



SB 2012-13: 07
**Associated Students Incorporated
Senate Rules**

Authored By

Devon Graves
Attorney General
ASI, Student Government
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Rules of the ASI Senate

RULE I -THE CHAIR

Section I. Approval of the Minutes

- (a) The Chair shall ask the Senate to review the minutes of previous meeting. If there are no corrections, the Chair shall ask the Senate for a motion to approve the minutes as written. If there are any corrections to the minutes, it shall be made without objection, but if there is a dispute there can be debate and a vote on the proposed correction. Only after the minutes of a meeting are approved do they become the official record of ASI meeting.

Section II. Preservation of Order

- (a) The Chair shall preserve order and decorum and, in case of disturbance or disorderly conduct in the galleries or in the lobby, may cause the same to be cleared.

Section III. Signature of Documents

- (a) The President shall sign all bills and resolutions passed by the ASI Senate. The President may sign approved bills and resolutions whether or not the ASI Senate is in session.

Section IV. Questions of Order

- (a) The Chair shall decide all questions of order, subject to appeal by a Member, or a liaison. On such an appeal a Member, liaison, or Advisor may not speak more than once without permission of the Senate.

Section V. Form of a Question

- (a) Members have a right to know what the immediately pending question is and to have it restated by the Chair before a vote is taken.

Section VI. Declaration of Recess

- (a) To suspend the business of the Senate for a short time when no question is pending before the Senate, the Chair may at his/her own discretion or at the request of the Senate declare a recess.

RULE II –VOTING

Section I. Members

- (a) Every Member shall be present during official ASI Senate meetings, unless excused by the Chair or unforeseen emergencies. Every voting Member shall vote on each question moved, unless he/she has a direct personal or pecuniary interest in the event of such question.
- (b) A Member may not authorize any other person to cast his/her vote or record his/her presence in the ASI Senate or any ASI Standing Committee.

Section II. Liaisons and Advisors

- (a) Each Liaison and the Advisor shall possess in ASI Senate meetings, and such standing committees the same powers and privileges as the other members of the ASI Senate, except for voting.

RULE III -ATTENDANCE

Section I Senate Role

- (a) Elected officials serve as officers of the Corporation, and as such, the members of the Senate are charged with the specific trust of the legislative authority of the ASI Senate. Members of the Senate are authorized to determine general policies of the ASI. Failure to attend Senate meetings without showing due cause will be considered a violation of that trust. Grounds for removal from office are at the discretion of the ASI Senate in consultation with the ASI Vice President, ASI Attorney General, , and ASI By-laws.

Section II Notification

- (a) Senate members shall notify the Vice President within five (5) business days before missing any regular scheduled meetings. Absences for due cause will be determined by the Chair on a case by case situation.

Section III Removal Grounds

- (a) Any member of the Senate can be removed for violation(s) of the above stated trust.
- (b) Violations will be defined as infractions of the following rules:
 - 1. A member misses two (un-excused) consecutive meetings, or;
 - 2. A member misses any two (un-excused) meetings in one quarter.

Section IV Approved Absences

- (a) Approved absences for due cause will be limited to the following:

1. Participation in a University recognized program in which attendance is required;
2. Illness of the member and or illness or death of a member of the immediate family who requires the member's assistance for care;
3. Reasonable unforeseen demand at the member's place of employment;
4. Responsibilities directly connected with the member's constituents;
5. Legal summons;
6. Religious holidays, rites, or ceremonies of the member's religious faith;
7. Conflict with scheduled exams, midterms, or finals;
8. ASI Chair's discretion.

RULE IV- RECORDS OF THE ASI SENATE

Section I. Archiving

- (a) As the Senate Agenda is being finalized for each Senate Session, electronic files shall be submitted to the Administrative Assistant.
- (b) At the end of each Senate Session, excluding Executive Session, the Chair shall transfer to the Administrative Assistant any electronic files of such session.
- (c) At the end of each Senate Session excluding Executive Session, each Member of the ASI Senate shall transfer to the Administrative Assistant any electronic files made or acquired in the course of the duties of such Member.
- (d) The Administrative Assistant in consultation with the ASI Attorney General shall preserve all electronic files. Electronic files so delivered are the permanent property of the ASI Senate and remain subject to this rule and any order of the ASI Senate.
- (e) All files requiring signatures must be submitted in hard copy from to the Administrative Assistant and preserved in consultation with the ASI Attorney General.

