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Associated Student Government
University of Arkansas

ASG Senate Bill No. 1
Author(s): Chair of the Senate Caleb Parker
Sponsor(s): Chair of the Senate Caleb Parker

The ASG Senate Standing Rules Act of 2020-2021

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 2020-2021 Associated Student Government Senate.

Associated Student Government
2020-2021 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 ASG Senate meetings;
- c. Serve on at least one (1) standing ASG Senate committee, which will be required to report on four (4) pieces of legislation per committee, and attend committee meetings;
- d. Seek out leadership opportunities within ASG Senate including, but not limited to:
 - i. Special Senate Offices – Committee Chairs, Senate Leadership Council, Parliamentarian, Legislative Clerk,
 - ii. Campus Council Delegates
 - iii. Elected Committee Membership
- e. Research student concerns and author a minimum of one piece of legislation in an academic year;
- f. Participate in discussion on items of business on the Senate floor through asking questions of speakers and formal debate;
- g. Utilize parliamentary procedure to foster efficiency and fairness on the Senate floor;
- h. Maintain decorum and show respect for all participants in the representative process;
- i. Consult constituents on student concerns and items of business before the body;
- j. Collaborate with members of the ASG Executive Cabinet, administration, faculty, staff, and other campus governing bodies to address student issues;
- k. Participate in and help promote ASG programs and events including, but not limited to the following:
 - i. Ask ASG Day
 - ii. Crosswalk Safety Awareness Day
 - iii. Razorback Day at the Capitol
 - iv. ASG Sponsored Homecoming Events
 - v. Recycling with the Razorbacks
 - vi. Safe Ride
 - vii. Razorback Readership
 - viii. Make a Difference Day
 - ix. Martin Luther King, Jr. Day Activities

- 58 x. Rollin' with the Razorbacks
- 59 xi. ASG Elections
- 60 xii. Student Poll
- 61 l. Actively meet with the Chair of the Senate to discuss legislation ideas and
- 62 progress as a Senator.
- 63 m. Senators will be required to attend a minimum of one RSO meeting a semester
- 64 and required to fill out the "RSO Outreach Form" observing the meetings and
- 65 noting goals of the RSO and its recommendations to ASG's service. Failure to
- 66 attend and fill out the form will result in a half absence.
- 67 n. Upon passing of legislation, authors are responsible for filling out the Legislation
- 68 Write Up form.
- 69

70 **§2 Meetings**

71 (A) ASG Senate shall meet weekly on Tuesday evenings at 6:30 PM for the Fall Semester.

72 (B) Per the ASG Constitution and Code, all meetings of the ASG Senate shall be open.

73 (C) The order of business in ASG Senate meetings shall be as follows:

- 74 a. Call to Order
- 75 b. Roll Call
- 76 c. Approval of the Minutes
- 77 d. Special Orders
 - 78 i. Special Reports and Presentations
 - 79 ii. Advisor's Report
 - 80 iii. President's Report
 - 81 iv. Vice-President's Report
 - 82 v. Treasurer's Report
 - 83 vi. Secretary's Report
 - 84 vii. Chair of Senate's Report
 - 85 viii. Chief Justice's Report
 - 86 ix. Cabinet Reports
 - 87 1. Chief of Staff
 - 88 x. Membership Development Coordinator
- 89 e. Nominations/Elections
- 90 f. Public Comment
- 91 g. Old Business
- 92 h. New Business
- 93 i. Announcements
- 94 j. Committee Meeting(s) as deemed necessary by the Chair of the Senate
- 95 k. Adjournment

96 (D) The ASG Chair of the Senate shall make all attempts to publish the agenda to the ASG

97 Senator email group by 5:00 PM on the Sunday before the Senate meeting.

98 (E) Any changes to the agenda shall require a two-thirds (2/3) majority vote of Senators

99 present.

100 (F) Approval of the minutes shall require unanimous consent.

101 (G) Legislation will be numbered and placed on the agenda as it is received by the Chair

102 of the Senate.

103 (H) All Senators shall have a placard that displays the Senator's name, which will be kept

104 with the Senate voting keypads.

105 (I) Public comment speeches shall be available to students without speaking rights on

106 the ASG Senate floor with no questions or debate permitted. There shall be three (3)

107 public comment speeches available each week, but the Senate may choose to allow for

108 more public comment speeches via a simple majority vote.

109 (J) Senate Proxies shall be allotted full Senate speaking rights.

