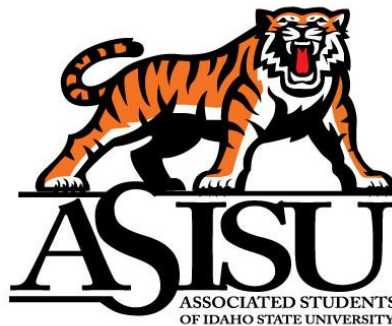


ASSOCIATED STUDENTS OF
IDAHO STATE UNIVERSITY
STUDENT SENATE
SESSION LXIV TERM I

IN THE SENATE
BILL 611
SPONSORED BY
ELLA BUNDE, COLLEGE OF SCIENCE & ENGINEERING
CO-SPONSORED BY
EMMA WATTS, ASISU PRESIDENT

This bill updates the process after an Executive Officer is appointed, explains the purpose of university-level committees, updates the Executive Cabinet Meeting information, and provides information on the Executive Boards. The purpose of this bill is to put everything relating exclusively to the Executive Cabinet in a single document and to organize it in a way that Executive Cabinet members will find the most relevant information first under the “APPOINTMENTS AND ONBOARDING” Article.



Associated Students of Idaho State University Executive Cabinet Rule Book

Amended Fall 2023

Table of Contents:

ARTICLE 1—APPOINTMENTS AND ONBOARDING

Section 1—Appointments

Section 2—ASISU Retreat

Section 3—Oath of Office

Section 4—Office Hours

Section 5—University Committees

Section 6—End-of-the-Year Banquet

ARTICLE II—EXECUTIVE CABINET MEETINGS

Section 1—Meeting Decorum

Section 2—Agenda

Section 3—Member Out of Order

Section 4—Withdrawal of Motion

Section 5—Appeal the Decision of the Chair

Section 6— Call to Previous

Section 7—Roll Call

Section 8—Voting

Section 9—Tie-Breaking Vote

Section 10—Proxy and Absentee Voting

Section 11—Censure

ARTICLE III—EXECUTIVE CABINET BOARDS

Section 1—Student Advocacy Board

Section 2—Student Relations Board

Section 3—Reporting

Section 4—Standing and Ad Hoc Boards

ARTICLE I—ASISU PRESIDENT

Section 1—Role of

The president of the ~~ASISU Executive Cabinet~~ shall be the ASISU President. The President of the Executive Cabinet 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.

Eligibility Requirements

The President must take a minimum of 3 credit hours and maintain a 3.0 GPA.

Section 2—Duties and Responsibilities

The duties of the President of the Executive Cabinet shall be to provide an An agenda for the regular meeting of the Executive Cabinet will be emailed 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 Executive Cabinet shall also be responsible for the decorum of the Executive Cabinet and shall see that it operates under *Robert's Rules of Order, Newly Revised*. The President shall enforce speaker and discussion time limits during caucus. The President shall carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws. (Moved to Meetings)

Section 3—Special Rules

The President of the Executive Cabinet 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 of the Executive Cabinet 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 of the Executive Cabinet until the president of the Executive Cabinet is able or present. (moved to Meeting Decorum).

ARTICLE II—ASISU VICE PRESIDENT

Section 1—Role of

~~The Vice President of the ASISU Executive Cabinet shall be the ASISU Vice President. The Vice President of the Executive Cabinet 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—Eligibility Requirements

~~The Vice President must take a minimum of 6 credit hours and maintain a 3.0 GPA.~~

Section 3—Duties and Responsibilities

~~In the absence of the President, the Vice President shall preside over the Executive Cabinet and fulfill the duties of the President until the President is able.~~

~~The Vice President shall carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.~~

ARTICLE III—ASISU SECRETARY

~~The Secretary of the Executive Cabinet shall see that the minutes of the meeting be prepared and delivered to the members of the Executive cabinet no later than the Friday following the Wednesday Senate meeting. The Secretary may impose such non-academic sanctions and financial penalties upon those in violation of the Constitution, Bylaws, policies, procedures or regulations as may be appropriate. This office is also responsible for the upkeep and maintenance of all position descriptions and checklists. The Secretary shall also uphold all responsibilities and duties found in the employee handbook.~~

ARTICLE V—ASISU DIRECTOR CABINET POSITIONS

Section 1—Role of

~~A 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—Enrollment Requirements

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

~~Section 3—Meetings~~

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. ~~Fall~~ ASISU Retreat.