Section II. Public Availability

- (a) A record shall immediately be made available if it was previously authorized and made available for public use by the ASI Senate or a committee or a subcommittee.
- (b) A record that contains personal data relating to a specific living person (the disclosure of which would be an unwarranted invasion of personal privacy), an administrative record relating to personnel, or a record relating to a hearing that was closed under California Open Meeting Law shall not be made available.
- (c) A record may not be made available for public use if the ASI Attorney General or Legal Counsel determines that such availability would be detrimental to the public interest or inconsistent with the rights and privileges of the ASI Senate. The ASI Attorney General shall notify in writing the ASI Senate of any such determination.

RULE V- CALIFORNIA OPEN MEETING LAW

Section I. Regular Meetings

- (a) Each meeting for the transaction of business, including the markup of legislation, by the ASI Senate, standing committee or subcommittee thereof shall be open to the public, including to media coverage, except when the ASI Senate, the standing committee or subcommittee, in open session and with a majority present, determines by record vote that all or part of the remainder of that meeting on that day shall be closed to the public.
- (b) Each hearing conducted by the ASI Senate, standing committee or subcommittee shall be open to the public, including to media coverage, except when the ASI Senate, standing committee or subcommittee, in open session and with a majority present, determines by record vote that all or part of the remainder of that hearing on that day shall be closed to the public.
- (c) Meetings shall be conducted according to the parliamentary procedure which is prescribed in Robert Rules of Order Newly Revised, subject to the limitations of these By-Laws and ASI By-Laws.
- (d) At least 72 hours before a regular meeting, the ASI Senate, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to the members of the Associated Students, Inc., as well as in the building in which the meeting will be taking place. (State Educational Code Section 89305.5.b1)
- (e) The ASI Attorney General has the authority to ensure that open meeting laws are being followed.
- (f) The ASI Senate shall take no action by secret ballot. (State Educational Code Section 89305.3.e)
- (g) No action or discussion shall be undertaken on any item not appearing on the posted agenda. (State Educational Code Section 89305.5.b2)

Section II. Special Meetings

- (a) A special meeting may be called at any time by the Chair of the ASI Senate, or by a majority of the membership of the ASI Senate, by providing written notice to every member of the ASI Senate, and to each party that has requested notice of special meetings at least 24 hours prior to the meeting. (State Educational Code Section 89306.5.a)
- (b) The call and notice for the meeting shall be posted at least 24 hours prior to the special meeting, in a location that is freely accessible to the members of the Associated Students, Inc. (State Educational Code Section 89306.5.b)
- (c) Only the business for which the special meeting was called may be transacted at the meeting.

Section III. Closed Session and Emergency Meetings

- (a) An emergency meeting or closed session of the ASI Senate may be held under circumstances specified in the California Open Meeting Law. The ASI Senate will consult with the ASI Attorney General to ensure proper compliance of the California Educational Code in regards to closed session of the ASI Senate or emergency meetings.
- (b) Persons, other than ASI Advisors, voting members and those invited by the ASI Chair, may not be present at a meeting that is held in Executive Session.

RULE VI- ORDER AND PRIORITY OF BUSINESS

- (a) The daily order of business shall be as follows with the discretion of the Chair:
 - 1. First, Preliminaries and approval of the Minutes;
 - 2. Second, The Pledge of Allegiance to the Flag;
 - 3. Fourth, Orders of the day.

RULE VI- QUESTIONS OF PRIVILEGE

Section I. Question of Privilege

- (a) Questions of privilege shall be, first, those affecting the rights of the Senate collectively, its safety, dignity, and the integrity of its proceedings.
- (b) A resolution offered from the floor by a Member, Liaison or Advisor as a question of the privileges of the Senate shall have precedence over all other questions except motions to adjourn only at a time or place.

