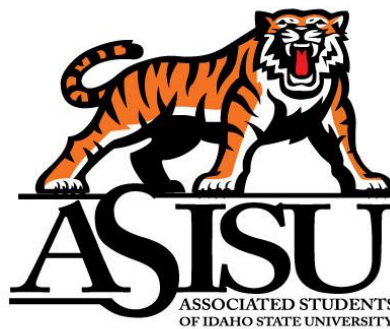


ASSOCIATED STUDENTS OF
IDAHO STATE UNIVERSITY
STUDENT SENATE
SESSION LXIV TERM I

IN THE SENATE
BILL 610
SPONSORED BY
ELLA BUNDE, COLLEGE OF SCIENCE & ENGINEERING
CO-SPONSORED BY
EMMA WATTS, ASISU PRESIDENT

This bill updates the process after a Senator is elected, moves the reapportionment details, and updates the Senate Meeting information. The purpose of this bill is to put everything relating exclusively to the Senate in a single document and to organize it in a way that Senators will find the most relevant information first under the “SENATE-ELECT AND ONBOARDING” Article.



Associated Students of Idaho State University Senate Rule Book

Amended Fall ~~2022~~ 2023

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ARTICLE I—PRESIDENT OF THE SENATE

Section 1—Role of

~~The President of the ASISU Senate shall be the ASISU Vice President. The President of the Senate shall uphold the Constitution and the Bylaws of the Associated Students of Idaho State University and act in a manner which will be a credit to the Association and the University.~~

Section 2—Duties and Responsibilities

~~The duties of the President of the Senate shall be to provide an agenda for the regular meeting of the Senate by 5:00pm the Friday before the meeting and to decide all rules of order that shall arise. The deadline for submissions to the agenda shall be noon the Friday before the meeting. The President of the Senate shall also be responsible for the decorum of the Senate and shall see that it operates under *Robert's Rules of Order, Newly Revised*. The President of the Senate shall see that the minutes of the Senate shall be prepared and delivered to Senators no later than the Friday following the Wednesday Senate meeting. The President of the Senate may delegate duties and responsibilities to the ASISU Secretary. (moved under senate meetings)~~

Section 3—Special Rules

~~The President of the Senate shall not debate or give opinion unless the President of the Senate 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 President of the Senate 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 Senate's absence, the Senate Pro-Tempore will act as the President of the Senate and shall serve until the President of the Senate is able or present. (moved to Senate Meeting article)~~

ARTICLE II—ASISU SENATOR

Section 1—Role of

~~Each Senator shall be a member of the Senate. Each member of the Senate shall uphold the Constitution and Bylaws of ASISU and act in a manner that will be a credit to the Associated Students of Idaho State University.~~

Section 2—Eligibility

~~Senators must take a minimum of 12 credit hours and maintain a minimum 2.0 GPA. Each Senator must be officially enrolled in the college or school that they were elected to represent during the entire term of service. Graduate students will be considered solely members of the School of Graduate Studies and not their respective colleges. Only students in the Pharm.D. program and declared Pre Pharmacy majors will be considered members of the College of~~

~~Pharmacy. Students seeking M.S. or Ph.D. degrees will be considered members of the School of Graduate Studies. Any student concurrently enrolled in the Pharm.D. and any other program, including the MBA program, will be considered a member of the College of Pharmacy for purposes of voting and candidate eligibility for ASISU elections.— (moved to Officer Responsibilities and Duties)~~

~~Section 3—Enrollment Requirements~~

~~Each member of the Senate must be officially enrolled as a student at ISU during the entire term of service. Members of the Senate shall be required to fulfill all assignments assigned by the Senate.~~

~~Section 4—Meetings~~

~~A. Senate Meetings~~

~~The Senate shall meet at 7:00pm every Wednesday at a place designated by the Vice President. Notice of meeting place shall be given one (1) week prior to regular meetings. The End-of-the-Year Banquet will be considered an official and last meeting of the year.—(moved under Senate Meetings)~~

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 ~~attend at least~~ 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 ~~attend~~ 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 ~~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 hours in one semester shall count as one absence.

