

# **ASSOCIATED STUDENTS OF IDAHO STATE UNIVERSITY**

## **SENATE RULE BOOK**

Amended Fall 2025

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## **Article I—Senate-Elect and Onboarding**

### **Section 1—Senate-Elect**

Senate-Elect is an ASISU fee-paying member who was elected by members of their college, but has not yet been sworn into office. 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 one (1) regularly scheduled Senate meetings.
- B. At least one (1) regularly scheduled Caucus meetings.
- C. The End-of-the-Year Banquet. The Senate-Elect cannot use the banquet as an official meeting toward the attendance policy.
- D. ASISU Retreat.

A twenty-four (24) hour notice must be given to the Vice President of ASISU if any meetings will be missed. Any violation of attendance will be investigated by the Secretary and appropriate

action will be decided by the Senate through a majority vote before the last meeting of the spring semester .

### **Section 2—ASISU Retreat**

ASISU Senators shall attend the ASISU Retreat held prior to the fall semester in which the ASISU Senator's term begins.

### **Section 3—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.

### **Section 4—Office Hours**

All Senators are required to serve a minimum of one (1) office hour per week during regular ASISU business hours, which are Monday through Friday from 8:00 am to 5:00 pm. If a Senator cannot complete their office hour during regular business hours due to program or class schedules then they may receive permission from the Vice President or Secretary to complete the office hour outside regular business hours. The Senate Pro-Tempore must serve a minimum of two office hours per week.

- A. The type of work and location of office hours can be flexible, but must pertain to ASISU. After the completion of office hours, the member must report what they accomplished.
- B. Time spent in committee will not count as office hours.
- C. Missing three hours in one semester shall count as one absence.

### **Section 5—Caucus**

The Senate shall meet for caucus weekly on Wednesday from 6:30-7:00 pm mountain time in the Shirley Sargent Family Boardroom. The Senate Pro-Tempore shall preside over Caucus meetings. Caucus meetings are not required to follow Robert's Rules of Order, Newly Revised. 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 during Caucus. No formal action or voting will take place during Caucus and minutes will not be taken.

### **Section 6—University Committees**

The purpose of Senators sitting on university committees is to allow a student perspective on the issue or project at hand. The ASISU President and Vice President will equitably delegate university-level committee requests. Senators are required to attend or send a representative to assigned committee meetings. Senators are required to report on their assigned university committee at least once per semester during Caucus at the discretion of the Senate Pro-Tempore.

### **Section 7—Club Assignments**

Club assignments are designed to support all active clubs with financial club deadlines, club funding requests, or a club event or activity. The Senate Pro-Tempore will assign each Senator an approximately equitable share of active clubs. 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 one time during the first 30 days of each semester and one time at least one week prior to the date incentive points are due. Senators are encouraged to attend their assigned club meetings.

### **Section 8—Club Funding Workshop**

ASISU Senators shall attend one club funding workshop sponsored by the Student Leadership and Engagement Center by the end of the fall semester.

### **Section 9—End-of-the-Year Banquet**

Senators shall attend the End-of-the-Year Banquet and provide training and guidance to the incoming ASISU Senator.

### **Section 10—Senator Apportionment**

The School of Graduate Studies, the College of Business, the College of Education, the College of Health Professions, the College of Arts and Letters, and the College of Science and Engineering shall be allocated two Senators. The College of Pharmacy and the College of Technology shall each receive one Senator.

The reapportionment will be presented to the Senate in the form of a resolution for a majority vote of approval.

## **Article II—Senate Meetings**

### **Section 1—Meeting Decorum**

An agenda for the weekly Senate Meetings will be emailed by 5:00 pm the Friday before the meeting. The deadline for submissions to the agenda shall be noon the Friday before the meeting. The Senate shall meet at 7 pm mountain time every Wednesday in the Shirley Sargent Family Boardroom. All regularly scheduled Senate meetings shall adjourn no later than 10 pm. Roll call will be taken prior to the adjournment of each meeting. The End-of-the-Year Banquet will be considered an official and last meeting of the year. The Vice President shall be responsible for the decorum of the Senate and see that it operates under Robert's Rules of Order, Newly Revised. Speaker limits shall be five (5) minutes maximum. There will be a maximum discussion time of fifteen (15) minutes on any item on the agenda, unless a motion to extend the time is passed. The Vice President shall enforce speaker and discussion time limits while the Senate is in committee. The members of the Senate shall be present at all meetings in appropriate attire. There shall be no excessive eating. Technology 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 2—Agenda**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