A twenty-four hour (24) hour notice must be given to the ASISU ~~p~~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—Fall ASISU Retreat~~

~~ASISU members shall attend the ASISU rRetreat held prior to the fall semester in which the ASISU Executive Cabinet member'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 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 5—University Committees

~~Each member officer shall be a member of the standing university committees their position is related to. Members Officers shall attend or send a representative to university-level committee meetings. Members Officers are required to report on their assigned university committees at least once per semester during the Executive Cabinet meeting. 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 6—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.

Section 6—Stipends

~~All Executive Cabinet members will submit a monthly ASISU Executive Cabinet Checklist to the Secretary on the date designated on the Checklist by 5:00 pm mountain time. The Secretary then will review each member's performance and report to the member in the event of a reduction in the member's stipends. Stipends will be reduced by twenty (\$20) dollars for each item not completed on the stipend checklist.~~

Section 7—Attendance Policy Regarding the Student Senate Training Retreat, Club

~~Funding Workshop, and End-of-the-Year Banquet~~

The attendance policy as set by the Constitution will be followed:

- ~~A. In the event of extenuating professional or personal circumstances, a member of the Executive Cabinet may appeal to the President and Secretary in an attempt to gain exemption from an absence. Where possible, the appeal must be submitted to the ASISU Secretary the week prior to the intended absence(s). The absence will be considered exempt only by approval of the President. In the event of an unforeseen period of exemption, the Secretary and President will receive the appeal upon the member's return.~~
- ~~B. Failure to attend the ASISU Retreat will result in a reduction of one hundred dollars (\$100).~~
- ~~C. Emergency meetings will not be subject to the attendance policy above. (moved to Duties & Responsibilities)~~

ARTICLE II-EXECUTIVE CABINET MEETINGS

Section 1—Meeting Decorum

An agenda for the regular meeting of the weekly Executive Cabinet meeting 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.

~~a-~~ The Executive Cabinet shall meet at 5:00 pm mountain time every Wednesday in the Shirley Sargent Family Boardroom. Notice of meeting place shall be given one (1) week prior to regular meetings. 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 ~~of the Executive Cabinet~~ shall also be responsible for the decorum of the Executive Cabinet and shall 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 ~~during caucus, while the Executive Cabinet is in committee.~~ The President shall carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.

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.

A. Executive Cabinet Meetings

Section 2—If Absent

- ~~A. b. Members shall be required to attend every meeting unless prior arrangements are made through the Secretary. Regular meetings that occurred while a current member was not officially appointed or meetings for which the member presented 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.~~
- ~~B. After three (3) unexcused absences, the Secretary shall report a member's delinquency to the Executive Cabinet as a whole during the regular weekly meeting. At that time, the Executive Cabinet may censure the member in question by a two-thirds (2/3) vote. If censoring is imposed, the member in question shall be notified of the action by the Secretary. (moved to Duties & Responsibilities)~~

Section 2—Agenda

~~All regularly scheduled meetings shall adjourn no later than 6 pm. Roll call will be taken prior to the adjournment of the meeting.~~

Section 1—Order of Business

- CALL TO ORDER
- ROLL CALL
- APPROVAL OF THE MINUTES
- APPROVAL OF THE AGENDA
- GALLERY QUESTION & ANSWER
- ANNOUNCEMENTS AND CORRESPONDENCE
- PRESIDENT'S REPORT & ACTION
- DIRECTOR REPORTS & ACTION
 - 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

~~SAB REPORT~~

~~ATHLETIC DEPARTMENT REPORT~~

~~OTHER~~

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—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. (moved above Voting)~~

Section 4—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. (moved down)~~

Section 5—Decorum

~~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 Senate adjourns, the members shall keep their seats until the chair announces the adjournment. (moved under Meeting Decorum)~~

Section 7—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. (moved under proxy voting)~~

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 ~~his/her~~ their second before a vote is taken. All ~~resolutions, amendments, and final~~ motions shall be entered into the minutes whether rejected or adopted.