110 (K) All speeches in Senate shall be subject to the following time limits:

- 111 a. All reports shall be limited to five (5) minutes including questions.
- 112 b. All public comment speeches shall be limited to two (2) minutes with no
- 113 questions.
- 114 c. Authorship reports on legislation shall be limited to five (5) minutes
- 115 including questions.

- 116 d. There shall be no limit for debate on legislation unless a limit is set by a
117 simple majority vote.
118 e. Individual Senators shall have five (5) minutes to speak during debate.
119 Senators may only regain the floor after all other Senators have been
120 provided the opportunity to speak.
121 f. A non-Senator who has been yielded the floor shall also be limited to five (5)
122 minutes to address the body including questions.
123 (L) All changes to the time limits require a suspension of the rules and a two-thirds (2/3)
124 majority vote.
125 (M) The Parliamentarian shall be responsible for monitoring the time limits set in these
126 Standing Rules.
127 (N) Quorum for Senate meetings shall be one-half (1/2) of Senators on roll as described
128 in the ASG Constitution.
129 (O) As standard amongst parliamentary procedure governed meetings, the following
130 guidelines shall apply for gavel use by the presiding Chair:
131 a. One (1) gavel tap shall be used to indicate the announcement of the end of the
132 meeting, completion of a business item, or as a message to be seated.
133 b. Two (2) gavel taps shall be used to call the meeting to order.
134 c. Three (3) gavel taps shall be used to call the body to stand in unison.
135 d. A series of sharp taps shall be used to restore order.
136

137 §3 Legislation

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

- 174 b. Debate on amendments shall be subject to the same rules of debate on
175 legislation including time restraints.
176 c. “Friendly” amendments must follow the same procedures as ordinary
177 amendments outlined above.
178 (G) The voting process on all legislation shall take one of two forms as outlined in Title II,
179 Section 17, Subsection G of the ASG Code:
180 a. Adoption via unanimous consent; or
181 b. Roll call vote.
182 (H) All legislation must follow the format described in *Section 3: Legislation* of these
183 Standing Rules or risk disqualification from agenda consideration.
184 (I) All legislation must have at minimum one author and one sponsor. Any student can
185 be listed as an author, though sponsorship is reserved for only current ASG Senators.
186 All legislation must have at minimum one senator listed as an author as well.
187 a. An author is defined as an individual that is involved in the drafting of
188 legislation.
189 b. A sponsor is defined as a Senator who is in support of the legislation.

190 **§4 Absences**

- 191 (A) Absences shall be given in accordance with the ASG Constitution and Code. Per these
192 documents, Senators are permitted a maximum of two (2) unexcused absences per
193 semester. Once a Senator exceeds this maximum, the Chair of the Senate will remove
194 the Senator from the official Senate roster and announce the Senator’s removal at the
195 next Senate meeting.
196 (B) Should a Senator be 15 minutes tardy or depart a meeting 15 minutes early without
197 prior approval of the Chair, one-half (1/2) of an absence shall be issued.
198 (C) The Chair of the Senate has the personal discretion to grant excused absences.
199 Excused absence requests must be submitted electronically to the Chair of the Senate.
200 Only in the event of extreme unforeseen circumstances shall short-notice or
201 retroactive requests be considered.
202 (D) In the event of an absence, Senators should make every attempt to send a proxy from
203 the general ASG membership and email the Chair of the Senate prior to roll call at the
204 start of the meeting. These circumstances shall result in the issuance of only one-half
205 (1/2) an absence. Senators shall still make every attempt to send a proxy even in the
206 event of excused absences.
207 (E) Members of the ASG Executive Cabinet, OFA and the Judiciary are not eligible to
208 serve as Senatorial proxies.
209 (F) Should a Senator be unable to complete 5 hours of ASG Service per semester as
210 outlined in Section 11, it will constitute 3 absences and will result in removal from the
211 Senate Body.
212 (G) In the event of a vacated seat in Senate, the filling of the seat is subject to the
213 discretion of the Chair of Senate as outlined in ASG Code and Constitution Title VII,
214 Section 5, item D.
215 (H) In the event of a Senatorial Page being present in the active senate chambers, they
216 may serve as a proxy in the event of an absent senator. This shall not, however, serve
217 as a half absence for the absent senator.