APPROVAL OF THE AGENDA

GALLERY QUESTION AND ANSWER

ANNOUNCEMENTS AND CORRESPONDENCE

PRESIDENTS REPORT

Veto Message and Presidential Action

CHAIR/COMMITTEE REPORTS

OLD BUSINESS

Motion and Bills - First Reading

NEW BUSINESS

Introduction of Bills - Introduction

GALLERY QUESTION AND ANSWER

OTHER

## ISU FIGHT SONG

## ADJOURNMENT

### **Section 3—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 4—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 member who states the motion and the motion's second before a vote is taken. All resolutions, amendments, and final motions shall be entered into the minutes even if it's withdrawn, rejected or adopted.

### **Section 5—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 6—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 to and, if objected, the call fails immediately. If there are no objections, the Senate will vote on the current motion.

### **Section 7—Voting**

Any member may change their vote before the result of the vote is announced by the Chair. Any member may take one minute to explain the reason(s) of their vote during a roll call vote. This time will not be used for further debate. All votes concerning monetary usage, funding, bills, and resolutions shall be recorded by the ASISU Secretary with the Senators' names and their vote status in the official minutes of the Senate meeting.

### **Section 8—Tie-Breaking Vote**

The Vice President shall not debate or give opinion unless the Vice President 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 Vice President 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 Vice President's absence, the Senate Pro-Tempore will act as Vice President and shall serve until the Vice President is able or present.

### **Section 9—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 10—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.

## **Article III—Senate Committees**

### **Section 1—Committee Selection**

At least three (3) Senators, representing a minimum of two (2) colleges, shall be selected by the President and Vice President before the first (1st) Senate meeting to serve on the Rules and Appointments Committee and the Student Involvement Committee. At least seven (7) Senators, representing a minimum of three (3) colleges, shall be selected by the President and Vice President before the first (1st) Senate meeting to serve on the Finance Committee. The President and Vice President shall also select before the first (1st) Senate meeting one (1) member of the committee to serve as chair of the committee or two (2) members to serve as co-chairs of the committee. The committee chair (or co-chairs) shall have the responsibility of setting the meeting agenda, location, and committee meeting time at their discretion. The committee chair will give a verbal report of committee attendance and upcoming committee events or projects during "Chair Reports". However, if the committee is not meeting and not fulfilling their obligations, the Vice President may reprimand the committee chair.

### **Section 2—Senate Rules and Appointments Committee**

The role of the Rules and Appointments Committee is to monitor the Senate's proposals and actions and all Presidential appointments. The Rules and Appointments Committee is responsible for:

- A. Ensuring all introduced bills and resolutions meet all guidelines set forth in the Constitution, Bylaws, Election Code, and Rulebooks.
- B. Interviewing and researching all Presidential appointment nominations.

- C. Providing committee voting results and a recommendation to the entire Senate to confirm or reject a Presidential nomination.
- D. Updating and enforcing all governing documents during the fall Legislative Convention, where committee members ensure the Senate is abiding by all governing materials.

### **Section 3—Student Involvement Committee**

The role of the Student Involvement Committee is to oversee and be actively involved in student life. Some areas of oversight for the Student Involvement Committee include student-led tailgates and Lunch with ASISU. The Student Involvement commitment is responsible for:

- A. Working with the Director of Public Relations at least twice a month.
- B. Interacting with and representing outreach campuses.
- C. Representing ASISU at all ASISU-sponsored events along with other events.
- D. Promoting and advocating for diversity and inclusion at ISU, which may include planning events, educational sessions, or projects that will aid diversity.

### **Section 4—Finance Committee**

The Finance Committee will be responsible for reviewing all financial matters of ASISU in congruence with the Senate Bylaws. The Finance Committee is responsible for:

- A. Working with the Director of Finance to achieve committee objectives.
- B. Monitoring and researching funding requests.
- C. Overseeing the cash flow of funds from each ASISU budget.
- D. Contacting assigned Line Items and reporting Line Item issues to the committee.
- E. Participating in Spring Budget Hearings.
- F. Preparing an ASISU budget for the next academic year.

### **Section 5—Senate Pro-Tempore Chair Committee**

The role of the Senate Pro-Tempore's Chair Committee is to track committee progress, resolve Senate issues, and execute Senate goals. 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 once a month. The Senate Pro-Tempore shall set the meeting date, time, and location of committee meeting and notify all members of the committee forty-eight (48) hours prior to the meeting.

