



1 **Associated Student Government**  
2 *University of Arkansas*

3  
4 *ASG Senate Resolution No. 1*

5 Author(s): Chair of the Senate Colman Betler

6 Sponsor(s): Chair of the Senate Colman Betler

7  
8 **The ASG Senate Standing Rules Act of 2017-2018**  
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10 Whereas, The ASG Constitution (Article II, Section 7, Subsection N) outlines that the ASG  
11 Senate approve a set of Standing Rules as submitted by the Chair of the Senate  
12 governing procedure of all official Senate meetings;

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14 Be it therefore resolved: That the following be adopted as the Standing Rules for the  
15 2017-2018 Associated Student Government Senate.

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17 **Associated Student Government**  
18 **2017-2018 Senate Standing Rules**  
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20 **§1 Senator Expectations**

21 (A) Senators shall be expected to serve as active members of ASG and participate in the  
22 following ways:

- 23 a. Serve as the representative voice of all students;
- 24 b. Attend ASG Senate meetings;
- 25 c. Serve on at least one (1) standing ASG Senate committee, which will be  
26 required to report on four (4) pieces of legislation per committee, and attend  
27 committee meetings;
- 28 d. Seek out leadership opportunities within ASG Senate including, but not limited  
29 to:
  - 30 i. Special Senate Offices – Committee Chairs, Senate Leadership Council,  
31 Caucus Chairs, Parliamentarian, Legislative Clerk,
  - 32 ii. Campus Council Delegates
  - 33 iii. Elected Committee Membership
- 34 e. Research student concerns and author legislation;
- 35 f. Participate in discussion on items of business on the Senate floor through  
36 asking questions of speakers and formal debate;
- 37 g. Utilize parliamentary procedure to foster efficiency and fairness on the Senate  
38 floor;
- 39 h. Maintain decorum and show respect for all participants in the representative  
40 process;
- 41 i. Consult constituents on student concerns and items of business before the  
42 body;
- 43 j. Collaborate with members of the ASG Executive Cabinet, administration,  
44 faculty, staff, and other campus governing bodies to address student issues;
- 45 k. Participate in and help promote ASG programs and events including, but not  
46 limited to the following:
  - 47 i. Ask ASG Day
  - 48 ii. Crosswalk Safety Awareness Day
  - 49 iii. Razorback Day at the Capitol
  - 50 iv. ASG Sponsored Homecoming Events
  - 51 v. Recycling with the Razorbacks
  - 52 vi. Safe Ride
  - 53 vii. Razorback Readership
  - 54 viii. Make a Difference Day
  - 55 ix. Martin Luther King, Jr. Day Activities
  - 56 x. Rollin' with the Razorbacks
  - 57 xi. ASG Elections

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- xii. Student Poll
- l. Actively meet with the Chair of the Senate to discuss legislation ideas and progress as a Senator.

**§2 Meetings**

- (A) ASG Senate shall meet weekly on Tuesday evenings at 6:00 PM in the Graduate Education Auditorium for the Fall Semester.
- (B) Per the ASG Constitution and Code, all meetings of the ASG Senate shall be open.
- (C) The order of business in ASG Senate meetings shall be as follows:
  - a. Call to Order
  - b. Roll Call
  - c. Approval of the Minutes
  - d. Special Orders
    - i. Special Reports and Presentations
    - ii. Advisor's Report
    - iii. President's Report
    - iv. Vice-President's Report
    - v. Treasurer's Report
    - vi. Secretary's Report
    - vii. Chair of Senate's Report
    - viii. Chief Justice's Report
    - ix. Cabinet Reports
      - 1. Chief of Staff
  - e. Nominations/Elections
  - f. Public Comment
  - g. Old Business
  - h. New Business
  - i. Announcements
  - j. Committee/Caucus Meeting(s) as deemed necessary by the Chair of the Senate
  - k. Adjournment
- (D) The ASG Chair of the Senate shall make all attempts to publish the agenda to the ASG Senator email group by 10:00 PM on the Friday before the Senate meeting.
- (E) Any changes to the agenda shall require a two-thirds (2/3) majority vote of Senators present.
- (F) Approval of the minutes shall require unanimous consent.
- (G) Legislation will be numbered and placed on the agenda as it is received by the Chair of the Senate.
- (H) All Senators shall have a placard that displays the Senator's name which will be kept with the Senate voting keypads.
- (I) Public comment speeches shall be available to students without speaking rights on the ASG Senate floor with no questions or debate permitted. There shall be three (3) public comment speeches available each week, but the Senate may choose to allow for more public comment speeches via a simple majority vote.
- (J) Senate Proxies shall be allotted full Senate speaking rights.
- (K) All speeches in Senate shall be subject to the following time limits:
  - a. All reports shall be limited to five (5) minutes including questions.
  - b. All public comment speeches shall be limited to two (2) minutes with no questions.
  - c. Authorship reports on legislation shall be limited to five (5) minutes including questions.
  - d. There shall be no limit for debate on legislation unless a limit is set by a simple majority vote.
  - e. Individual Senators shall have five (5) minutes to speak during debate. Senators may only regain the floor after all other Senators have been provided the opportunity to speak.
  - f. A non-Senator who has been yielded the floor shall also be limited to five (5) minutes to address the body including questions.