~~Section 7—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.~~

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 ABSENCE

~~b. Members shall be required to attend every meeting unless prior arrangements are made through the Secretary. Regular meetings that occurred while a current member was not officially appointed or meetings for which the member presented 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 Secretary shall report a member's delinquency to the Executive Cabinet as a whole during the regular weekly meeting. At that time, the Executive~~

Cabinet may censure the member in question by a two-thirds (2/3) vote. If censoring is imposed, the member in question shall be notified of the action by the Secretary.

Section 3—Executive Cabinet Committees

ARTICLE III—EXECUTIVE CABINET BOARDS

Section 1—Student Advocacy Board

A. ~~Each member will be assigned to their respective committee, including, but not limited to the: Funding Board, Advocacy Board, and Student Organizations 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. The committee chairs will give the President and Secretary a report of each committee meeting, those in attendance, and any upcoming campus events.~~

Section 3—Reporting

~~The Student Advocacy Board and the Student Relations Board will give a verbal report during Executive Cabinet meetings about upcoming committee and campus projects and events on a weekly basis. Each committee chair may use their own discretion to decide whether a meeting needs to be held each week: during the latter half of the Executive Cabinet Meetings. However, if the committee board is not meeting and not fulfilling their obligations, the President may reprimand the committee chair of the board.~~

~~Members shall be required to fulfill all committee board assignments as assigned by the committee chair. 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 member can present the designated committee chair and Secretary 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 subject to the attendance policy. All committee chairs shall give their committee members at least a forty-eight (48) hour notice of the time, date, and location of committee meetings, prior to said committee meeting.~~

Section 3—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. ~~C.~~ 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.

B. Office Hours

- ~~a. 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.~~
- ~~b. 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.~~
- ~~c. Time spent in committee will not count as office hours.~~
- ~~d. Missing three (3) hours in one semester shall count as one absence. (moved under appointments and onboarding)~~

C. ASISU Retreat

- ~~a. ASISU members shall attend the retreat held prior to the fall semester in which the ASISU Executive Cabinet member's term begins. (moved under appointments and onboarding)~~

D. Attendance Policy Regarding the Student Senate Training Retreat, Club Funding Workshop, and End-of-the-Year Banquet:

- ~~a. The attendance policy as set by the Constitution will be followed.~~

b. ~~In the event of extenuating professional or personal circumstances, a member of the Executive Cabinet may appeal to the President and Secretary in an attempt to gain exemption from an absence. Where possible, the appeal must be submitted to the ASISU Secretary the week prior to the intended absence(s). The absence will be considered exempt only by approval of the President. In the event of an unforeseen period of exemption, the Secretary and President will receive the appeal upon the member's return.~~

e. ~~Failure to attend the ASISU Retreat will result in a reduction of one hundred dollars (\$100).~~

d. ~~Emergency meetings will not be subject to the attendance policy above.~~

(moved under appointments and onboarding)

~~Section 4—Executive Cabinet Committees Boards~~

A. ~~Each member will be assigned to their respective committee, including, but not limited to the: Funding Board, Advocacy Board, and Student Organizations Board. The Student Advocacy Board will be composed of the Director of Academic Affairs, Director of Student Affairs, and Director of Sustainability. The Student Relations Board will be composed of the Director of Finance, Director of Public Relations, and Director of Community Relations. The committee chairs will give the President and Secretary a report of each committee meeting, those in attendance, and any upcoming campus events. All committee chairs The board chairs will give a verbal report during Executive Cabinet meetings about upcoming committee and campus projects and events on a weekly basis. Each committee chair may use their own discretion to decide whether a meeting needs to be held each week. The Student Advocacy Board and the Student Relations Board will meet during the latter half of the Executive Cabinet Meetings if time allows. However, i ~~If the committee board is not meeting and not fulfilling their obligations, the President may reprimand the committee chair of the board.~~~~

