

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



3
4 *ASG Senate Bill No. 1*

5 Author(s): Chair of Senate Gabi Gies

6 Sponsor(s): Senator Mary Eichenberger, Senator Abigail Lindsey. Senator Grace
7 Wood

8
9 **The ASG Senate Standing Rules of 2022-2023**

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

15
16 Be it therefore resolved: That the following be adopted as the Standing
17 Rules of the 2022-2023 Associated Student
18 Government Senate.

19
20 **Associated Student Government**
21 **2022-2023 Senate Standing Rules**

22
23 **§1 Senator Expectations**

- 24 A. Senators shall be expected to serve as active members of ASG and
25 participate in the following ways:
- 26 a. Serve as the representative voice of all students.
 - 27 b. Attend and actively participate in ASG Senate meetings.
 - 28 c. Seek out leadership opportunities within ASG Senate, including but
29 not limited to:
 - 30 i. Special Senate Offices
 - 31 1. Committee Chairs
 - 32 2. Pro Tempore
 - 33 3. Parliamentarian
 - 34 4. Legislative Clerk
 - 35 5. Sergeant at Arms
 - 36 ii. Campus Council Delegates
 - 37 iii. Elected Committee Membership
 - 38 d. Research student concerns and author a minimum of one piece of
39 legislation in an academic year.
 - 40 e. Participate in discussions on items of business on the Senate floor
41 through asking questions of speakers and formal debate.
 - 42 f. Utilize parliamentary procedure to foster efficiency and fairness on
43 the Senate floor.
 - 44 g. Maintain decorum and show respect for all participants in the
45 representative process.

- 46 h. Consult constituents on student concerns and items of business
- 47 before the body.
- 48 i. Collaborate with members of the ASG Executive Cabinet,
- 49 administration, faculty, staff, and other campus governing bodies to
- 50 address student issues.
- 51 j. Participate in and help promote ASG programs and events,
- 52 including but not limited to:
- 53 i. Homecoming Kickoff and Election
- 54 ii. International Student Game Day
- 55 iii. Chancellor's Ball
- 56 iv. Safety Week
- 57 v. It's On Us Week
- 58 vi. MLK Day Vigil
- 59 vii. Faculty and Staff Appreciation
- 60 viii. Hot Dogs with Head Hogs
- 61 k. Actively meet with the Chair of the Senate to discuss legislation
- 62 ideas and progress as a Senator, at least once a month.
- 63 l. Senators will be required to attend a minimum of one RSO meeting
- 64 a semester and required to fill out the RSO Outreach Form,
- 65 observing the meetings and noting goals of the RSO and its
- 66 recommendations or needs regarding ASG. Failure to attend and fill
- 67 out the form will result in an absence.
- 68 m. Upon passing of legislation, authors must fill out the Legislation
- 69 Write Up form.
- 70

71 §2 Meetings

- 72 A. ASG Senate shall meet weekly on Tuesday evenings at 6:30 PM for the Fall
- 73 and Spring semesters.
- 74 B. Per the ASG Constitution and Code, all meetings of the ASG Senate shall
- 75 be open.
- 76 C. The order of business in ASG Senate meetings shall be as follows:
- 77 a. Call to Order
- 78 b. Roll Call
- 79 c. Approval of the Minutes
- 80 d. Special Orders
- 81 i. Special Reports and Presentations
- 82 ii. Advisor's Report
- 83 iii. President's Report
- 84 iv. Vice President's Report
- 85 v. Treasurer's Report
- 86 vi. Secretary's Report
- 87 vii. Chief Justice's Report
- 88 viii. Cabinet Reports
- 89 1. Chief of Staff
- 90 ix. Membership Development Coordinator's Report
- 91 x. Chair of Senate's Report
- 92 e. Nominations, Elections, Appointments

