Associated Student Government
University of Arkansas

ASG Senate Bill No. 1
Author(s): Chair of Senate Gabi Gies
Sponsor(s): Senator Mary Eichenberger, Senator Abigail Lindsey, Senator Grace Wood

The ASG Senate Standing Rules of 2022-2023

Whereas, The ASG Constitution (Article III, Section 5, Item L) outlines that Senate approve a set of Standing Rules submitted by the Chair of Senate as the governing procedure of all official Senate meetings and policies;

Be it therefore resolved: That the following be adopted as the Standing Rules of the 2022-2023 Associated Student Government Senate.

Associated Student Government 2022-2023 Senate Standing Rules

§1 Senator Expectations

A. Senators shall be expected to serve as active members of ASG and participate in the following ways:
   a. Serve as the representative voice of all students.
   b. Attend and actively participate in ASG Senate meetings.
   c. Seek out leadership opportunities within ASG Senate, including but not limited to:
      i. Special Senate Offices
         1. Committee Chairs
         2. Pro Tempore
         3. Parliamentarian
         4. Legislative Clerk
         5. Sergeant at Arms
      ii. Campus Council Delegates
      iii. Elected Committee Membership
   d. Research student concerns and author a minimum of one piece of legislation in an academic year.
   e. Participate in discussions on items of business on the Senate floor through asking questions of speakers and formal debate.
   f. Utilize parliamentary procedure to foster efficiency and fairness on the Senate floor.
   g. Maintain decorum and show respect for all participants in the representative process.
h. Consult constituents on student concerns and items of business
before the body.

i. Collaborate with members of the ASG Executive Cabinet,
administration, faculty, staff, and other campus governing bodies to
address student issues.

j. Participate in and help promote ASG programs and events,
including but not limited to:
   i. Homecoming Kickoff and Election
   ii. International Student Game Day
   iii. Chancellor’s Ball
   iv. Safety Week
   v. It’s On Us Week
   vi. MLK Day Vigil
   vii. Faculty and Staff Appreciation
   viii. Hot Dogs with Head Hogs

k. Actively meet with the Chair of the Senate to discuss legislation
ideas and progress as a Senator, at least once a month.

l. Senators will be required to attend a minimum of one RSO meeting
a semester and required to fill out the RSO Outreach Form,
observing the meetings and noting goals of the RSO and its
recommendations or needs regarding ASG. Failure to attend and fill
out the form will result in an absence.

m. Upon passing of legislation, authors must fill out the Legislation
   Write Up form.

§2 Meetings

   A. ASG Senate shall meet weekly on Tuesday evenings at 6:30 PM for the Fall
   and Spring semesters.

   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. Chief Justice’s Report
         viii. Cabinet Reports
            1. Chief of Staff
            ix. Membership Development Coordinator’s Report
            x. Chair of Senate’s Report
      e. Nominations, Elections, Appointments
f. Public Comment

g. Old Business

h. New Business

i. Announcements

j. Adjournment

D. The ASG Chair of the Senate shall make all attempts to publish the agenda to the ASG Senator email group by 5:00 PM on the Sunday before the Senate meeting.

E. Approval of the minutes shall require majority consent.

F. Legislation will be numbered and placed on the agenda as it is received by the Chair of the Senate.

G. All Senators shall have a placard that displays the Senator’s name, which will be kept with Senate voting clickers.

H. 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.

I. Senate Proxies shall be allotted full Senate speaking rights.

J. 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 three (3) 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.

K. All changes to the time limits require a suspension of the rules and a two-thirds (2/3) majority vote.

L. The Parliamentarian shall be responsible for monitoring the time limits set in these standing rules.

M. Quorum for Senate meetings shall be one-half (1/2) of Senators on roll as described in the ASG Constitution.

N. As standard amongst parliamentary procedure-governed meetings, the following guidelines shall apply for gavel use by the presiding Chair:

   a. 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.

   b. Two (2) gavel taps shall be used to call the meeting to order.

   c. Three (3) gavel taps shall be used to call the body to stand in unison.

   d. A series of sharp taps shall be used to restore order.
§3 Legislation

A. 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.

B. Following the first (1st) reading, all legislation will be referred to a standing committee by the Chair of the Senate.
   a. All legislation must be reviewed by a committee. Before the second (2nd) reading of the legislation, the committee chair will report the committee’s recommendation.
   b. All legislation that involves alteration to the ASG Constitution and/or Code shall be referred to the Internal Affairs committee in addition to any other committees deemed relevant by the Chair of the Senate.
   c. All other legislation will be referred to a standing committee at the discretion of the Chair of the Senate.