Section 5—Caucus

The Senate shall meet for ~~e~~Caucus one half hour prior to each Senate meeting weekly on Wednesday from 6:30-7:00 pm mountain time in the Shirley Sargent Family Boardroom. ~~in an open forum.~~ 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 Vice President, Senate Pro-Tempore, and Secretary 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 ~~twice~~ 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 ~~each month.~~ 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 1—Senate Meetings, Office Hour, & Caucus Meeting Requirements~~

~~Senators are required to fulfill all assignments required by the Senate both in regular sessions and Caucus. Senators shall be required to attend all meetings unless prior arrangements are made with the Senate Pro-Tempore. Regular meetings which occurred prior to installation, or meetings for which the Senator can present to the ASISU Pro-Tempore a valid written medical, religious, or other valid excuse explaining the reason(s) for non-attendance twenty-four (24) hours before the meeting, or for a medical reason promptly after the absence, should not be included in calculating the attendance requirement. After three (3) unexcused absences, the Senate Pro-Tempore shall report a Senator's delinquency to the Senate as a whole during the regular weekly meeting. At that time, the Senate may censure the Senator in question by a two-thirds (2/3) vote. If censoring is imposed, the Senator in question shall be notified of the action by the Secretary of the Senate. (included in Duties and Responsibilities)~~

~~D. ASISU Retreat~~

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

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

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

~~Section 1—Attendance Policy Regarding the ASISU Retreat, Club Funding Workshop, & End-of-the-Year Banquet Requirements~~

~~Senators are required to fulfill all assignments required by the Senate in all retreats and~~

~~meetings. In the event of extenuating professional or personal circumstances, a Senator will need to contact the Vice President in an attempt to gain exemption from an absence. The exemption must be requested at least one week prior to the intended absence(s). If a Senator is unable to attend the ASISU Retreat, there will be a one hundred dollar (\$100) deduction from the Senator's scholarship. If a Senator is unable to attend the Club Funding Workshop, there will be a twenty (\$20) deduction from the Senator's scholarship. If a Senator is unable to attend the ASISU End-of-the-Year Banquet, there will be a fifty dollar (\$50) deduction from the Senator's scholarship.~~

Section 10—Reapportionment

The ASISU Senate's Rules and Appointments Committee shall reapportion the ASISU Senate every third year in the fall on the basis of full-time enrollment counting part-time enrollment at a 3:1 ratio (three (3) part-time students equal one (1) full-time student).

The School of Graduate Studies shall be allocated two Senators. The three largest undergraduate colleges shall each receive two Senators, and the remaining colleges shall each receive one Senator. Fall enrollment numbers should be used for the spring elections of every academic year.

The reapportionment will be presented to the Senate in the form of a resolution for a majority vote of approval (Moved from Bylaws).

ARTICLE II— SENATE MEETINGS

Section 2-1—Duties and Responsibilities Meeting Decorum

~~The duties of the President of the Senate Vice President shall be to provide an agenda for the regular meeting of the Senate. An agenda for the weekly Senate Meetings will be emailed by 5:00 pm the Friday before the meeting and to decide all rules of order that shall arise. The deadline for submissions to the agenda shall be noon the Friday before the meeting.~~

~~The Senate shall meet at 7:00pm every Wednesday at a place designated by the Vice President. Notice of meeting place shall be given one (1) week prior to regular meetings. 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 President of the Senate Vice President shall also be responsible for the decorum of the Senate and shall see that it operates under *Robert's Rules of Order, Newly Revised*. The President of the Senate shall see that the minutes of the Senate shall be prepared and delivered to Senators no later than the Friday following the Wednesday Senate meeting. The President of the Senate may delegate duties and responsibilities to the ASISU Secretary. 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.

Section 1—~~Decorum~~

The members of the Senate ~~should come to all Senate meetings~~ shall be present at all meetings in appropriate ~~Bengal~~ 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.

~~All regularly scheduled meetings shall adjourn no later than 10:00 pm. Roll call will be taken prior to the adjournment of the meeting.~~

Section 2—~~Order of Business~~ 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—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.~~
(moved under proxy and absentee voting)

Section 6—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 7—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—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

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 3—Special Rules~~ Section 9—Tie-Breaking Vote

~~The President of the Senate~~ The Vice President shall not debate or give opinion unless the ~~President of the Senate~~ 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 ~~President of the Senate~~ 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 ~~President of the Senate's~~ Vice President's absence, the Senate Pro-Tempore will act as ~~the President of the Senate~~ Vice President and shall serve until the ~~President of the Senate~~ Vice 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 Senate 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 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.