218
219 **§5 Decorum**

- 220 (A) Senators are required to dress in business casual attire for Senate Meetings, special
221 events, and meetings where special guests may be in attendance.
222 (B) Senators are expected to maintain common courtesy for all in attendance at Senate
223 meetings, including Executives, guests, general ASG members, and other Senators.
224 (C) Failure to offer such respect may result in removal from the chambers by the
225 Sergeant at Arms at the discretion of the Chair of the Senate with consent of the body.
226 (D) The use of personal electronic equipment (including cell phones, laptops, etc.) is
227 limited to use for purposes related to ASG business only and is to be enforced by the
228 Sergeant At Arms.
229 (E) FLF members in attendance at ASG Senate meetings may be utilized as Senatorial
230 Pages to pass messages between Senators provided that such use remains respectful
231 and does not become a distraction at the discretion of the Chair of the Senate.

232 (F) Any lengthy conversation is encouraged to be postponed until after the meeting has
233 adjourned so as to respect those speaking on the Senate floor.
234

235 **§6 Freedom of Chambers**

236 (A) Senators shall have freedom of chambers during all Senate meetings unless one of the
237 following occurs:
238 a. A member of the assembly moves for revocation, and it is seconded and
239 passed by a majority vote; or
240 b. The Chair of the Senate chooses to revoke for a finite period of time.
241

242 **§7 Committees**

243 (A) Committees are expected to meet twice a month and/or when called upon by the
244 body in order to review legislation referred by the Chair of the Senate, generate four
245 (4) pieces of legislation, and research related student concerns.
246 (B) The Appropriations Committee shall consist of nine (9) members elected by the
247 Senate Body and shall only meet when called upon by the body in order to deliberate
248 all financial matters within the authority of ASG Senate, and to make
249 recommendations to the Senate concerning the same.
250 a. The official Chairman of the Appropriations Committee shall be the ASG
251 Treasurer as outlined in the ASG Constitution and Code.
252 b. The Appropriations Committee shall elect a Ranking Member from within its
253 membership that shall be tasked with coordinating committee meetings and
254 serve as a liaison between the ASG Treasurer and the committee
255 membership.
256 (C) Subcommittees shall be created by the passage of a Senate Resolution detailing the
257 necessity, purpose, and membership of said Subcommittee. Subcommittees must
258 maintain a membership of at least five (5) Senators and will expire after the next
259 Senate body is sworn in.
260 (D) Committees are requested to present committee reports to the Senate body the week
261 following legislation referral.
262 (E) Senate Committee Chairs shall serve as members of the Senate Leadership Council
263 and shall fill out progress reports every two weeks to report the business and
264 happenings of each committee and request any additional guidance necessary to lead
265 the committee.
266 (F) Senate Committee Chairs shall be responsible for setting the location, time, and date
267 of their respective committee meetings in order to review legislation and meet the
268 generation requirements as well as coordinating and running meetings of their
269 respective committees.
270 (G) Senate Committee Chairs are expected to meet once a semester with their
271 administrative counterpart (Vice-Chancellor of Academic Affairs, Dean of Students,
272 etc.) as well as their ASG Cabinet counterpart bimonthly (Director of Academic
273 Affairs, Director of Campus Life, etc.)
274 (H) Committees must meet quorum requirements (one-half (1/2) of members) at
275 committee meetings in order to make recommendations on legislation.
276 (I) Committees are granted the power to subpoena individuals with relevant insight into
277 the piece of legislation or student concern being considered via the form provided to
278 Senators on the ASG website in order to request said individual's presence or the
279 receipt of specific information at the committee meeting where the item is to be
280 considered.
281 a. Subpoenas must be issued via university email a minimum of seventy-two
282 (72) hours prior to the committee meeting to the individual whose presence
283 or information is requested. The reasoning for the request must be included
284 in the body of the subpoena.
285 b. Individuals shall do their best to attend the committee meeting and/or
286 provide requested information, but there is no actual requirement that they
287 conform to the subpoena request. Subpoenas are merely a formal method for
288 requesting an individual's presence or specific information at committee
289 meetings and carry no actual authority to enforce such attendance or supply
290 of information.