C. The committee referred the piece of legislation shall report back to the Senate body by the second (2nd) reading of the piece of legislation, detailing their discussion and recommendation.
   a. Recommendations may take the following forms:
      i. Pass;
      ii. Pass with the Following Amendments;
      iii. Do Not Pass; or
      iv. Hold (in which the committee may request more time from the body to consider the item).

D. 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.).

E. 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.
   a. The Senate should avoid suspending the rules to consider on second (2nd) reading items of business that involve expenditure from the ASG Budget and/or alteration of the ASG Constitution and Code.

F. Legislation may be amended by a simple majority of Senators with the following guidelines:
   a. All amendments must be submitted electronically to the Senate Pro Tempore before the beginning of Senate meetings, clearly denoting stricken, modified, and added clauses, before they may be brought to the floor for discussion.
   b. Debate on amendments shall be subject to the same rules of debate on legislation including time restraints.
   c. “Friendly” amendments must follow the same procedures as ordinary amendments outlined above.

G. The voting process on all legislation shall take one of two forms as outlined in Title II, Section 15, Subsection G of the ASG Code:
Adoption via unanimous consent; or
b. Roll call vote.

H. All legislation must follow the format described in Section 3: Legislation of these Standing Rules or risk disqualification from agenda consideration.

I. All legislation must have at minimum one author and one sponsor. Any student can be listed as an author, though sponsorship is reserved for only current ASG Senators. All legislation must have at least one Senator as an author.
   a. An author is defined as an individual that was involved with the drafting of legislation.
   b. A sponsor is defined as a Senator who is in support of the legislation.

§4 Absences

A. 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.

B. 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.

C. 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 via email. Only in the event of extreme unforeseen circumstances shall short-notice or retroactive requests be considered.

D. In the event of an absence, Senators should make every attempt to send a proxy from the general ASG membership and email 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.

E. Members of the ASG Executive Cabinet, OFA, and the Judiciary are not eligible to serve as Senatorial proxies.

F. Should a Senator be unable to complete 5 hours of ASG Service per semester as outlined in Section 10, it will constitute 3 absences and will result in removal from the Senate Body.

G. In the event of a vacated seat in Senate, the filling of the seat is subject to the discretion of the Chair of the Senate as outlined in ASG Code Title VI, Section 5, Item D.

H. In the event of a Senatorial Page being present in the active Senate chambers, they may serve as a proxy in the event of an absent Senator. This shall not, however, prevent the half absence for the absent Senator.

§5 Decorum
A. Senators are required to dress in business casual attire for Senate meetings, special events, and meetings where special guests may be in attendance, unless otherwise specified in the meeting agenda.

B. Senators are expected to maintain common courtesy for all in attendance at Senate meetings, including Executives, guests, general ASG members, and other Senators.

C. 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 the consent of the Senate body.

D. 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.

E. Any lengthy conversation should be postponed until after the meeting has adjourned to respect those speaking on the Senate floor.

§6 Freedom of Chambers

A. Senators shall have freedom of chambers during all Senate meetings unless one of the following occurs:

a. A member of the assembly moves for revocation, and it is seconded and passed by a majority vote; or

b. The Chair of the Senate chooses to revoke for a finite period of time.

§7 Committees

A. Committees are expected to meet at least once a month and/or when called upon by the body in order to review legislation referred by the Chair of the Senate, as well as to research related student concerns.

B. The Appropriations Committee shall consist of nine (9) 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.

a. The official Chairman of the Appropriations Committee shall be the ASG Treasurer as outlined in the ASG Constitution and Code.

b. The Senate body will elect from their ranks a Committee Chair who will be tasked with coordinating committee meetings and serve as a liaison between the ASG Treasurer and the committee membership.

C. 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.

D. Committees are requested to present committee reports to the Senate body before the second (2nd) reading of legislation.

E. Senate Committee Chairs shall serve as members of the Senate Leadership Council and shall fill out progress once a month to report the business and happenings of each committee and request any additional guidance necessary to lead the committee.
F. 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.

G. Senate Committee Chairs are expected to meet once a semester with their administrative counterpart (Vice Chancellor of Academic Affairs, Dean of Students, etc.) as well as their ASG Cabinet counterpart bimonthly (Director of Academic Affairs, Director of Campus Life, etc.).