~~Section 5—Senate Committees~~

ARTICLE III—SENATE COMMITTEES

~~The Senate Pro-Tempore President and Vice President will assign each Senator an approximately equal share of the standing ASISU committees including, but not limited to: Finance Committee, Rules and Appointments Committee, and Student Involvement Committee.~~

Section 1—Committee Selection

~~At least three (3) Senators, representing a minimum of two (2) colleges, shall be selected by the Senate Pro-Tempore by the second (2nd) Senate meeting of each semester President and Vice President before the first (1st) Senate meeting to serve on the Rules and Appointments Committee 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 Senate Pro-Tempore President and Vice President shall also select before the first (1st) Senate meeting shall also select by the second (2nd) meeting of each semester one (1) member of the committee to serve as chair of the committee or two (2) members to serve as co-chairs to serve as chair of the committee. The Rules and Appointments Committee chair (or co-chairs) shall have the responsibility of setting the meeting agenda, recording of the meeting minutes, and reporting to the Senate during the Rules and Appointments Committee Chair Report. 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 ~~once a year~~ during the fall ~~Constitutional~~ Legislative Convention, where committee members ensure the Senate is abiding by all governing materials.
- e. Reapportioning the Senate every third year in the fall semester on the basis of full-time enrollment counting part-time enrollment at a 3:1 ratio (three (3) part-time students equal one (1) full-time student).

~~At least three (3) Senators, representing a minimum of two (2) colleges, shall be selected by the Senate Pro-Tempore by the second (2nd) Senate meeting of each semester President and Vice President before the first (1st) Senate meeting to serve on the Rules and Appointments Committee. The Senate Pro-Tempore President and Vice President shall also select before the first (1st) Senate meeting shall also select by the second (2nd) meeting of each semester one (1) member of the Rules and Appointments Committee to serve as chair of the committee or two (2) co-chairs to serve as chair of the Rules and Appointments Committee. The Rules and Appointments Committee chair (or co-chairs) shall have the responsibility of setting the meeting agenda, recording of the meeting minutes, and reporting to the Senate during the Rules and Appointments Committee Chair Report.~~

Section 3—The 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 ~~the fall Student Club and Organizations Fair~~, student-led tailgates, and ~~Homecoming Week~~ 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. ~~Coordinating with KISU to highlight all Senators on the ROAR Report.~~
- e. Promoting and advocating for diversity and inclusion at ISU, which may include planning events, educational sessions, or projects that will aid diversity.

~~Some areas of oversight for the Student Involvement Committee include the fall Student Club and Organizations Fair, student-led tailgates, and Homecoming Week.~~

~~At least three (3) Senators, representing a minimum of two (2) colleges, shall be selected by the Pro-Tempore by the second (2nd) Senate meeting of each semester to serve on the Student Involvement Committee. The Senate Pro-Tempore shall also select by the second (2nd) meeting of each semester one (1) member of the Student Involvement Committee to serve as chair of the committee or two (2) co-chairs to serve as chair of the Student Involvement Committee. The Student Involvement Committee chair (or co-chairs) shall have the responsibility of setting the~~

~~meeting agenda, recording of the meeting minutes, and reporting to the Senate during the Student Involvement Committee Chair Report.~~

Section 4—The 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.

~~At least seven (7) Senators, representing a minimum of three (3) colleges, shall be selected by the Pro-Tempore by the second (2nd) Senate meeting of each semester to serve on the Finance Committee. The Senate Pro-Tempore shall also select by the second (2nd) meeting of each semester one (1) member of the Finance Committee to serve as chair of the committee or two (2) co-chairs to serve as chair of the Finance Committee. The Finance Committee chair (or co-chairs) shall have the responsibility of setting the meeting agenda, recording of the meeting minutes, and reporting to the Senate during the Student Involvement Committee Chair Report.~~

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.

E. Senate Committee Absence

~~Senators are required to fulfill all committee assignments assigned by the Senate Pro-Tempore. Attendance is required for all regularly scheduled committee meetings. Each unexcused absence will result in a twenty dollar (\$20) stipend reduction. Regular committee meetings for which the Senator presents the designated ASISU committee chair and Senate Pro-Tempore a valid written medical, religious, or other valid excuse explaining the reason(s) for non-attendance twenty-four (24) hours before the meeting, or for a medical reason promptly after the absence, should not be included in the attendance requirement. All ASISU committee chairs 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. (moved to Duties and Responsibilities)~~

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.