### **Section 6—Standing and Ad Hoc Committees**



A standing committee shall be defined as those Senate committees which exist from year to year. An ad hoc committee shall be defined as committees that are temporarily formed and tasked with a specific charge. The Senate may wish to establish other standing and/or temporary committees for special purposes with the approval of the President and Vice President. The Committee Chair and Vice President will decide when the committee has completed its charge and can adjourn.

## **Article IV—Senate Pro-Tempore**

### **Section 1—Senate Pro-Tempore Election**

The Senate Pro-Tempore shall be elected during the first official Senate meeting following the ASISU Retreat. Voting shall be done by secret ballot. The Senate Pro-Tempore of the Senate shall be appointed by a majority of all votes cast. If no ticket receives a majority, a runoff election shall be held between the top two tickets.

### **Section 2—Senate Pro-Tempore Vote of Confidence**

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. A vote of confidence will be conducted by secret ballot for the current Senate Pro-Tempore. Simple majority will be decisive. If a vote of no confidence prevails, the nomination process will be repeated with a new candidate.

## **ARTICLE V—SENATE PARLIAMENTARIAN**

The Vice President may appoint, with the confirmation of the Senate, an official ASISU Senate Parliamentarian.

## **Article VI—Legislation**

### **Section 1—Defining and Purpose**

**Clause 1**—Resolutions hold the purpose of expressing the opinions and decisions of ASISU to organizations, groups, students, and/or administration as a formal statement. A bill will be a document to make a new initiative, amend the ByLaws, or add to them as a proposed piece of legislation. An initiative from a bill may be a new program, event, or organization funded and/or created by ASISU.

**Clause 2**—A resolution is not a binding document that the Senate must abide by in following administrations, but an expression of the will of the current one, unless it is a decision. A resolution must state if it is an opinion or decision of ASISU. If a resolution is passed, the current administration will abide by it and follow through with the related actions of the resolution, if applicable.

**Clause 3**—All bills and resolutions must have a Senator sponsor. Senators and Executive Cabinet members may cosponsor a bill and/or resolution.

**Clause 4**—All submitted legislation must be submitted to the ASISU Secretary by noon the Friday before the Senate meeting. All bills must be in Idaho Legislative Format. Bills and resolutions being brought before the Senate must be sent to the Senators by 5:00 pm the Friday before their initial presentation. The ASISU Secretary will be responsible for sending all bills and resolutions to the Senators, along with any supporting material sent by the sponsor.

**Clause 5**—Voting will follow a standard senate vote; by majority

**Clause 6**—Every piece of ASISU legislation must clearly state within its body the individual or entity (e.g., Finance Committee, Student Activities Board, ASISU

President)

responsible for implementing the contents of the legislation if applicable. If a piece of legislation does not designate who will implement it at the time of presentation to the senate, implementation responsibility must be assigned during the Senate meeting or within a week of passage by the Vice President. This designation must be applied to the document before receiving an ID sequence and being filed into the central repository.

**Clause 7**—Every piece of ASISU legislation that requires funding in order to be implemented must clearly dictate the source and application of said funding within the body of the legislation, in addition to a general, expected timeline of the bill's implementation and use of funding.

## **Section 2—Introducing Legislation**

**Clause 1**—All resolutions or bills being introduced will have on it the title, purpose, and the names of the Senators and any cosponsoring executive officers introducing it. These items should be the only items read on the first presentation to the Senate.

**Clause 2**—The number, author, and title of all legislation shall be entered in the minutes.

**Clause 3**—Upon introduction to the Senate, the proposed legislation will be put on the ASISU social media for the sake of the student body being informed.

**Clause 4**—One week after the bill is introduced, the Senate has the opportunity to move to committee to ask questions, debate, and/or amend. Then, the Senate can either table the bill or send it to the Rules and Appointments Committee.

**Clause 5**—The Rules and Appointments Committee looks over the bill or resolution to ensure the proposed legislation is in congruence with the governing documents. Next, the Senate Rules and Appointments Committee may release the bill or resolution to the Senate for a vote, indicating there were no issues with the proposal. After the bill has been released from the Rules and Appointments Committee, during the same day, the Senate can vote or table the bill or resolution.