- 93 f. Public Comment
94 g. Old Business
95 h. New Business
96 i. Announcements
97 j. Adjournment
98 D. The ASG Chair of the Senate shall make all attempts to publish the agenda
99 to the ASG Senator email group by 5:00 PM on the Sunday before the
100 Senate meeting.
101 E. Approval of the minutes shall require majority consent.
102 F. Legislation will be numbered and placed on the agenda as it is received by
103 the Chair of the Senate.
104 G. All Senators shall have a placard that displays the Senator's name, which
105 will be kept with Senate voting clickers.
106 H. Public comment speeches shall be available to students without speaking
107 rights on the ASG Senate floor with no questions or debate permitted.
108 There shall be three (3) public comment speeches available each week, but
109 the Senate may choose to allow for more public comment speeches via a
110 simple majority vote.
111 I. Senate Proxies shall be allotted full Senate speaking rights.
112 J. All speeches in Senate shall be subject to the following time limits:
113 a. All reports shall be limited to five (5) minutes including questions.
114 b. All public comment speeches shall be limited to two (2) minutes
115 with no questions.
116 c. Authorship reports on legislation shall be limited to five (5) minutes
117 including questions.
118 d. There shall be no limit for debate on legislation unless a limit is set
119 by a simple majority vote.
120 e. Individual Senators shall have three (3) minutes to speak during
121 debate. Senators may only regain the floor after all other Senators
122 have been provided the opportunity to speak.
123 f. A non-Senator who has been yielded the floor shall also be limited
124 to five (5) minutes to address the body including questions.
125 K. All changes to the time limits require a suspension of the rules and a two-
126 thirds (2/3) majority vote.
127 L. The Parliamentarian shall be responsible for monitoring the time limits set
128 in these standing rules.
129 M. Quorum for Senate meetings shall be one-half (1/2) of Senators on roll as
130 described in the ASG Constitution.
131 N. As standard amongst parliamentary procedure-governed meetings, the
132 following guidelines shall apply for gavel use by the presiding Chair:
133 a. One (1) gavel tap shall be used to indicate the announcement of the
134 end of the meeting, completion of a business item, or as a message
135 to be seated.
136 b. Two (2) gavel taps shall be used to call the meeting to order.
137 c. Three (3) gavel taps shall be used to call the body to stand in
138 unison.
139 d. A series of sharp taps shall be used to restore order.

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§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:

- 187 a. Adoption via unanimous consent; or
188 b. Roll call vote.
- 189 H. All legislation must follow the format described in *Section 3: Legislation*
190 of these Standing Rules or risk disqualification from agenda
191 consideration.
- 192 I. All legislation must have at minimum one author and one sponsor. Any
193 student can be listed as an author, though sponsorship is reserved for only
194 current ASG Senators. All legislation must have at least one Senator as an
195 author.
- 196 a. An author is defined as an individual that was involved with the
197 drafting of legislation.
- 198 b. A sponsor is defined as a Senator who is in support of the
199 legislation.
200

201 **§4 Absences**

- 202 A. Absences shall be given in accordance with the ASG Constitution and
203 Code. Per these documents, Senators are permitted a maximum of two (2)
204 unexcused absences per semester. Once a Senator exceeds this maximum,
205 the Chair of the Senate will remove the Senator from the official Senate
206 roster and announce the Senator's removal at the next Senate meeting.
- 207 B. Should a Senator be 15 minutes tardy or depart a meeting 15 minutes early
208 without prior approval of the Chair, one-half (1/2) of an absence shall be
209 issued.
- 210 C. The Chair of the Senate has the personal discretion to grant excused
211 absences. Excused absence requests must be submitted electronically to
212 the Chair of the Senate via email. Only in the event of extreme unforeseen
213 circumstances shall short-notice or retroactive requests be considered.
- 214 D. In the event of an absence, Senators should make every attempt to send a
215 proxy from the general ASG membership and email the Chair of the Senate
216 prior to roll call at the start of the meeting. These circumstances shall
217 result in the issuance of only one-half (1/2) an absence. Senators shall still
218 make every attempt to send a proxy even in the event of excused
219 absences.
- 220 E. Members of the ASG Executive Cabinet, OFA, and the Judiciary are not
221 eligible to serve as Senatorial proxies.
- 222 F. Should a Senator be unable to complete 5 hours of ASG Service per
223 semester as outlined in Section 10, it will constitute 3 absences and will
224 result in removal from the Senate Body.
- 225 G. In the event of a vacated seat in Senate, the filling of the seat is subject to
226 the discretion of the Chair of the Senate as outlined in ASG Code Title VI,
227 Section 5, Item D.
- 228 H. In the event of a Senatorial Page being present in the active Senate
229 chambers, they may serve as a proxy in the event of an absent Senator.
230 This shall not, however, prevent the half absence for the absent Senator.
231

232 **§5 Decorum**

- 233 A. Senators are required to dress in business casual attire for Senate
234 Meetings, special events, and meetings where special guests may be in
235 attendance, unless otherwise specified in the meeting agenda.
236 B. Senators are expected to maintain common courtesy for all in attendance
237 at Senate meetings, including Executives, guests, general ASG members,
238 and other Senators.
239 C. Failure to offer such respect may result in removal from the chambers by
240 the Sergeant at Arms at the discretion of the Chair of the Senate with the
241 consent of the Senate body.
242 D. The use of personal electronic equipment (including cell phones, laptops,
243 etc.) is limited to use for purposes related to ASG business only and is to
244 be enforced by the Sergeant at Arms.
245 E. Any lengthy conversation should be postponed until after the meeting has
246 adjourned to respect those speaking on the Senate floor.
247

