

**ASSOCIATED STUDENTS OF
IDAHO STATE UNIVERSITY
SENATE RULE BOOK**

Revised October 2019

ARTICLE I—PRESIDENT OF THE SENATE

Section 1—Role of

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

Section 2—Duties and Responsibilities

The duties of the president of the Senate shall be to provide an agenda for the regular meeting of the Senate by 5:00pm the Friday before the meeting and to decide all rules of order that shall arise. The deadline for submissions to the agenda shall be noon the Friday before the meeting. The president of the Senate shall also be responsible for the decorum of the Senate and shall see that it operates under *Robert's Rules of Order, Newly Revised*. The president of the Senate shall see that the minutes of the Senate shall be prepared and delivered to senators no later than the Friday following the Wednesday Senate meeting.

Section 3—Special Rules

The president of the Senate shall not debate or give opinion unless he/she gives up the gavel and cannot regain the gavel until the question is decided or the Senate has proceeded to another order of business. The president of the Senate shall vote only in the event of a tie-and to make or break a two-thirds (2/3) vote. In the case of the president of the Senate's absence, the Senate pro-tempore will become the president of the Senate and shall serve until the president of the Senate is able or present.

ARTICLE II—ASISU SENATOR

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

- A. Each senator must be officially enrolled in the college or school that he/she was elected to represent during the entire term of service.
 - 1) Students classified as interdisciplinary students will have representation or may represent a college as follows: Undergraduate BUS students (Bachelor of University Studies) in the college of Arts and Sciences and BAT students (Bachelor of College of Technology) in the school of College of Technology.

- B. For purposes of representation in the Senate, graduate students will be considered solely members of the Graduate School and not their respective colleges.
- C. Only students in the Pharm.D. program and declared Pre Pharmacy majors will be considered members of the College of Pharmacy. Students seeking M.S. or Ph.D. degrees will be considered members of the School of Graduate Studies. Any student concurrently enrolled in the Pharm.D. and any other program, including the MBA program, will be considered a member of the College of Pharmacy for purposes of voting and candidate eligibility for ASISU elections.

Section 3—Meetings

- A. Senate Meetings: The Senate shall meet at 7:00pm every Wednesday at a place designated by the vice president. Notice of meeting place shall be given one (1) week prior to regular meetings. The End-of-the-Year Banquet will be considered an official and last meeting of the year.
- B. Office Hours: All Senators are required to attend at least one (1) office hour per week during regular ASISU business hours, which are Monday through Friday from 8:00am to 5:00pm. If Senators cannot complete their office hour during regular business hours due to program or class schedules then they may receive permission from the vice president to complete the office hour outside regular business hours. The Senate Pro-Tempore must attend two office hours per week. All ASISU Officers will punch in at the beginning of their office hours and punch out at the end of their office hours using timecards provided by the vice president.
 - 1) Before starting their term in office, senators must designate a base campus. All office hours will be served at the ASISU Senate Office in Pocatello for senators that have selected Pocatello as their base campus. The ASISU Administration will select a permanent designated office location at the campus in which the senator on an outreach campus will serve his/her required office hours. The ASISU Administration will inform the senator of this location at the beginning of his/her term in office.
 - 2) A senator may work up to a total of three (3) office hours each semester at ISU campuses in which they are not based. Senators must seek and be granted prior approval by the vice president to work an office hour on other campuses. Senators must also make proper arrangements with local representatives of the outreach campus prior to their visit for their time to count toward completion of their scholarship checklist.
 - 3) Time spent in committee will not count as office hours.
 - 4) Missing three hours in one semester shall count as one absence.
- C. Caucus: The Senate shall meet for caucus one half hour prior to each Senate meeting in an open forum. All students, faculty, and staff are welcome and able to attend any caucus meeting without invitation. Matters that need to come to the attention of the Senate may be discussed at caucus. No formal action or voting will take place during caucus; minutes will not be taken.
 - 1) Senators shall be required to fulfill all assignments as may be required by the Senate both in regular sessions and caucus.
 - 2) Senators shall be required to attend each caucus meeting unless prior arrangements are made through the Senate pro-tempore. Regular caucus meetings which occurred while he/she was not a senator, or meetings for which he/she can present to the ASISU pro-tempore a valid written medical, religious, or other valid excuse explaining the reason(s) for non-attendance twenty-four (24) hours before the meeting, or for a medical reason promptly after the absence, should not be included in calculating the attendance requirement. After three (3) unexcused absences, the Senate pro-tempore shall report a senator's delinquency to the Senate as a whole during the regular weekly meeting. At that time, the Senate may censure the senator in question by a two-thirds (2/3) vote. If censoring is imposed, the senator in question shall be notified of the action by the Secretary of the Senate.