H. Committees must meet quorum requirements (one half (1/2) of members) at committee meetings in order to make recommendations on legislation.

I. 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.
   a. 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.
   b. 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. Subpoena 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.
   c. 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.

J. The committee chair must present a majority, and if necessary, minority report via the committee report template as provided detailing the rationale for the recommendation to be presented at second (2nd) reading of the legislation.

K. The Chair of Senate has discretion to grant excused absences from committee meetings based upon recommendations generated by the Committee Chair.
   a. Unexcused absences from committee meetings will count as one half absence towards the two-absence allowance from committee meetings.
   b. Committee Chairs shall report all unexcused absences to the Legislative Clerk for recording.

L. The Senate Operational Research Committee, as created by ASG S.B. 6 in 2022 and described in ASG Code Section 15, will explore the concerns and needs of the campus body that can be addressed by legislation. For the 2022-2023 term, the Operational Research Committee Chair will be the Chair of the Senate or the Chair of Senate’s designee. After the 2022-2023
term, the Senate Leadership Council will propose a detailed long-term plan for the Operational Research Committee and present the plan before Senate in the format of a bill to amend the ASG Code.

§8 Senate Leadership Council
A. The Senate Leadership Council shall consist of (1) the Chair of the Senate, (2) the Pro Tempore, (3) the Parliamentarian, (4) the Legislative Clerk, (5) the Sergeant at Arms, (6) Committee Chairs (including the Ranking Senator from Appropriations Committee).
B. The presiding officer shall be the Chair of the Senate.
C. The Pro Tempore shall preside over Senate meetings should the Chair of Senate be absent or need to temporarily step down. They shall also serve as a general resource to Senators on issues of drafting legislation, as well as any other duties assigned by the Chair of the Senate.
D. 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 assigned by the Chair of the Senate.
E. The Sergeant at Arms shall be responsible for maintaining decorum during Senate meetings, leading the Pledge of Allegiance, and other duties assigned by the Chair of the Senate.
F. Members of the Senate Leadership Council will meet once per month or at the discretion of the Chair of the Senate to report the progress of assigned duties and seek any additional guidance necessary.
G. Senate Leadership Council is expected to arrive fifteen (15) minutes early to Senate meetings to assist in setting up the meetings space, as well as stay ten (10) minutes after to clear the meetings space, discuss logistics, and give feedback to the Chair of the Senate.

§9 Official ASG Senate Documents
A. All ASG Senators will be provided with electronic copies of the ASG Code and Constitutions, all agendas, items of legislation, forms, rosters of contact information for all ASG members, and committee information.

§10 Requirements of Senate Seat Retention
A. Fulfillment of semester attendance requirements as set forth in Section 4: Absences
B. Attendance of 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 j.
C. Fulfillment of at least three (3) volunteer hours per semester.
D. Authorship of at least one piece of legislation per term.

§11 Senate Emergency Standing Rules
A. This section will only come into effect under the circumstances below:
   a. State or nationally-declared emergency;
b. A crisis that changes normal University operations;
c. Voted on by the ASG Advisor and the Senate Leadership Council, consisting of the following:
   i. Chair of the Senate;
   ii. Pro Tempore;
   iii. Parliamentarian;
   iv. Legislative Clerk;
   v. Sergeant at Arms
   vi. Committee Chairs

B. Protocol changes
   a. If Section 11 comes into effect, the following are subject to change:
      b. Meeting location and time
      c. Senate hour requirements
      d. Attendance policy
      e. Proxy policy
      f. Dress code
      g. Voting methods
      h. Public comment
      i. Guest speaker policy
      j. Committee meetings

C. These adjustments will be made by the Senate Leadership Council and presented to the Senate, possibly in a special session, for voting, passing with a simple majority.
   a. This will be motioned to move to a second reading in order to quickly enact the necessary changes.
   b. In the event that the Senate Leadership Council has not yet been formed, this process can be started with the expressed consent of the Chair of the Senate, the ASG Advisor, and the ASG Executive Council.
      i. In this case, the issues will be addressed by the ASG Advisor, the Chair of the Senate, and the ASG President and will be

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Vote Count: Aye – 45  Nay – 0  Abstentions – 0

Legislation Status: Passed  Failed  Other

___________________________  ______  9/27/22
Gabrielle Gies, ASG Chair of the Senate  Date

___________________________  ______  9/29/22
Lauren Loften, ASG President  Date