B. ~~Members shall be required to fulfill all committee board assignments as assigned by the committee chair. 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 member can present the designated committee chair and Secretary 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 subject to the attendance policy. All committee chairs shall give their committee members at least a forty-eight (48) hour~~

~~notice of the time, date, and location of committee meetings, prior to said committee meeting.~~

~~C. The Executive Cabinet may wish to establish other committees boards for special purposes as defined in the Senate Rule Book. (Moved under executive cabinet meetings)~~

~~Section 5—University Committees~~

~~Each member shall be a member of the standing university committees their position is related to. Members shall attend or send a representative to university-level committee meetings. Members are required to report on their assigned university committees at least once per semester during the Executive Cabinet meeting. (Moved under executive cabinet meetings)~~

~~Section 6—Stipends~~

~~All Executive Cabinet members will submit a monthly ASISU Executive Cabinet Checklist to the Secretary on the date designated on the Checklist by 5:00 pm mountain time. The Secretary then will review each member's performance and report to the member in the event of a reduction in the member's stipends. Stipends will be reduced by twenty (\$20) dollars for each item not completed on the stipend checklist. (moved under appointments and onboarding)~~

~~ARTICLE VI—DIRECTOR OF FINANCE POSITIONS~~

~~Section 1—Approval Process~~

~~The Director of Finance All Director positions shall be appointed by the President, Vice President, and the Chair of the Rules and Appointment Committee and confirmed by two-thirds (2/3) of the entire Senate no later than the second Executive Cabinet meeting. Preference will be given to those interested in finance and budget management. The Director of Finance will serve for a term of one (1) year following confirmation of the Senate.~~

~~Section 2—Powers and Duties~~

~~The Director of Finance shall carry forth all duties directed by the President and Vice President. Additional powers and duties of the Director of Finance are:~~

- ~~a. To preside over the Senate Finance Meeting and provide advice and assistance. They shall make assignments to members of the Finance Committee as deemed necessary and also enforce speaker and discussion time limits. The Director of Finance shall also act for the Finance Committee when the Senate is not in session.~~
- ~~b. To be in charge of the annual budget process for the parts of the Association over which~~

~~the Senate has sole authority.~~

- ~~e. To ensure that student services and operations groups stay within their budgets.~~
- ~~d. To work with the Financial Technician to update the budget when funds are used. e. To be responsible for other financial matters assigned by the President, Senate Finance Committee, or the Senate.~~
- ~~f. To be in charge of the creation of ASISU's Budget Book.~~
- ~~g. To help with fee hearings.~~
- ~~h. To exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.~~
- ~~i. To help serve in the appointment and training of the next year's Director of Finance.~~

ARTICLE VII DIRECTOR OF GOVERNMENTAL AFFAIRS

Section 1 Approval Process

~~The Director of Governmental Affairs shall be appointed by the President, Vice President, and the Chair of the Rules and Appointment Committee and confirmed by two-thirds (2/3) of the entire Senate no later than the second Executive Cabinet meeting. Preference will be given to those interested in government and politics. The Director of Governmental Affairs will serve for a term of one (1) year following confirmation of the Senate.~~

Section 2 Powers and Duties

~~The Director of Governmental Affairs shall carry forth all duties directed by the President and Vice President. Additional powers and duties of the Director of Governmental Affairs are:~~

- ~~A. To help advance university and state government relations.~~
- ~~B. To lobby the State Legislative about any legislation regarding higher education. C. To attend all Associated Students Meetings for Idaho's Student Government. D. To undergo constitutional review on any action taken by any and all members, groups and bodies of ASISU.~~
- ~~E. To preside over the removal and replacement of any elected representative of ASISU who failed to perform their specified duties within a reasonable time period.~~
- ~~F. To hold yearly Constitutional Conventions.~~
- ~~G. To carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.~~
- ~~H. To help serve in the appointment and training of next year's Director of Governmental~~

Affairs.