- D. Student Senate Training Retreat: ASISU senators shall attend the Student Senate Training Retreat held prior to the fall semester in which the ASISU senator's term begins.
- E. Club Funding Workshop: ASISU senators shall attend one club funding workshop sponsored by the Involvement Center by the end of the fall semester.
- F. Attendance Policy Regarding the Student Senate Training Retreat, Club Funding Workshop, and End-of-the-Year Banquet:
 - 1) The attendance policy as set by the Constitution will be followed.
 - 2) In the event of extenuating professional or personal educational circumstances, a senator may appeal to the Senate in attempt to gain exemption from an absence. Where possible, the appeal must be submitted to the ASISU vice president the week prior to the intended absence(s). The absence will be considered exempt only by a majority vote of approval by the Senate. Along with the exemption, the senator will pay back the proportional amount of time spent in exemption. In the event of unforeseen period of exemption, the Senate will receive the appeal upon the senator's return.
 - 3) Emergency meetings will not be included in attendance policy.

Section 4—Senate Committees

The senate pro-tempore will assign each senator an approximately equal share of the standing ASISU committees including, but not limited to: Finance Committee, Rules and Appointments Committee, and Outreach and Diversity Committee. The ASISU pro-tempore and outreach campus vice presidents will give the ASISU president a written report of Committee chairs and outreach campus vice presidents will give the ASISU president a written report of Committee attendance and upcoming committee and campus events on a bi-weekly basis. All ASISU committee chairs will give a verbal report during Senate meetings about upcoming committee and campus events on a weekly basis. Each committee chair may use discretion to decide whether a meeting needs to be held each week and inform their committee members if there will be a meeting to maximize efficiency of each committee. However, if the committee is not meeting and not fulfilling their obligations as stated below, the vice president may reprimand the committee chair.

- A. Senate Rules and Appointments Committee: The Senate Rules and Appointments shall be a committee that shall be responsible for ensuring all legislation meets all guidelines as set forth in the Constitution, Bylaws, and rules. The Senate Rules and Appointments Committee shall also be responsible for reviewing, through interview and research, all ASISU appointments made by the president. At least three (3) senators, representing a minimum of two (2) colleges, shall be selected by the Senate pro-tempore by the second (2nd) Senate meeting of each semester to serve on the Senate Rules and Appointments Committee. The Senate pro-tempore shall also select by the second (2nd) meeting of each semester one (1) member of the Senate Rules and Appointments Committee to serve as chair of the committee or two (2) co-chairs to serve as chair of the Rules and Appointments Committee.. The Senate Rules and Appointments Committee shall interview all appointments made and shall take a formal vote as a committee either for or against the nomination made. The Senate Appointment and Review Committee shall bring voting results and a recommendation to the entire Senate to confirm or reject a presidential nomination at the next Senate meeting following a presidential appointment.
- B. The Outreach and Diversity Committee: The Outreach and Diversity Committee shall be responsible for interacting with and representing outreach campuses. The Outreach and Diversity Committee is also responsible for reaching out to all students regardless of location, through activities and events. The Outreach and Diversity Committee shall be responsible for upkeep of ASISU social media pages as well as overseeing the maintenance of ASISU Speaks on KISU. Additionally, the Outreach and Diversity Committee shall promote and advocate diversity and inclusion at Idaho State University, which can include planning events, educational sessions, or

projects that will aid diversity. The Senate pro-tempore shall select, during caucus, one (1) member of the Outreach and Diversity Committee or two (2) co-chairs to serve as chair of the Outreach and Diversity Committee.

- C. The Finance Committee: The Finance Committee will be responsible for reviewing matters regarding the finances of ASISU in congruence with the Senate Bylaws.
- D. Senate Pro Tempore's Chair Committee: The Senate Pro Tempore's Chair Committee shall be a committee responsible for, but not limited to, setting ASISU committee goals, tracking ASISU committee progress, and discussing ASISU committee issues. The Senate Pro Tempore's Chair Committee will be chaired by the Senate Pro Tempore and will have a membership consisting of all current ASISU committee chairs and co-chairs. The Senate Pro Tempore's Chair Committee will meet on a bi-weekly basis, subject to call of the Senate Pro-Tempore.
- E. Senators shall be required to fulfill all committee assignments as assigned by Senate pro-tempore. Attendance is required for all regularly scheduled committee meetings. Each unexcused absence will result in a twenty dollar (\$20) stipend reduction. Regular committee meetings for which he/she can present the designated ASISU committee chair and Senate pro-tempore a valid written medical, religious, or other valid excuse explaining the reason(s) for non-attendance twenty-four (24) hours before the meeting, or for a medical reason promptly after the absence, should not be included in the attendance requirement.
 - 1) All ASISU 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.
- F. The Senate may wish to establish other committees for special purposes as defined in the Senate Rule Book.

