**Associated Student Government**

*University of Arkansas*

*ASG Senate Resolution No. 1*

Author(s): Chair of the Senate Will Watkins

Sponsor(s): Chair of the Senate Will Watkins

**The ASG Senate Standing Rules Act of 2016-2017**

Whereas, The ASG Constitution (Article II, Section 7, Subsection N) outlines that the ASG Senate approve a set of Standing Rules as submitted by the Chair of the Senate governing procedure of all official Senate meetings;

Be it therefore resolved: That the following be adopted as the Standing Rules for the 2015-2016 Associated Student Government Senate.

**Associated Student Government**

**2016-2017 Senate Standing Rules**

**§1 Senator Expectations**

1. Senators shall be expected to serve as active members of ASG and participate in the following ways:
   1. Serve as the representative voice of all students;
   2. Attend ASG Senate meetings;
   3. Serve on at least one (1) standing ASG committee, which will be required to author four (4) pieces of legislation per committee, and attend committee meetings;
   4. Seek out leadership opportunities within ASG Senate including, but not limited to:
      1. Special Senate Offices – Committee Chairs, Senate Leadership Council, Caucus Chairs, Parliamentarian, Legislative Clerk,
      2. Campus Council Delegates
      3. Elected Committee Membership
   5. Research student concerns and author legislation;
   6. Participate in discussion on items of business on the Senate floor through asking questions of speakers and formal debate;
   7. Utilize parliamentary procedure to foster efficiency and fairness on the Senate floor;
   8. Maintain decorum and show respect for all participants in the representative process;
   9. Consult constituents on student concerns and items of business before the body;
   10. Collaborate with members of the ASG Executive Cabinet, administration, faculty, staff, and other campus governing bodies to address student issues;
   11. Participate in and help promote ASG programs and events including, but not limited to the following:
       1. Ask ASG Day
       2. Crosswalk Safety Awareness Day
       3. Razorback Day at the Capitol
       4. ASG Sponsored Homecoming Events
       5. Recycling with the Razorbacks
       6. Safe Ride
       7. Razorback Readership
       8. Make a Difference Day
       9. Martin Luther King, Jr. Day Activities
       10. Rollin’ with the Razorbacks
       11. ASG Elections
       12. Student Poll
   12. Actively meet with the Chair of the Senate to discuss legislation ideas and progress as a Senator.

**§2 Meetings**

1. ASG Senate shall meet weekly on Tuesday evenings at 6:00 PM in the AFLS D115 Auditorium for the Fall Semester.
2. Per the ASG Constitution and Code, all meetings of the ASG Senate shall be open.
3. The order of business in ASG Senate meetings shall be as follows:
   1. Call to Order
   2. Roll Call
   3. Approval of the Minutes
   4. Special Orders
      1. Special Reports and Presentations
      2. Advisor’s Report
      3. President’s Report
      4. Vice-President’s Report
      5. Treasurer’s Report
      6. Secretary’s Report
      7. Chair of Senate’s Report
      8. Chief Justice’s Report
      9. Cabinet Reports
         1. Chief of Staff
   5. Nominations/Elections
   6. Public Comment
   7. Old Business
   8. New Business
   9. Announcements
   10. Committee/Caucus Meeting(s) as deemed necessary by the Chair of the Senate
   11. Adjournment
4. The ASG Chair of the Senate shall make all attempts to publish the agenda to the ASG Senator Listserv by 10:00 PM on the Thursday before the Senate meeting.
5. Any changes to the agenda shall require a two-thirds (2/3) majority vote of Senators present.
6. Approval of the minutes shall require unanimous consent.
7. Legislation will be numbered and placed on the agenda as it is received by the Chair of the Senate.
8. All Senators shall have a placard that displays the Senator’s name which will be kept with the Senate voting keypads.
9. 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.
10. Senate Proxies shall be allotted full Senate speaking rights.
11. All speeches in Senate shall be subject to the following time limits:
    1. All reports shall be limited to five (5) minutes including questions.
    2. All public comment speeches shall be limited to two (2) minutes with no questions.
    3. Authorship reports on legislation shall be limited to five (5) minutes including questions.
    4. There shall be no limit for debate on legislation unless a limit is set by a simple majority vote.
    5. 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.
    6. A non-Senator who has been yielded the floor shall also be limited to five (5) minutes to address the body including questions.
12. All changes to the time limits require a suspension of the rules and a two-thirds (2/3) majority vote.
13. The Parliamentarian shall be responsible for monitoring the time limits set in these Standing Rules.
14. Quorum for Senate meetings shall be one-half (1/2) of Senators on roll as described in the ASG Constitution.
15. As standard amongst parliamentary procedure governed meetings, the following guidelines shall apply for gavel use by the presiding Chair:
    1. One (1) gavel tap shall be used to indicate the announcement of the end of the meeting, completion of a business item, or as a message to be seated.
    2. Two (2) gavel taps shall be used to call the meeting to order.
    3. Three (3) gavel taps shall be used to call the body to stand in unison.
    4. A series of sharp taps shall be used to restore order.