- 116 (L) All changes to the time limits require a suspension of the rules and a two-thirds (2/3)  
117 majority vote.  
118 (M) The Parliamentarian shall be responsible for monitoring the time limits set in these  
119 Standing Rules.  
120 (N) Quorum for Senate meetings shall be one-half (1/2) of Senators on roll as described  
121 in the ASG Constitution.  
122 (O) As standard amongst parliamentary procedure governed meetings, the following  
123 guidelines shall apply for gavel use by the presiding Chair:  
124 a. One (1) gavel tap shall be used to indicate the announcement of the end of the  
125 meeting, completion of a business item, or as a message to be seated.  
126 b. Two (2) gavel taps shall be used to call the meeting to order.  
127 c. Three (3) gavel taps shall be used to call the body to stand in unison.  
128 d. A series of sharp taps shall be used to restore order.  
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### §3 Legislation

- 130  
131 (A) All legislation shall be submitted to the Chair of the Senate by 5:00 PM on the  
132 Thursday prior to the Senate meeting in which it is to be considered. Submission  
133 shall be via electronic copy to the Chair of the Senate's email at asgsen@uark.edu.  
134 (B) Following the first (1<sup>st</sup>) reading, all legislation will be referred to a standing  
135 committee by the Chair of Senate.  
136 a. All legislation must be reviewed by a committee and a committee report on  
137 the respective legislation must be submitted the Sunday evening at 5:00 pm  
138 before voted on by the Senate body.  
139 b. All legislation which involves alteration to the ASG Constitution and/or Code  
140 shall be referred to the Internal Affairs in addition to any other committees  
141 deemed relevant by the Chair of the Senate.  
142 c. All other legislation will be referred to a standing committee at the discretion  
143 of the Chair of the Senate.  
144 (C) The committee referred the piece of legislation shall report back to body within one  
145 (1) week (as described in the ASG Constitution and Code) detailing their discussion  
146 and recommendation.  
147 a. Recommendations may take the following forms:  
148 i. Pass;  
149 ii. Do Not Pass;  
150 iii. No Opinion; or  
151 iv. Hold (in which the committee may request more time from the body  
152 to consider the item).  
153 (D) Following the committee report(s), the author will be permitted the first (1<sup>st</sup>)  
154 affirmative speech, which will then be followed by a period of alternating debate (i.e.  
155 negative, affirmative, negative, etc.).  
156 (E) According to the ASG Constitution and Code, a suspension of the rules may only be  
157 called to move an item of business to second (2<sup>nd</sup>) reading and immediate  
158 consideration in extraordinary circumstances.  
159 a. The Senate should avoid suspending the rules to consider on second (2<sup>nd</sup>)  
160 reading items of business which involve expenditure from the ASG Budget  
161 and/or alteration of the ASG Constitution and Code.  
162 (F) Legislation may be amended by a simple majority of Senators with the following  
163 guidelines:  
164 a. All amendments must be submitted electronically to the Legislative Clerk,  
165 clearly denoting stricken, modified, and added clauses, before they may be  
166 brought to the floor for discussion.  
167 b. Debate on amendments shall be subject to the same rules of debate on  
168 legislation including time restraints.  
169 c. "Friendly" amendments must follow the same procedures as ordinary  
170 amendments outlined above.  
171 (G) The voting process on all legislation shall take one of two forms as outlined in Title II,  
172 Section 17, Subsection G of the ASG Code:  
173 a. Adoption via unanimous consent; or  
174 b. Roll call vote.

