvement Committee. At least seven (7) Senators, representing a minimum of three (3) colleges, shall be selected by the President and Vice President before the first (1st) Senate meeting to serve on the Finance Committee. The President and Vice President shall also select before the first (1st) Senate meeting one (1) member of the committee to serve as chair of the committee or two (2) members to serve as co-chairs of the committee. The committee chair (or co-chairs) shall have the responsibility of setting the meeting agenda, location, and committee meeting time at their discretion. The committee chair will give a verbal report of committee attendance and upcoming committee events or projects during "Chair Reports". However, if the committee is not meeting and not fulfilling their obligations, the Vice President may reprimand the committee chair.

## **Section 2—Senate Rules and Appointments Committee**

The role of the Rules and Appointments Committee is to monitor the Senate's proposals and actions and all Presidential appointments. The Rules and Appointments Committee is responsible for:

- a. Ensuring all introduced bills and resolutions meet all guidelines set forth in the Constitution, Bylaws, Election Code, and rulebooks.
- b. Interviewing and researching all Presidential appointment nominations.
- c. Providing committee voting results and a recommendation to the entire Senate to confirm or reject a Presidential nomination.
- d. Updating and enforcing all governing documents during the fall Legislative Convention, where committee members ensure the Senate is abiding by all governing materials.

## **Section 3—Student Involvement Committee**

The role of the Student Involvement Committee is to oversee and be actively involved in student life. Some areas of oversight for the Student Involvement Committee include student-led tailgates and Lunch with ASISU. The Student Involvement commitment is responsible for:

- a. Working with the Director of Public Relations at least twice a month.
- b. Interacting with and representing outreach campuses.
- c. Representing ASISU at all ASISU-sponsored events along with other events.
- d. Promoting and advocating for diversity and inclusion at ISU, which may include planning events, educational sessions, or projects that will aid diversity.

## **Section 4—Finance Committee**

The Finance Committee will be responsible for reviewing all financial matters of ASISU in congruence with the Senate Bylaws. The Finance Committee is responsible for:

- a. Working with the Director of Finance to achieve committee objectives.
- b. Monitoring and researching funding requests.
- c. Overseeing the cash flow of funds from each ASISU budget.
- d. Contacting assigned Line Items and reporting Line Item issues to the committee.
- e. Participating in Spring Budget Hearings.
- f. Preparing an ASISU budget for the next academic year.

## **Section 5—Senate Pro-Tempore Chair Committee**

The role of the Senate Pro-Tempore's Chair Committee is to track committee progress, resolve Senate issues, and execute Senate goals. The Senate Pro-Tempore's Chair Committee will be



chaired by the Senate Pro-Tempore and will have a membership consisting of all current ASISU committee chairs and co-chairs. The Senate Pro-Tempore's Chair Committee will meet once a month. The Senate Pro-Tempore shall set the meeting date, time, and location of committee meeting and notify all members of the committee forty-eight (48) hours prior to the meeting.

### **Section 6—Standing and Ad Hoc Committees**

A standing committee shall be defined as those Senate committees which exist from year to year. An ad hoc committee shall be defined as committees that are temporarily formed and tasked with a specific charge. The Senate may wish to establish other standing and/or temporary committees for special purposes with the approval of the President and Vice President. The Committee Chair and Vice President will decide when the committee has completed its charge and can adjourn.

## **ARTICLE IV—SENATE PRO-TEMPORE**

### **Section 1—Senate Pro-Tempore Election**

The Senate Pro-Tempore shall be elected during the first official Senate meeting following the ASISU Retreat. Voting shall be done by secret ballot. The Senate Pro-Tempore of the Senate shall be appointed by a majority of all votes cast. If no ticket receives a majority, a runoff election shall be held between the top two tickets.

### **Section 2—Senate Pro-Tempore Vote of Confidence**

The Senate will take a monthly vote of confidence for the Senate Pro-Tempore position. This vote will be the first Senate meeting of each month that the Senate meets during the regular Senate meeting. A vote of confidence will be conducted by secret ballot for the current Senate Pro-Tempore. Simple majority will be decisive. If a vote of no confidence prevails, the nomination process will be repeated with a new candidate.

## **ARTICLE V—SENATE PARLIAMENTARIAN**

The Vice President may appoint, with the confirmation of the Senate, an official ASISU Senate Parliamentarian.

## **ARTICLE VI—LEGISLATION**

### **Section 1—Definition of a Bill and Resolution**

A bill is a draft of proposed legislation submitted to the Senate for its approval or rejection. A resolution refers to a formal decision or statement made by the Senate. A bill and resolution shall not contain more than one purpose, as stated in its title. All previous bills and resolutions passed by the ASISU Senate shall be binding until expiration or changed by appropriate legislation.

## **Section 2—Formation**

All bills and resolutions must have a Senator sponsor. Senators and Executive Cabinet members may cosponsor a bill and/or resolution. All legislation must be submitted electronically to the ASISU Secretary by noon the Friday before the Senate meeting. All bills must be in Idaho Legislative Format. Bills and resolutions being brought before the Senate must be sent to the Senators by 5:00 pm the Friday before their initial presentation. The ASISU Secretary will be responsible for sending all bills and resolutions to the Senators, along with any supporting material sent by the sponsor.

## **Section 3—Amendments**

Amendments are alterations to any governing document. They must be germane. No motion on a subject different from the one under consideration shall be admitted under the amendment.

All bills introduced, that are intended to amend existing statutes, shall underline the words, letters, figures and/or punctuation which are to be added. When the amendment is to strike out or repeal any part of an existing statute, the letters, figures, words, and/or punctuation shall be printed in the bill, with the formatting of strikethrough, to indicate the part stricken or repealed.

A friendly amendment is any suggested change in wording for phrasing a bill, motion, or resolution. The friendly amendment must be accepted by both the sponsor and co-sponsor(s) of the bill.

## **Section 4—Manner of Passing**

All resolutions or bills being introduced shall have endorsed thereon the title, purpose, and the names of the Senators introducing it. These items should be the only items read on the first presentation. The number, author, and title of all legislation shall be entered in the minutes. One week after the bill is introduced, the Senate has the opportunity to move to committee to ask questions, debate, and/or amend. Then, the Senate can either table the bill or send it to the Rules and Appointments Committee. The Rules and Appointments Committee looks over the bill or resolution to ensure the proposed legislation is in congruence with the governing documents. Next, the Senate Rules and Appointments Committee may release the bill or resolution to the Senate for a vote, indicating there were no issues with the proposal. After the bill has been released from the Rules and Appointments Committee, during the same day, the Senate can vote or table the bill or resolution. All emergency legislation shall require

suspension of the rules by two-thirds (2/3) majority vote of those members present.