248 **§6 Freedom of Chambers**

- 249 A. Senators shall have freedom of chambers during all Senate meetings
250 unless one of the following occurs:
251 a. A member of the assembly moves for revocation, and it is seconded
252 and passed by a majority vote; or
253 b. The Chair of the Senate chooses to revoke for a finite period of
254 time.
255

256 **§7 Committees**

- 257 A. Committees are expected to meet at least once a month and/or when
258 called upon by the body in order to review legislation referred by the Chair
259 of the Senate, as well as to research related student concerns.
260 B. The Appropriations Committee shall consist of nine (9) members elected
261 by the Senate Body and shall only meet when called upon by the body in
262 order to deliberate all financial matters within the authority of ASG
263 Senate, and to make recommendations to the Senate concerning the
264 same.
265 a. The official Chairman of the Appropriations Committee shall be the
266 ASG Treasurer as outlined in the ASG Constitution and Code.
267 b. The Senate body will elect from their ranks a Committee Chair who
268 will be tasked with coordinating committee meetings and serve as a
269 liaison between the ASG Treasurer and the committee membership.
270 C. Subcommittees shall be created by the passage of a Senate Resolution
271 detailing the necessity, purpose, and membership of said Subcommittee.
272 Subcommittees must maintain a membership of at least five (5) Senators
273 and will expire after the next Senate body is sworn in.
274 D. Committees are requested to present committee reports to the Senate
275 body before the second (2nd) reading of legislation.
276 E. Senate Committee Chairs shall serve as members of the Senate Leadership
277 Council and shall fill out progress once a month to report the business and
278 happenings of each committee and request any additional guidance
279 necessary to lead the committee.

- 280 F. Senate Committee Chairs shall be responsible for setting the location,
281 time, and date of their respective committee meetings in order to review
282 legislation and meet the generation requirements as well as coordinating
283 and running meetings of their respective committees.
- 284 G. Senate Committee Chairs are expected to meet once a semester with their
285 administrative counterpart (Vice Chancellor of Academic Affairs, Dean of
286 Students, etc.) as well as their ASG Cabinet counterpart bimonthly
287 (Director of Academic Affairs, Director of Campus Life, etc.).
- 288 H. Committees must meet quorum requirements (one half (1/2) of members)
289 at committee meetings in order to make recommendations on legislation.
- 290 I. Committees are granted the power to subpoena individuals with relevant
291 insight into the piece of legislation or student concern being considered via
292 the form provided to Senators on the ASG website in order to request said
293 individual's presence or the receipt of specific information at the
294 committee meeting where the item is to be considered.
- 295 a. Subpoenas must be issued via university email a minimum of
296 seventy-two (72) hours prior to the committee meeting to the
297 individual whose presence or information is requested. The
298 reasoning for the request must be included in the body of the
299 subpoena.
- 300 b. Individuals shall do their best to attend the committee meeting
301 and/or provide requested information, but there is no actual
302 requirement that they conform to the subpoena request. Subpoena
303 are merely a formal method for requesting an individual's presence
304 or specific information at committee meetings and carry no actual
305 authority to enforce such attendance or supply of information.
- 306 c. Examples of individuals who may be subpoenaed include, but are
307 not limited to, the author of the piece of legislation, ASG Executives
308 or Cabinet members, relevant administrators, faculty, staff, and
309 members of RSOs.
- 310 J. The committee chair must present a majority, and if necessary, minority
311 report via the committee report template as provided detailing the
312 rationale for the recommendation to be presented at second (2nd) reading
313 of the legislation.
- 314 K. The Chair of Senate has discretion to grant excused absences from
315 committee meetings based upon recommendations generated by the
316 Committee Chair.
- 317 a. Unexcused absences from committee meetings will count as one
318 half absence towards the two-absence allowance from committee
319 meetings.
- 320 b. Committee Chairs shall report all unexcused absences to the
321 Legislative Clerk for recording.
- 322 L. The Senate Operational Research Committee, as created by ASG S.B. 6 in
323 2022 and described in ASG Code Section 15, will explore the concerns and
324 needs of the campus body that can be addressed by legislation. For the
325 2022-2023 term, the Operational Research Committee Chair will be the
326 Chair of the Senate or the Chair of Senate's designee. After the 2022-2023

327 term, the Senate Leadership Council will propose a detailed long-term
328 plan for the Operational Research Committee and present the plan before
329 Senate in the format of a bill to amend the ASG Code.