175 (H) All legislation must follow the format described in *Section 3: Legislation* of these  
176 Standing Rules or risk disqualification from agenda consideration.  
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178 **§4 Absences**

- 179 (A) Absences shall be given in accordance with the ASG Constitution and Code. Per these  
180 documents, Senators are permitted a maximum of two (2) unexcused absences per  
181 semester. Once a Senator exceeds this maximum, the Chair of the Senate will remove  
182 the Senator from the official Senate roster and announce the Senator's removal at the  
183 next Senate meeting.
- 184 (B) Should a Senator be 15 minutes tardy or depart a meeting 15 minutes early without  
185 prior approval of the Chair, one-half (1/2) of an absence shall be issued.
- 186 (C) The Chair of the Senate has the personal discretion to grant excused absences.  
187 Excused absence requests must be submitted electronically to the Chair of the Senate  
188 and appropriate Committee Chair if the absence is from a Senate Committee Meeting  
189 forty-eight (48) hours prior to the meeting to be missed. The Chair of the Senate  
190 shall then notify the Committee Chair and Senator of the decision regarding their  
191 request no later than twenty-four (24) hours prior to the meeting to be missed. Only  
192 in the event of extreme unforeseen circumstances shall short-notice or retroactive  
193 requests be considered.
- 194 (D) In the event of an absence, Senators should make every attempt to send a proxy from  
195 the general ASG membership and email the Chair of the Senate prior to roll call at the  
196 start of the meeting. These circumstances shall result in the issuance of only one-half  
197 (1/2) an absence. Senators shall still make every attempt to send a proxy even in the  
198 event of excused absences.
- 199 (E) Members of the ASG Executive Cabinet and the Judiciary are not eligible to serve as  
200 Senatorial proxies.
- 201 (F) Should a Senator be unable to complete 5 hours of ASG Service as outlined in Section  
202 11, it will constitute 3 absences and will result in removal from the Senate Body.
- 203 (G) In the event of a vacated seat in senate, the filling of the seat is subject to the  
204 discretion of the Chair of Senate, and must be confirmed by a 2/3 vote of the senate  
205 body, as adhering to the regulations put forth in the Associated Student Government  
206 Code and Constitution.
- 207 (H) In the event of a Senatorial Page being present in the active senate chambers, they  
208 may serve as a proxy in the event of an absent senator. This shall not, however, serve  
209 as a half absence for the absent senator.  
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211 **§5 Decorum**

- 212 (A) Senators are required to dress in business casual attire for Senate Meetings, special  
213 events, and meetings where special guests may be in attendance.
- 214 (B) Senators are expected to maintain common courtesy for all in attendance at Senate  
215 meetings, including Executives, guests, general ASG members, and other Senators.
- 216 (C) Failure to offer such respect may result in removal from the chambers by the  
217 Sergeant at Arms at the discretion of the Chair of the Senate with consent of the body.
- 218 (D) The use of personal electronic equipment (including cell phones, laptops, etc.) is  
219 limited to use for purposes related to ASG business only and is to be enforced by the  
220 Sergeant At Arms.
- 221 (E) FLF members in attendance at ASG Senate meetings may be utilized as Senatorial  
222 Pages to pass messages between Senators provided that such use remains respectful  
223 and does not become a distraction at the discretion of the Chair of the Senate.
- 224 (F) Any lengthy conversation is encouraged to be postponed until after the meeting has  
225 adjourned so as to respect those speaking on the Senate floor.  
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227 **§6 Freedom of Chambers**

- 228 (A) Senators shall have freedom of chambers during all Senate meetings unless one of the  
229 following occurs:
- 230 a. A member of the assembly moves for revocation, and it is seconded and  
231 passed by a majority vote; or
- 232 b. The Chair of the Senate chooses to revoke for a finite period of time.  
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234 §7