**§3 Legislation**

1. All legislation shall be submitted to the Chair of the Senate by 5:00 PM on the Thursday prior to the Senate meeting in which it is to be considered. Submission shall be via electronic copy to the Chair of the Senate’s email at asgsen@uark.edu.
2. Following the first (1st) reading, all legislation will be referred to a standing committee by the Chair of Senate.
   1. All legislation must be reviewed by a committee and a committee report on the respective legislation must be submitted the Sunday evening at 5:00 pm before voted on by the Senate body.
   2. All legislation which involves alteration to the ASG Constitution and/or Code shall be referred to the Internal Affairs in addition to any other committees deemed relevant by the Chair of the Senate.
   3. All other legislation will be referred to a standing committee at the discretion of the Chair of the Senate.
3. The committee referred the piece of legislation shall report back to body within one (1) week (as described in the ASG Constitution and Code) detailing their discussion and recommendation.
   1. Recommendations may take the following forms:
      1. Pass;
      2. Do Not Pass;
      3. No Opinion; or
      4. Hold (in which the committee may request more time from the body to consider the item).
4. Following the committee report(s), the author will be permitted the first (1st) affirmative speech, which will then be followed by a period of alternating debate (i.e. negative, affirmative, negative, etc.).
5. According to the ASG Constitution and Code, a suspension of the rules may only be called to move an item of business to second (2nd) reading and immediate consideration in extraordinary circumstances.
   1. The Senate should avoid suspending the rules to consider on second (2nd) reading items of business which involve expenditure from the ASG Budget and/or alteration of the ASG Constitution and Code.
6. Legislation may be amended by a simple majority of Senators with the following guidelines:
   1. All amendments must be submitted electronically to the Legislative Clerk, clearly denoting stricken, modified, and added clauses, before they may be brought to the floor for discussion.
   2. Debate on amendments shall be subject to the same rules of debate on legislation including time restraints.
   3. “Friendly” amendments must follow the same procedures as ordinary amendments outlined above.
7. The voting process on all legislation shall take one of two forms as outlined in Title II, Section 17, Subsection G of the ASG Code:
   1. Adoption via unanimous consent; or
   2. Roll call vote.
8. All legislation must follow the format described in *Section 3: Legislation* of these Standing Rules or risk disqualification from agenda consideration.

**§4 Absences**

1. Absences shall be given in accordance with the ASG Constitution and Code. Per these documents, Senators are permitted a maximum of two (2) unexcused absences per semester. Once a Senator exceeds this maximum, the Chair of the Senate will remove the Senator from the official Senate roster and announce the Senator’s removal at the next Senate meeting.
2. Should a Senator be 15 minutes tardy or depart a meeting 15 minutes early without prior approval of the Chair, one-half (1/2) of an absence shall be issued.
3. The Chair of the Senate has the personal discretion to grant excused absences. Excused absence requests must be submitted electronically to the Chair of the Senate and appropriate Committee Chair if the absence is from a Senate Committee Meeting forty-eight (48) hours prior to the meeting to be missed. The Chair of the Senate shall then notify the Committee Chair and Senator of the decision regarding their request no later than twenty-four (24) hours prior to the meeting to be missed. Only in the event of extreme unforeseen circumstances shall short-notice or retroactive requests be considered.
4. In the event of an absence, Senators should make every attempt to send a proxy from the general ASG membership and email an electronic proxy form provided to Senators on the ASG website to the Chair of the Senate prior to roll call at the start of the meeting. These circumstances shall result in the issuance of only one-half (1/2) an absence. Senators shall still make every attempt to send a proxy even in the event of excused absences.
5. Members of the ASG Executive Cabinet and the Judiciary are not eligible to serve as Senatorial proxies.
6. Should a Senator be unable to complete 5 hours of ASG Service as outlined in Section 11, it will constitute 2 absences and will result in removal from the Senate Body.