Section 5—University Committees

The ASISU president or his/her designee from the Cabinet will assign each senator an approximately equal share of university committees. A member of the Senate shall be an ex-officio member of assigned standing committees. Senators are required to attend or send a representative to assigned committee meetings. Senators are required to report on their assigned university committees twice per semester during Caucus at the discretion of the Pro Tempore.

Section 6—Club Assignments

The Pro-Tempore will assign each senator an approximately equal share of active clubs and ASISU Committees. At least one of the clubs assigned to each senator must be affiliated with that senator's college, or be composed mostly of constituents from their college when possible. Senators must contact their assigned clubs each month.

Section 7—Line Item Assignments

The Senate Pro-Tempore will assign each of the 7 senators not on the ASISU Finance Committee to one or more ASISU line item account. Senators must contact their assigned line item account and report to the ASISU Finance Committee once during the fall and spring semesters.

Section 8—Stipends

All senators will submit a monthly ASISU senator Checklist to the vice president on the date designated on the Checklist by 5:00 pm. The vice president will review each senator's performance and report to the Senate in the event of a senator not fulfilling his/her duties. Stipends for the Student Senate will be reduced by twenty (\$20) dollars for each item not completed on the stipend checklist. Failure to attend the Student Senate Training Retreat will result in a reduction of one hundred dollars.

ARTICLE III—THE SENATE PRO-TEMPORE

- A. Election of: The Senate pro-tempore shall be elected no sooner than the first Senate meeting following the Student Senate Training Retreat. Voting shall be done by secret ballot during the regular Senate meeting. The Senate pro-tempore of the senate shall be elected by a majority of all votes cast. If no ticket receives a majority, a runoff election shall be held between the top two tickets. The Senate will take a monthly vote of confidence for the Senate pro-tempore position. This vote will be the first Senate meeting of each month that the Senate meets, during the regular Senate meeting. The vote will be placed on the regular agenda under New Business. The vote will be by secret ballot and will be a simple yes or no for confidence in the current Senate pro-tempore. Simple majority will be decisive. If a no vote prevails, nominations will be taken from the floor and new elections will proceed following Senate pro-tempore election rules.
- B. Duties: The Senate pro-tempore shall carry forth all duties as directed by vote of the Senate. The Senate pro-tempore shall preside at the Senate caucus. The Senate pro-tempore shall assign senators to ASISU sub-committees and make assignments for ad hoc Senate committees as deemed necessary. The Senate pro-tempore shall orient senators and instruct them on their specific duties, such as office hours, and committee participation. The Senate pro-tempore will attend the president's Cabinet meetings. The Senate pro-tempore will schedule a Tour with an Ambassador through the Admissions Visitor Center at the beginning of the academic year for all ASISU Senators and Executive Officers to attend. The Senate pro-tempore will coordinate with the Office of Student Involvement and Orientation to set up a Club Funding Workshop at the beginning of the academic year for all ASISU Senators and Officers.
- C. It is also necessary for the Senate pro-tempore to meet regularly with the president of the Senate for information and discussion on matters pertaining to the Senate outside of the Cabinet meeting. The Senate pro-tempore shall also enforce speaker and discussion time limits during caucus.

ARTICLE IV—SENATE-ELECT

Section 1—Senate-Elect

Each senator-elect shall be required to attend the following between the date of elections and the date of installation of the new Senate:

- A. At least two (2) regularly scheduled Senate meetings.
- B. At least two (2) regularly scheduled caucus meetings.
- C. General information workshops: if the senator-elect cannot attend all or part of the parliamentary procedure/ general information workshops organized by the Senate pro-tempore and current vice president, that senator-elect shall receive one (1) absence.
- D. The End-of-the-Year Banquet. Officers elect cannot use the banquet as an official meeting toward the attendance policy.
- E. Fall ASISU Retreat.
- F. A twenty-four hour (24) hour notice must be given to the president of ASISU if any meetings will be missed.
- G. Any violation of attendance will be investigated by the Student Senate pro-tempore and appropriate action will be decided by the Senate through a majority vote before the last meeting of the spring semester.

ARTICLE V—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.