Section 3—Writ of Mandamus

1. Any member of the ASISU may petition the Director of Governmental Affairs to issue a Writ of Mandamus to any elected official of the ASISU or its student governing bodies. The Writ of Mandamus may only be issued after a timely hearing by either the Legislative or Executive Branch at which each party has the opportunity to be heard.
2. It is grounds for impeachment for an official or governing body served with a Writ of Mandamus to fail to perform the specified duties within a reasonable period of time.
3. If the Director of Governmental Affairs fails to meet the requirements and duties of their position, the Chair of the Senate Rules and Appointments Committee shall act in lieu of the Director of Governmental Affairs. This exception applies to both an issued Writ of Mandamus and impeachment proceedings.

ARTICLE VIII—DIRECTOR OF PUBLIC RELATIONS

Section 1 Approval Process

The Director of Public Relations shall be appointed by the President, Vice President, and the Chair of the Rules and Appointment Committee and confirmed by two-thirds ($\frac{2}{3}$) of the entire Senate no later than the second Executive Cabinet meeting. Preference will be given to those interested in social media management, design, photoshop, and digital media programs. The Director of Public Relations will serve for a term of one (1) year following confirmation of the Senate.

Section 2 Powers and Duties

The Director of Public Relations shall carry forth all duties directed by the President and Vice President. Additional powers and duties of the Director of Public Relations are:

- A. To manage all social media accounts & Takeovers.
- B. To post social media content. Content may include, but are not limited to, ASISU updates, Meeting Recaps, and new ISU Advertisements. Both graphics and videos are encouraged.
- C. To work with the Office of Marketing and Communications to ensure ASISU follows the University's branding guidelines.
- D. To help create promotional material for ASISU.

- ~~E. To meet with the Senate Diversity and Outreach committee chair weekly to discuss potential post ideas and analytics.~~
- ~~F. To work with the Director of Governmental Affairs to advertise and brand elections.~~
- ~~G. To cooperate with other entities on campus and promote the purpose of ASISU.~~
- ~~H. To attend Senate meetings.~~
- ~~I. To exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.~~
- ~~J. To help serve in the appointment and training of next year's Director of Public Relations.~~

ARTICLE IX—DIRECTOR OF SUSTAINABILITY

Section 1 Approval Process

~~The Director of Sustainability shall be appointed by the President, Vice President, and the Chair of the Rules and Appointment Committee and confirmed by two-thirds (2/3) of the entire Senate no later than the second Executive Cabinet meeting. Preference will be given to students with interest in environmental science, natural systems, and helping people. The Director of Sustainability will serve for a term of one (1) year following confirmation of the Senate.~~

Section 2 Powers and Duties

~~The Director of Sustainability shall carry forth all duties directed by the President and Vice President. Additional powers and duties of the Director of Sustainability are:~~

- ~~A. To help execute student-led projects.~~
- ~~B. To develop and implement a Bengal Sustainability Statement to encourage sustainable and eco-friendly activity on campus following approval of the Senate.~~
- ~~C. To work the ASISU-funded newspaper, ASISU-funded radio, and Office of Marketing and Communications to publicize current events and activities.~~
- ~~D. To partner with the Sustainability Club to help assist with Executive decisions.~~
- ~~E. To collaborate with students and staff and encourage the university President's public commitment to an agreement or pledge.~~
- ~~F. To exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.~~
- ~~G. To help serve in the appointment of and training for next year's Director of Sustainability.~~

ARTICLE X—DIRECTOR OF STUDENT ORGANIZATIONAL AFFAIRS

~~Section 1—Approval Process~~

~~The Director of Sustainability shall be appointed by the President, Vice President, and the Chair of the Rules and Appointment Committee and confirmed by two-thirds (2/3) of the entire Senate no later than the second Executive Cabinet meeting. Preference will be given to those interested in management and communication. The Director of Student Organizational Affairs will serve for a term of one (1) year following confirmation of the Senate.~~