**§5 Decorum**

1. Senators are requested to dress in business casual attire for Senate Meetings, special events, and meetings where special guests may be in attendance.
2. Senators are expected to maintain common courtesy for all in attendance at Senate meetings, including Executives, guests, general ASG members, and other Senators.
3. Failure to offer such respect may result in removal from the chambers by the Sergeant at Arms at the discretion of the Chair of the Senate with consent of the body.
4. The use of personal electronic equipment (including cell phones, laptops, etc.) is limited to use for purposes related to ASG business only and is to be enforced by the Sergeant At Arms.
5. FLF members in attendance at ASG Senate meetings may be utilized as Senatorial Pages to pass messages between Senators provided that such use remains respectful and does not become a distraction at the discretion of the Chair of the Senate.
6. Any lengthy conversation is encouraged to be postponed until after the meeting has adjourned so as to respect those speaking on the Senate floor.

**§6 Freedom of Chambers**

1. Senators shall have freedom of chambers during all Senate meetings unless one of the following occurs:
   1. A member of the assembly moves for revocation, and it is seconded and passed by a majority vote; or
   2. The Chair of the Senate chooses to revoke for a finite period of time.

**§7 Committees**

1. Committees are expected to meet twice a month and/or when called upon by the body in order to review legislation referred by the Chair of the Senate, generate four (4) pieces of legislation, and research related student concerns.
2. The Appropriations Committee shall consist of five (5) members elected by the Senate Body and shall only meet when called upon by the body in order to deliberate all financial matters within the authority of ASG Senate, and to make recommendations to the Senate concerning the same.
   1. The official Chairman of the Appropriations Committee shall be the ASG Treasurer as outlined in the ASG Constitution and Code.
   2. The Appropriations Committee shall elect a Ranking Member from within its membership that shall be tasked with coordinating committee meetings and serve as a liaison between the ASG Treasurer and the committee membership.
3. Subcommittees shall be created by the passage of a Senate Resolution detailing the necessity, purpose, and membership of said Subcommittee. Subcommittees must maintain a membership of at least five (5) Senators and will expire after the next Senate body is sworn in.
4. Committees are requested to present committee reports to the Senate body the week following legislation referral.
5. Senate Committee Chairs shall serve as members of the Senate Leadership Council and shall meet once every two weeks with the ASG Chair of the Senate to report the business and happenings of each committee and request any additional guidance necessary to lead the committee.
6. Senate Committee Chairs shall be responsible for setting the location, time, and date of their respective committee meetings in order to review legislation and meet the generation requirements as well as coordinating and running meetings of their respective committees.
7. Senate Committee Chairs are expected to meet twice a semester with their administrative counterpart (Vice-Chancellor of Academic Affairs, Dean of Students, etc.) as well as their ASG Cabinet counterpart (Director of Academic Affairs, Director of Campus Life, etc.)
8. Committees must meet quorum requirements (one-half (1/2) of members) at committee meetings in order to make recommendations on legislation.
9. Committees are granted the power to subpoena individuals with relevant insight into the piece of legislation or student concern being considered via the form provided to Senators on the ASG website in order to request said individual’s presence or the receipt of specific information at the committee meeting where the item is to be considered.
   1. Subpoenas must be issued via university email a minimum of seventy-two (72) hours prior to the committee meeting to the individual whose presence or information is requested. The reasoning for the request must be included in the body of the subpoena.
   2. Individuals shall do their best to attend the committee meeting and/or provide requested information, but there is no actual requirement that they conform to the subpoena request. Subpoenas are merely a formal method for requesting an individual’s presence or specific information at committee meetings and carry no actual authority to enforce such attendance or supply of information.
   3. Examples of individuals who may be subpoenaed include, but are not limited to, the author of the piece of legislation, ASG Executives or Cabinet Members, relevant administrators, faculty, staff, and members of RSOs.
10. The committee must also submit a majority and, if necessary, minority report via the committee report template as provided on the ASG website detailing the rationale for the recommendation to be presented at 2nd reading of the legislation.
11. The Chair of Senate has discretion to grant excused absences from committee meetings based upon recommendations generated by the Committee Chair.
    1. Unexcused absences from committee meetings will count as ½ absence toward the two (2) absence allowance prior to removal from the Senate body.
    2. Committee Chairs shall report all unexcused absences to the Legislative Clerk for recording.