Section II. Question of Personal Privilege

- (a) A question personal privilege shall be those affecting the rights, reputation, and conduct of Members, Liaison or the Advisors, individually, in their representative capacity only. If a Member, Liaison, or Advisor is being verbally attacked, abused, or insulted, or the member's motives or integrity are being questioned, the member may rise to a point of personal privileged.
- (b) A question of personal privilege shall have precedence of all other questions except motions to adjourn.

RULE VIII- ORGANIZATION OF COMMITTEES

Section I. Committees and Their Legislative Jurisdictions

- (a) There shall be in the ASI Senate the following standing committees, each of which shall have the jurisdiction and related functions assigned by provisions in the ASI By-laws. All bills, resolutions, and other matters relating to subjects within the jurisdiction of the

standing committees listed in these provisions in the ASI By-laws shall be referred to those committees, as follows:

1. Finance Committee
2. Rules and Policies Committee
3. Facilities and Operations Committee
4. Ad-Hoc Committee(s)

Section II. General Oversight Responsibilities of ASI Committees

- (a) The various standing committees shall have general oversight responsibilities as provided in the ASI By-Laws:
 1. In order to assist the ASI Senate in its analysis, appraisal, and evaluation of: (1) the application, administration, execution, and effectiveness of ASI By-laws; and (2) conditions and circumstances that may indicate the necessity or desirability of enacting new or additional legislation; and its formulation, consideration, and enactment of changes in ASI laws, and of such additional legislation as may be necessary or appropriate.
 2. Each standing committee shall review and study on a continuing basis whether laws and programs addressing subjects within the jurisdiction of a committee is being implemented and carried out in accordance with the intent of the ASI Senate.

Section III. Election and Membership of ASI Committees

- (a) The standing committees specified above shall be elected by the ASI Senate within the third senate meeting, unless otherwise specified by the ASI By-Laws, after the commencement of each ASI Senate Session, from nominations submitted by the Members.

RULE IX- PROCEDURES OF STANDING COMMITTEES

Section I. In General

- (a) The Rules of the ASI Senate are the rules of its committees and subcommittees so far as applicable.
- (b) Each committee is a part of the ASI Senate and is subject to the authority and direction of the ASI Senate and to its rules, so far as applicable.
- (c) Each subcommittee is a part of its committee and is subject to the authority and direction of that committee and to its rules, so far as applicable.
- (d) Each committee shall regularly report to the ASI Senate on the activities of that committee.

Section II. Adoption of Written Rules

- (a) Each standing committee shall adopt written rules governing its procedure within the ASI By-Laws.

Section III. Regular Meeting Days

- (a) Each standing committee once formed shall meet at least once a month to conduct appropriate business.

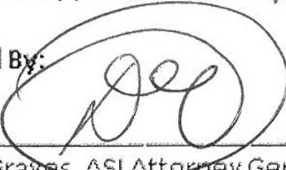
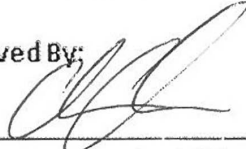
Section IV. Committee Records/Minutes

- (a) Each committee shall keep a complete record of all committee action which shall include:
 1. In the case of a meeting or hearing transcript, a substantially verbatim account of remarks actually made during the proceedings, subject only to technical, grammatical, and typographical corrections authorized by the person making the remarks involved; and
 2. A record of the votes on any question on which a record vote is demanded.

RULE X- CODE OF CONDUCT

There is hereby established by and for the Senate the following code of conduct

1. A Member, Liaison, Advisor, or meeting attendees shall conduct themselves at all times in a manner that shall reflect creditably on the Senate.
2. A Member, Liaison, Advisor, or meeting attendees shall adhere to the spirit and the letter of the Rules of the Senate and to the rules of duly constituted committees thereof.

FOR ASI USE ONLY:	
ASI Senate Approval Date:	6/6/2013
Verified By:	
Devon Graves, ASI Attorney General	6/29/13 Date
Approved By:	
Christopher Osuala, ASI President	7/1/13 Date