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 Vice President, Senate Pro-Tempore, and Secretary will equitably delegate university 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 twice per semester during Caucus at the discretion of the Senate Pro-Tempore. (moved to Senate-Elect & Onboarding)~~

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 each month. (moved to Senate-Elect & Onboarding)~~

Section 8—Stipends

~~All Senators will submit a monthly ASISU Senator Checklist to the Vice President on the date designated on the checklist by 5:00 pm. The Vice President and Secretary will review each Senator's performance and report to the Senate. In the event of a Senator not fulfilling their duties, the Senator's stipend will be reduced by twenty (\$20) dollars for each item not completed on the stipend checklist. If a Senator is unable to attend the ASISU Retreat, there will be a one hundred dollar (\$100) deduction from the Senator's scholarship. If a Senator is unable to attend the Club Funding Workshop, there will be a twenty (\$20) deduction from the Senator's scholarship. If a Senator is unable to attend the ASISU End-of-the-Year Banquet, there will be a fifty dollar (\$50) deduction from the Senator's scholarship. (moved to Duties & Responsibilities)~~

ARTICLE III—THE SENATE PRO-TEMPORE

Section 1—Election of Senate Pro-Tempore Election

~~The Senate Pro-Tempore shall be a member of the Senate. 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.

Section 2—Duties of Pro-Tempore

~~The Senate Pro-Tempore shall:~~

- ~~a. Orient Senators and instruct them on their specific duties, such as office hours and committee participation.~~
- ~~b. Schedule a tour with an Ambassador at the beginning of the academic year for all ASISU officers.~~
- ~~c. Preside over Caucus.~~
- ~~d. Attend the President's Cabinet meetings.~~
- ~~e. Assign Senators to ASISU Committees and make assignments for Ad Hoc Senate Committees as deemed necessary.~~
- ~~f. Carry forth all duties as directed by vote of the Senate. (Already in Duties and Responsibilities)~~

ARTICLE IV—SENATE-ELECT

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.~~

~~A twenty-four hour (24) hour notice must be given to the ASISU Vice President or Secretary if any meetings will be missed. Any violation of attendance will be investigated by the Student Senate Pro-Tempore and Director of Governmental Affairs. Appropriate action will be decided by the Senate through a majority vote before the last meeting of the spring semester. (moved under Appointments and onboarding)~~

ARTICLE V—~~LEGISLATION~~—SENATE PARLIAMENTARIAN

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

~~Any and all previous bills or Bylaws passed by the ASISU Senate shall be binding until it expires or is changed by appropriate legislation.~~

Article VI—SENATE MEETINGS

Section 2 1—Duties and Responsibilities Meeting Decorum

~~The duties of the President of the Senate Vice President shall be to provide an agenda for the regular meeting of the Senate An agenda for the weekly Senate Meetings will be emailed by 5:00 pm the Friday before the meeting and to decide all rules of order that shall arise. The deadline for submissions to the agenda shall be noon the Friday before the meeting.~~

~~The Senate shall meet at 7:00pm every Wednesday at a place designated by the Vice President. Notice of meeting place shall be given one (1) week prior to regular meetings. 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 President of the Senate Vice President shall also be responsible for the decorum of the Senate and shall see that it operates under *Robert's Rules of Order, Newly Revised*. The President of the Senate shall see that the minutes of the Senate shall be prepared and delivered to Senators no later than the Friday following the Wednesday Senate meeting. The President of the Senate may delegate duties and responsibilities to the ASISU Secretary. 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.~~

Section 1—Decorum

~~The members of the Senate should come to all Senate meetings shall be present at all meetings in appropriate Bengal 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.~~

All regularly scheduled meetings shall adjourn no later than 10:00 pm. Roll call will be taken prior to the adjournment of the meeting.

Section 2—Order of Business

~~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—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 4—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 5—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.~~

Section 6—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 7—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 8—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 3—Special Rules~~ ~~Section 9—Tie-Breaking Vote~~

~~The President of the Senate The Vice President shall not debate or give opinion unless the President of the Senate 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 President of the Senate 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 Senate’s Vice President’s absence, the Senate Pro-Tempore will act as the President of the Senate Vice President and shall serve until the President of the Senate Vice 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 Senate by a two-thirds (2/3) majority vote. (Senate Meeting Article moved under Senate-Elect and Onboarding Article)~~