**§8 College Caucuses**

1. College caucuses shall be charged with seeking the particular constituent input of their enrollment group and addressing college specific issues that may arise and shall consist of all of the Senators representing the six (6) representative groups:
   1. Dale Bumpers College of Agriculture, Food, & Life Sciences (AFLS)
   2. Fay Jones School of Architecture (ARCH)
   3. J. William Fulbright College of Arts & Sciences (ARSC)
   4. College of Education & Health Professions (COEHP)
   5. College of Engineering (ENGR)
   6. Sam M. Walton College of Business (WCOB)
2. The presiding officer of each college caucus shall be called the College Caucus   
   Chair and is elected by the members from within the respective college. Each college caucus shall have one (1) College Caucus Chair with the exception of the Fay Jones School of Architecture in which both representative members shall serve as College Caucus Co-Chairs.
3. College caucuses shall hold monthly meetings in order to review legislation referred by the Chair of the Senate, generate legislation, and research related student concerns.
   1. Unexcused absences from committee meetings will count as ½ absence toward the two (2) absence allowance prior to removal from the Senate body.
   2. Caucus Chairs shall report all unexcused absences to the Legislative Clerk for recording.
4. College Caucus Chairmen shall hold formal meetings with the deans of their respective enrollment groups at a minimum of once per semester to seek out college specific input and collaborate on issues.
   1. The meeting should take place within the first half of each semester and, if deemed necessary, a follow up meeting should take place prior to dead day of each semester.
   2. Failure to do so will constitute removal as Caucus Chair.
5. Caucus Chairmen are expected to meet with the Chair of the Senate once a month to discuss meetings with deans of respective colleges, monthly meetings with caucus, and discuss initiatives from the caucus.

**§9 Senate Leadership Council**

1. The Senate Leadership Council shall consist of (1) the Chair of the Senate, (2) the Parliamentarian, (3) the Legislative Clerk, (4) the Sergeant at Arms, (5) Committee Chairmen, (6) Caucus Chairmen, and (7) the Ranking Member of the Appropriations Committee
2. The presiding officer shall be the Chair of the Senate.
3. The Parliamentarian shall be responsible for serving as a resource to the ASG Senate for parliamentary procedure, the ASG Constitution and Code, assisting with the writing of legislation, enforcing the time restraints set by these standing rules and at the will of the body, and other duties as assigned by the Chair of the Senate.
4. The Legislative Clerk shall be responsible for taking the minutes of all Senate meetings, keeping track of absences and the official Senate roster, sending minutes to the ASG webmaster and the Chair of the Senate, and other duties as assigned by the Chair of the Senate.
5. The Sergeant at Arms shall be responsible for maintaining decorum during Senate meetings, guarding the doors during reading of the appropriations bill, and other duties assigned by the Chair of Senate.
6. The Committee Chairmen shall be required to attend at least one (1) Executive Cabinet meeting per month in order to increase cohesion and communication between the executive and legislative branches.
7. The ASG Webmaster shall be responsible for updating and maintaining the official ASG website to include copies of all agendas, minutes, items of business, and other documents and information of ASG. The Webmaster may be assigned other duties as deemed necessary by the Chair of the Senate.
8. Members of the Senate Leadership Council may meet as a group at the discretion of the Chair of the Senate to report the progress of assigned duties and seek any additional guidance necessary.
9. Senate Leadership Council is expected to arrive fifteen (15) minutes early to Senate meetings to assist in setting up the meeting space, as well as stay ten (10) minutes after to clear the meeting space, discuss logistics, and give feedback to the Chair of the Senate.

**§10 Official ASG Senate Documents**

All ASG Senators will be provided with electronic copies of the ASG Constitution and Code, all agendas, items of legislation, forms, rosters of contact information for all ASG members, and committee information.

**§11 Requirements of Senate Seat Retention**

1. Fulfillment of semester attendance requirements as set forth in *Section 4: Absences*
2. Required to attend at least five (5) ASG programs and events each semester. Such events may include but are not limited to the events listed in *Section 1: Senator Expectations, subsection k*.

*Official Use Only*

Amendments:

Vote Count: Aye Nay Abstentions

Legislation Status: Passed Failed­ Other

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Jace Motley, ASG Chair of the Senate Date

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Tanner Bone, ASG President Date