- 291 c. Examples of individuals who may be subpoenaed include, but are not limited
292 to, the author of the piece of legislation, ASG Executives or Cabinet Members,
293 relevant administrators, faculty, staff, and members of RSOs.
294 (J) The committee must also submit a majority and, if necessary, minority report via the
295 committee report template as provided on the ASG website detailing the rationale for
296 the recommendation to be presented at 2nd reading of the legislation.
297 (K) The Chair of Senate has discretion to grant excused absences from committee
298 meetings based upon recommendations generated by the Committee Chair.
299 a. Unexcused absences from committee meetings will count as 1/2 absence
300 toward the two (2) absence allowance prior to removal from the Senate body.
301 b. Committee Chairs shall report all unexcused absences to the Legislative Clerk
302 for recording.
303

304 §9 Senate Leadership Council

- 305 (A) The Senate Leadership Council shall consist of (1) the Chair of the Senate, (2) the
306 Parliamentarian, (3) the Legislative Clerk, (4) the Sergeant at Arms, (5) Committee
307 Chair, and (7) the Ranking Member of the Appropriations Committee
308 (B) The presiding officer shall be the Chair of the Senate.
309 (C) The Parliamentarian shall be responsible for serving as a resource to the ASG Senate
310 for parliamentary procedure, the ASG Constitution and Code, assisting with the
311 writing of legislation, enforcing the time restraints set by these standing rules and at
312 the will of the body, and other duties as assigned by the Chair of the Senate.
313 (D) The Legislative Clerk shall be responsible for taking the minutes of all senate
314 meetings, keeping track of absences and the official Senate roster, sending minutes to
315 the Chair of the Senate, posting documents to the ASG Senate website including:
316 minutes, legislation, agendas, etc., and other duties as assigned by the Chair of the
317 Senate.
318 (E) The Sergeant at Arms shall be responsible for maintaining decorum during Senate
319 meetings, guarding the doors during reading of the appropriations bill, and other
320 duties assigned by the Chair of Senate.
321 (F) Members of the Senate Leadership Council may meet as a group at the discretion of
322 the Chair of the Senate to report the progress of assigned duties and seek any
323 additional guidance necessary.
324 (G) Senate Leadership Council is expected to arrive fifteen (15) minutes early to Senate
325 meetings to assist in setting up the meeting space, as well as stay ten (10) minutes
326 after to clear the meeting space, discuss logistics, and give feedback to the Chair of
327 the Senate.
328

329 §10 Official ASG Senate Documents

330 All ASG Senators will be provided with electronic copies of the ASG Constitution and Code, all
331 agendas, items of legislation, forms, rosters of contact information for all ASG members, and
332 committee information.
333

334 §11 Requirements of Senate Seat Retention

- 335 (A) Fulfillment of semester attendance requirements as set forth in *Section 4: Absences*
336 (B) Required to attend at least five (5) ASG programs and events each semester. Such
337 events may include but are not limited to the events listed in *Section 1: Senator*
338 *Expectations, subsection k.*
339

340 §12 Senate Emergency Standing Rules

- 341 (A) Definition of an emergency
342 a. This section will only come into effect under the circumstances below:
343 i. State or nationally-declared emergency;
344 ii. A crisis that changes normal University operations;
345 iii. Voted on by the ASG Advisor and the Senate Leadership Council,
346 consisting of the following:
347 1. Chair of Senate
348 2. Pro Tempore
349 3. Parliamentarian

- 350 4. Legislative Clerk
- 351 5. Sergeant at Arms
- 352 6. Committee Chairs

353
354 (H) Protocol Changes

355 a. If Section 12 comes into effect, the following are subject to change:

- 356 i. Meeting location and time
- 357 ii. Senate hour requirements
- 358 iii. Attendance policy
- 359 iv. Proxy policy
- 360 v. Dress code
- 361 vi. Voting methods
- 362 vii. Public comment
- 363 viii. Guest speaker policy
- 364 ix. Committee Meeting

365 (I) These adjustments will be made by the Senate Leadership Council and presented to
366 the Senate, possibly in a special session, for voting, passing with a simple majority.

367 a. This will be motioned to move to a second reading in order to quickly enact the
368 necessary changes.

369 i. In the event that the Senate Leadership Council has not yet been formed,
370 this process can be started with the expressed consent of the Chair of the
371 Senate, the ASG Advisor, and the ASG Executive Council.

372 1. In this case, the issues will be addressed by the ASG Advisor, the
373 Chair of Senate, and the ASG President and will be brought
374 before the Senate as soon as possible.
375
376

377 *Official Use Only*

378
379 Amendments: _____

380
381 Vote Count: Aye 47 Nay 0 Abstentions 0

382
383 Legislation Status: Passed _____ Failed _____ Other _____

384
385 _____
386 Caleb Parker, ASG Chair of the Senate Date

387
388 _____
389 Julia Nall, ASG President Date
390