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

4
5 *ASG Senate Bill No. 1*

6 Author(s): Chair of Senate Jack Switzer

7 Sponsor(s): Chair of the Senate Jack Switzer

8
9 **The ASG Senate Standing Rules Act of 2021-2022**

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

14
15 Be it therefore resolved: That the following be adopted as the Standing Rules for the
16 2021-2022 Associated Student Government Senate.

17
18 **Associated Student Government**
19 **2021-2022 Senate Standing Rules**

20
21 **§1 Senator Expectations**

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



- 53 v. Recycling with the Razorbacks
- 54 vi. Safe Ride
- 55 vii. Razorback Readership
- 56 viii. Make a Difference Day
- 57 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).



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- (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 Legislative Clerk, 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 17, Subsection G of the ASG Code:
 - a. 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 minimum one senator listed as an author as well.
 - a. An author is defined as an individual that is involved in 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. 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 11, it will constitute 3 absences and will result in removal from the 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.

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§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.

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§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.

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§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.

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- 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.

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.

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

377 *Official Use Only*

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379 Amendments: None

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381 Vote Count: Aye 32 Nay 0 Abstentions 0

382

383 Legislation Status: Passed Failed Other

384

385 *Jack Switzer* 09/01/2021
Jack Switzer, ASG Chair of the Senate Date

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387 *Coleman Warren* 9/8/2021
388 Coleman Warren, ASG President Date
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