330

331 **§8 Senate Leadership Council**

- 332 A. The Senate Leadership Council shall consist of (1) the Chair of the Senate,
333 (2) the Pro Tempore, (3) the Parliamentarian, (4) the Legislative Clerk, (5)
334 the Sergeant at Arms, (6) Committee Chairs (including the Ranking
335 Senator from Appropriations Committee).
- 336 B. The presiding officer shall be the Chair of the Senate.
- 337 C. The Pro Tempore shall preside over Senate meetings should the Chair of
338 Senate be absent or need to temporarily step down. They shall also serve
339 as a general resource to Senators on issues of drafting legislation, as well
340 as any other duties assigned by the Chair of the Senate.
- 341 D. The Parliamentarian shall be responsible for serving as a resource to the
342 ASG Senate for parliamentary procedure, the ASG Constitution and Code,
343 assisting with the writing of legislation, enforcing the time restraints set by
344 these standing rules and at the will of the body, and other duties assigned
345 by the Chair of the Senate.
- 346 E. The Sergeant at Arms shall be responsible for maintaining decorum during
347 Senate meetings, leading the Pledge of Allegiance, and other duties
348 assigned by the Chair of the Senate.
- 349 F. Members of the Senate Leadership Council will meet once per month or at
350 the discretion of the Chair of the Senate to report the progress of assigned
351 duties and seek any additional guidance necessary.
- 352 G. Senate Leadership Council is expected to arrive fifteen (15) minutes early
353 to Senate meetings to assist in setting up the meetings space, as well as
354 stay ten (10) minutes after to clear the meetings space, discuss logistics,
355 and give feedback to the Chair of the Senate.

356

357 **§9 Official ASG Senate Documents**

- 358 A. All ASG Senators will be provided with electronic copies of the ASG Code
359 and Constitutions, all agendas, items of legislation, forms, rosters of
360 contact information for all ASG members, and committee information.

361

362 **§10 Requirements of Senate Seat Retention**

- 363 A. Fulfillment of semester attendance requirements as set forth in *Section 4:*
364 *Absences*
- 365 B. Attendance of at least five (5) ASG programs and events each semester.
366 Such events may include but are not limited to the events listed in *Section*
367 *1: Senator Expectations, subsection j.*
- 368 C. Fulfillment of at least three (3) volunteer hours per semester.
- 369 D. Authorship of at least one piece of legislation per term.

370

371 **§11 Senate Emergency Standing Rules**

- 372 A. This section will only come into effect under the circumstances below:
373 a. State or nationally-declared emergency;

- 374 b. A crisis that changes normal University operations;
 375 c. Voted on by the ASG Advisor and the Senate Leadership Council,
 376 consisting of the following:
 377 i. Chair of the Senate;
 378 ii. Pro Tempore;
 379 iii. Parliamentarian;
 380 iv. Legislative Clerk;
 381 v. Sergeant at Arms
 382 vi. Committee Chairs
 383 B. Protocol changes
 384 a. If Section 11 comes into effect, the following are subject to change:
 385 b. Meeting location and time
 386 c. Senate hour requirements
 387 d. Attendance policy
 388 e. Proxy policy
 389 f. Dress code
 390 g. Voting methods
 391 h. Public comment
 392 i. Guest speaker policy
 393 j. Committee meetings
 394 C. These adjustments will be made by the Senate Leadership Council and
 395 presented to the Senate, possibly in a special session, for voting, passing
 396 with a simple majority.
 397 a. This will be motioned to move to a second reading in order to
 398 quickly enact the necessary changes.
 399 b. In the event that the Senate Leadership Council has not yet been
 400 formed, this process can be started with the expressed consent of
 401 the Chair of the Senate, the ASG Advisor, and the ASG Executive
 402 Council.
 403 i. In this case, the issues will be addressed by the ASG Advisor,
 404 the Chair of the Senate, and the ASG President and will be

405
 406 *Official Use Only*
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408 Vote Count: Aye – 45 Nay – 0 Abstentions – 0

409
 410 Legislation Status: **Passed** Failed Other

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 413 _____ 9/27/22
 414 Gabrielle Gies, ASG Chair of the Senate Date

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 417 _____ 9/29/22
 418 Lauren Loften, ASG President Date