ARTICLE VI—STANDARD RULES

The rules of parliamentary procedure in *Robert's Rules of Order, Newly Revised*, shall govern the Senate in all cases to which they are applicable, and in which they are not inconsistent with the ASISU Constitution, Bylaws, and special rules. All senators shall receive legislation through their individual ISU email. Speaker limits shall be three (3) minutes maximum with two (2) minute recycle lists. Senators may yield their speaking time to any individual who is not a member of Senate. Once time is yielded, the senator does not regain the floor if any time remains within speaker limits. 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 VII—LEGISLATION

Section 1—Definition of a Bill

A bill is a draft of proposed legislation submitted to the Senate for its approval or rejection. A bill shall not contain more than one subject, and this subject will be presented in its title. Bills shall deal with financial matters and private direction or acts for the effective operation of ASISU.

Section 2—Formation

All bills and resolutions must have a Senate sponsor. All legislation must be submitted electronically to the ASISU Secretary by noon the Friday before the Senate meeting. All bills must be presented in Idaho Legislative Format for the final presentation (first reading).

Section 3—Amendments

- A. Amendments must be germane: No motion on a subject different from the one under consideration shall be admitted under the amendment.
- B. Amendatory bills: All bills introduced, which are intended to amend existing statutes, shall underline the words, letters, figures and/or punctuation which are to be added. When the amendment is to strike out or repeal any part of an existing statute, the letters, figures, words, and/or punctuation shall be printed in the bill, with the formatting of strikethrough, to indicate the part stricken or repealed.
- C. Friendly amendment: A friendly amendment is any change in wording suggested for phrasing a bill, motion or resolution. The friendly amendment must be accepted by both the maker of the bill and the second.

Section 4—Manner of Passing

- A. All bills being introduced shall have endorsed thereon the title, purpose, and the name or names of the members introducing it. These items should be the only items read on the first presentation. The number, author, and title of all legislation shall be entered in the minutes.
- B. The final presentation and vote on all bills shall be after the bill has been through the Rules Committee and read during Senate meeting.
- C. All bills shall be presented at least one week prior to the first reading.
- D. Any emergency legislation shall require suspension of the rules by two-thirds (2/3) majority vote of those members present.
- E. Any and all previous bills or Bylaws passed by the ASISU Senate shall be binding until it expires or

is changed by appropriate legislation.

ARTICLE VIII—STUDENT SENATE MEETINGS

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

Section 1—Order of Business

- CALL TO ORDER
- ROLL CALL
- PLEDGE OF ALLIGIANCE
- APPROVAL OF THE MINUTES
- APPROVAL OF THE AGENDA
- GALLERY QUESTION & ANSWER
- ANNOUNCEMENTS AND CORRESPONDENCE
- PRESIDENT’S REPORT
 - Veto Message & Presidential Action
- CHAIR/COMMITTEE REPORTS
- OLD BUSINESS
 - Motion & Bills - First Reading
- NEW BUSINESS
 - Introduction of Bills - Introduction
- GALLERY QUESTION & ANSWER
- OTHER
- ISU FIGHT SONG
- ADJOURNMENT

Section 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 his/her 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.

Section 5—Decorum

The members of the Senate should come to all Senate meetings, including but not limited to: Initial Deposit Hearings, committee meetings, etc., in appropriate attire. There shall be no excessive eating. PDA’s, cell phones, or other technological means shall not be used for the purposes of homework, gaming, or irresponsible communication. Cell phones shall be silenced. When the Senate adjourns, the members shall keep their seats until the chair announces the adjournment.

Section 6—Withdrawal of Motions

After a motion has been stated by the chair, it is in the possession of the Senate but may be withdrawn at any time by the 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 senators present for any alleged misconduct of a senator or person holding a responsible position in ASISU. Censure shall be an official reprimand by the Senate and shall be noted in the minutes.

Section 8—Appeal the Decision of the Chair

Any senator may appeal the decision of the chair, provided there is a second. On appeal, the appealing senator may speak for three (3) minutes and the chair can then speak for three (3) minutes. A two-thirds (2/3) majority vote is required to appeal the decision of the chair and it cannot be reconsidered.

Section 9—Call to Previous

Any senator may call “previous” whenever there is a motion on the floor that the Senate is currently discussing and debating. The senator does not need to have the floor. “Previous” may not be called if another member of the Senate is speaking and must be done between comments. A call to “previous” may be objected and, if objected, the call fails immediately. If there are no objections, the Senate will vote on the current motion.

Section 10—Voting

All votes concerning monetary usage, funding, and all final votes for passage of bills and resolutions shall be recorded by the ASISU Secretary with senators’ names and their votes in the official minutes of the Senate meeting.