**Committees**

- 235 (A) Committees are expected to meet twice a month and/or when called upon by the  
236 body in order to review legislation referred by the Chair of the Senate, generate four  
237 (4) pieces of legislation, and research related student concerns.
- 238 (B) The Appropriations Committee shall consist of five (5) members elected by the  
239 Senate Body and shall only meet when called upon by the body in order to deliberate  
240 all financial matters within the authority of ASG Senate, and to make  
241 recommendations to the Senate concerning the same.  
242 a. The official Chairman of the Appropriations Committee shall be the ASG  
243 Treasurer as outlined in the ASG Constitution and Code.  
244 b. The Appropriations Committee shall elect a Ranking Member from within its  
245 membership that shall be tasked with coordinating committee meetings and  
246 serve as a liaison between the ASG Treasurer and the committee  
247 membership.
- 248 (C) Subcommittees shall be created by the passage of a Senate Resolution detailing the  
249 necessity, purpose, and membership of said Subcommittee. Subcommittees must  
250 maintain a membership of at least five (5) Senators and will expire after the next  
251 Senate body is sworn in.
- 252 (D) Committees are requested to present committee reports to the Senate body the week  
253 following legislation referral.
- 254 (E) Senate Committee Chairs shall serve as members of the Senate Leadership Council  
255 and shall meet once every two weeks with the ASG Chair of the Senate to report the  
256 business and happenings of each committee and request any additional guidance  
257 necessary to lead the committee.
- 258 (F) Senate Committee Chairs shall be responsible for setting the location, time, and date  
259 of their respective committee meetings in order to review legislation and meet the  
260 generation requirements as well as coordinating and running meetings of their  
261 respective committees.
- 262 (G) Senate Committee Chairs are expected to meet once a semester with their  
263 administrative counterpart (Vice-Chancellor of Academic Affairs, Dean of Students,  
264 etc.) as well as their ASG Cabinet counterpart bimonthly (Director of Academic  
265 Affairs, Director of Campus Life, etc.)
- 266 (H) Committees must meet quorum requirements (one-half (1/2) of members) at  
267 committee meetings in order to make recommendations on legislation.
- 268 (I) Committees are granted the power to subpoena individuals with relevant insight into  
269 the piece of legislation or student concern being considered via the form provided to  
270 Senators on the ASG website in order to request said individual's presence or the  
271 receipt of specific information at the committee meeting where the item is to be  
272 considered.  
273 a. Subpoenas must be issued via university email a minimum of seventy-two  
274 (72) hours prior to the committee meeting to the individual whose presence  
275 or information is requested. The reasoning for the request must be included  
276 in the body of the subpoena.  
277 b. Individuals shall do their best to attend the committee meeting and/or  
278 provide requested information, but there is no actual requirement that they  
279 conform to the subpoena request. Subpoenas are merely a formal method for  
280 requesting an individual's presence or specific information at committee  
281 meetings and carry no actual authority to enforce such attendance or supply  
282 of information.  
283 c. Examples of individuals who may be subpoenaed include, but are not limited  
284 to, the author of the piece of legislation, ASG Executives or Cabinet Members,  
285 relevant administrators, faculty, staff, and members of RSOs.
- 286 (J) The committee must also submit a majority and, if necessary, minority report via the  
287 committee report template as provided on the ASG website detailing the rationale for  
288 the recommendation to be presented at 2<sup>nd</sup> reading of the legislation.
- 289 (K) The Chair of Senate has discretion to grant excused absences from committee  
290 meetings based upon recommendations generated by the Committee Chair.  
291 a. Unexcused absences from committee meetings will count as 1/2 absence  
292 toward the two (2) absence allowance prior to removal from the Senate body.

293                                   b. Committee Chairs shall report all unexcused absences to the Legislative Clerk  
294                                   for recording.

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296   **§8   College Caucuses**

- 297   (A) College caucuses shall be charged with seeking the particular constituent input of  
298       their enrollment group and addressing college specific issues that may arise and shall  
299       consist of all of the Senators representing the six (6) representative groups:  
300       a. Dale Bumpers College of Agriculture, Food, & Life Sciences (AFLS)  
301       b. Fay Jones School of Architecture (ARCH)  
302       c. J. William Fulbright College of Arts & Sciences (ARSC)  
303       d. College of Education & Health Professions (COEHP)  
304       e. College of Engineering (ENGR)  
305       f. Sam M. Walton College of Business (WCOB)  
306   (B) The presiding officer of each college caucus shall be called the College Caucus  
307       Chair and is elected by the members from within the respective college. Each college  
308       caucus shall have one (1) College Caucus Chair with the exception of the Fay Jones  
309       School of Architecture in which both representative members shall serve as College  
310       Caucus Co-Chairs.  
311   (C) College caucuses shall hold monthly meetings in order to review legislation referred  
312       by the Chair of the Senate, generate legislation, and research related student  
313       concerns.  
314       a. Unexcused absences from committee meetings will count as ½ absence toward  
315       the two (2) absence allowance prior to removal from the Senate body.  
316       b. Caucus Chairs shall report all unexcused absences to the Legislative Clerk for  
317       recording.  
318   (D) College Caucus Chairmen shall hold formal meetings with the deans of their  
319       respective enrollment groups at a minimum of once per semester to seek out college  
320       specific input and collaborate on issues.  
321       a. The meeting should take place within the first half of each semester and, if  
322       deemed necessary, a follow up meeting should take place prior to dead day of  
323       each semester.  
324       b. Failure to do so will constitute removal as Caucus Chair.  
325   (E) Caucus Chairmen are expected to meet with the Chair of the Senate once a month to  
326       discuss meetings with deans of respective colleges, monthly meetings with caucus,  
327       and discuss initiatives from the caucus.