~~Section 2—Powers and Duties~~

~~The Director of Student Organizational Affairs shall carry forth all duties directed by the President and Vice President. Additional powers and duties of the Director of Sustainability are:~~

- ~~A. To be a member of the Student Funding Board.~~
- ~~B. To work closely with student organizations to provide funding support for events.~~
- ~~C. To oversee Club Funding Workshops~~
- ~~D. To report on upcoming Student Activities Board events and activities. E. To be in contact with a representative of the Student Leadership and Engagement Center. F. To advocate for club needs and interests.~~
- ~~G. To exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.~~
- ~~H. To help serve in the appointment and training of next year's Director of Student Organizational Affairs.~~

ARTICLE XI—SENATE PRO TEMPORE

~~Section 1—Eligibility~~

~~The Senate Pro-Temp shall be a representative elected by the Student Senate no later than the second Senate meeting.~~

~~Section 2—Powers and Duties~~

- ~~A. To serve as a liaison and advocate for the Student Senate.~~
- ~~B. To exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.~~

ARTICLE XII—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. Fall ASISU Retreat.~~

~~D. A twenty-four hour (24) hour notice must be given to the president of ASISU if any meetings will be missed. E. 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.~~

ARTICLE XIII—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. (moved to Appointments and Onboarding)~~

ARTICLE XIV—STANDARD RULES

~~The rules of parliamentary procedure in Robert's Rules of Order, Newly Revised, shall govern the Executive Cabinet in all cases to which they are applicable, and in which they are not inconsistent with the ASISU Constitution, Bylaws, and special rules. All directors shall receive legislation from the ASISU email to their individual ISU email. Speaker limits shall be three (3) minutes maximum with two (2) minute recycle lists. There will be a maximum discussion time of thirty (30) minutes on any item on the agenda, unless a motion to extend the time is passed.~~

ARTICLE XV—EXECUTIVE CABINET MEETINGS

All regularly scheduled meetings shall adjourn no later than 6 pm. Roll call will be taken prior to the adjournment of the meeting.

Section 1—Order of Business

~~CALL TO ORDER~~

~~ROLL CALL~~

~~APPROVAL OF THE MINUTES~~

~~APPROVAL OF THE AGENDA~~

~~GALLERY QUESTION & ANSWER~~

~~ANNOUNCEMENTS AND CORRESPONDENCE~~

~~PRESIDENT'S REPORT & ACTION~~

~~DIRECTOR REPORTS & ACTION~~

~~N. Director of SAB~~

~~O. Vice President of Idaho Falls~~

~~P. Vice President of Meridian~~

~~Q. Vice President of Twin Falls~~

~~R. Senator Pro-Tempore~~

~~S. Secretary~~

~~T. Director of Finance~~

~~U. Director of Public Relations~~

~~V. Director of Community Relations~~

~~W. Director of Sustainability~~

~~X. Director of Academic Affairs~~

~~Y. Director of Student Affairs~~

~~Z. Election Commissioner~~

~~SAB REPORT~~

~~ATHLETIC DEPARTMENT REPORT~~

~~OTHER~~

~~DISCUSSION~~

~~WORKING GROUPS~~

~~ADJOURNMENT (Moved under meeting agenda)~~

Section 2—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 3—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 4—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. (moved down)~~

~~Section 5—Decorum~~

~~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 Senate adjourns, the members shall keep their seats until the chair announces the adjournment. (moved under Meeting Decorum)~~

~~Section 6—Withdrawal of Motions~~

~~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 his/her second before a vote is taken. All resolutions, amendments, and final motions shall be entered into the minutes whether rejected or adopted.~~

~~Section 7—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.~~

~~Section 8—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 9—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 10—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 11—Tie-Breaking Vote

The President of the Executive Cabinet 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 of the Executive Cabinet 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 of the Executive Cabinet until the president of the Executive Cabinet is able or present.

Section 12—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.

(moved under Meetings)