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329   **§9   Senate Leadership Council**

- 330   (A) The Senate Leadership Council shall consist of (1) the Chair of the Senate, (2) the  
331       Parliamentarian, (3) the Legislative Clerk, (4) the Sergeant at Arms, (5) Committee  
332       Chairmen, (6) Caucus Chairmen, and (7) the Ranking Member of the Appropriations  
333       Committee  
334   (B) The presiding officer shall be the Chair of the Senate.  
335   (C) The Parliamentarian shall be responsible for serving as a resource to the ASG Senate  
336       for parliamentary procedure, the ASG Constitution and Code, assisting with the  
337       writing of legislation, enforcing the time restraints set by these standing rules and at  
338       the will of the body, and other duties as assigned by the Chair of the Senate.  
339   (D) The Legislative Clerk shall be responsible for taking the minutes of all senate  
340       meetings, keeping track of absences and the official Senate roster, sending minutes to  
341       the Chair of the Senate, posting documents to the ASG Senate website including:  
342       minutes, legislation, agendas, etc., and other duties as assigned by the Chair of the  
343       Senate.  
344   (E) The Sergeant at Arms shall be responsible for maintaining decorum during Senate  
345       meetings, guarding the doors during reading of the appropriations bill, and other  
346       duties assigned by the Chair of Senate.  
347   (F) The Committee Chairmen shall be required to attend at least one (1) Executive  
348       Cabinet meeting per month in order to increase cohesion and communication  
349       between the executive and legislative branches.

- 350 (G) The ASG Webmaster shall be responsible for updating and maintaining the official  
 351 ASG website to include copies of all agendas, minutes, items of business, and other  
 352 documents and information of ASG. The Webmaster may be assigned other duties as  
 353 deemed necessary by the Chair of the Senate.  
 354 (H) Members of the Senate Leadership Council may meet as a group at the discretion of  
 355 the Chair of the Senate to report the progress of assigned duties and seek any  
 356 additional guidance necessary.  
 357 (I) Senate Leadership Council is expected to arrive fifteen (15) minutes early to Senate  
 358 meetings to assist in setting up the meeting space, as well as stay ten (10) minutes  
 359 after to clear the meeting space, discuss logistics, and give feedback to the Chair of  
 360 the Senate.

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 362 **§10 Official ASG Senate Documents**

363 All ASG Senators will be provided with electronic copies of the ASG Constitution and Code, all  
 364 agendas, items of legislation, forms, rosters of contact information for all ASG members, and  
 365 committee information.  
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367 **§11 Requirements of Senate Seat Retention**

- 368 (A) Fulfillment of semester attendance requirements as set forth in *Section 4: Absences*  
 369 (B) Required to attend at least five (5) ASG programs and events each semester. Such  
 370 events may include but are not limited to the events listed in *Section 1: Senator*  
 371 *Expectations, subsection k.*  
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374 *Official Use Only*

375 (A): Amendments: line 205 “In the event of a vacated seat in senate, the filling of  
 376 the seat is subject to the discretion of the Chair of Senate, and must be confirmed  
 377 by a 2/3 vote of the senate body, as adhering to the regulations put forth in the  
 378 Associated Student Government Code and Constitution.”

379 Vote Count: Aye 40                      Nay 2                      Abstentions 3

381 Legislation Status: Passed yes                      Failed \_\_\_\_\_                      Other \_\_\_\_\_

382 \_\_\_\_\_  
 383 \_\_\_\_\_  
 384 Colman Betler, ASG Chair of the Senate                      Date

385 \_\_\_\_\_  
 386 \_\_\_\_\_  
 387 Andrew Counce, ASG President                      Date