### **Section 3—Amendments**

**Clause 1**—Amendments are alterations to any governing document. They must be germane. No motion on a subject different from the one under consideration shall be admitted under the amendment.

**Clause 2**—All bills introduced, that 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.

**Clause 3**—A friendly amendment is any suggested change in wording for phrasing a bill, motion, or resolution. The friendly amendment must be accepted by both the sponsor and co-sponsor(s) of the bill.

### **Section 4—Editing**

**Clause 1**—If the piece of legislation is found to not be in compliance with current Governing Documents, with exception to changing the Governing

Document that it is in conflict with, the sponsors of the bill will be called to attend the next Rules and Appointments meeting to either defend or approve of the edit presented by the committee.

**Clause 2**—Edits such as punctuation, spelling, or layout (changing from section to clause, etc) of the legislation will not require the calling of the sponsors for approval of the changes.

### **Section 5—Voting for Rules and Appointments Committee**

**Clause 1**—The legislation will not leave the Rules and Appointments Committee unless it is passed or the legislation is rescinded.

**Clause 2**—In order for a piece of legislation to leave the Rules of Appointments Committee for the Senate’s approval, it must have a two-thirds majority, or three-fifths majority if there are only five members in the committee. If a member of the committee votes no and the legislation passes, they must write a dissenting opinion that will be attached to the legislation for the Senate to review for consideration for their own voting. If the bill is passed, the dissenting opinion won’t be published along with the bill.

**Clause 3**—A dissenting opinion will elaborate on why they voted no. If they believe there is still conflict within legislation, they must cite the Governing Document and the specific section that is in conflict, as well as the part of the proposed legislation that is in contrast.

**Clause 4**—The committee may force a rescission of legislation by a unanimous vote, sending the legislation back to the sponsors. The committee must provide a written opinion attached to the rescinded document explaining the reason for denial, citing the Governing Documents that are in conflict. The sponsors may repropose the bill to the Senate to be reevaluated by the committee.

**Clause 5**—The Rules and Appointment Chairman must report to the Senate and the Senate may decide to deny the rescission with a motion of majority vote. If the motion succeeds, the legislation will bypass the committee and be voted on by Senate.

### **Section 6—Titles**

**Clause 1**—All bills and resolutions passed by ASISU senate must be assigned an ID sequence for organized placement within the ASISU central repository. This ID sequence will follow the outline of “S\_(B or R) - (academic year) - (Chronological Sequence)”.

This must be listed promptly following the approval of the bill or resolution, and before the document is filed by the Secretary into the central repository.

**Clause 2**—All ASISU legislation must be submitted to a central repository, accessible to all senators, officers, directors, and associated figures to ASISU. In addition to this, information of all passed, vetoed, or drafted legislation, will be kept in a concurrent metadata repository (the most current compiled data system of shared ASISU information (Excel, Trello, etc.) at the time of passing), consisting of the bill/resolution number, title, a brief summary, authors, date introduced, status (introduced, in committee, passed, failed, vetoed, etc.), Date passed (if applicable), Implementation officer, and implementation deadline (if applicable).

### **Section 7—Implementation**

**Clause 1**—A passed resolution must be presented to the expressed party or parties that the resolution is intended for by the Rules and Appointments Chairman(see ASISU Officer Duties and Responsibilities Rule Book: Rules and Appointments Chairman: H)

**Clause 2**—An implementation officer will be determined by the Vice President within a week of passing, if they do not have someone chosen by the following Senate meeting, the duty will fall to the Rules and Appointment Chairman. If the Chairman does not have an officer by the following week, an ASISU officer will be chosen by vote by the Senate. In order to be chosen, the officer must be present during the vote. This process is only applicable if there is no designation within the legislation of a designated implementation officer and/or entity.

**Clause 3**—An implementation officer must be an ASISU officer who is in good standing, having no deductions based on attendance within the last month. This is to ensure the implementation officer can effectively implement the content of the legislation without forsaking other responsibilities.

### **Section 8—Updates**

**Clause 1**—After a month following a bill's passage, excluding updating or amending of the ByLaws, a report must be presented to the Senate on its progress towards implementation by the implementation officer.

**Clause 2**—The implementation officer must follow through with the expected

deadline of implementation, unless there are extenuating circumstances, then the Senate may allow an extension, or absence, which the implementation officer must communicate to the Secretary, and may be tabled for another week.

## **Section 9—Exception Powers**

**Clause 1**—The ByLaws and passed bills are binding statements that must be followed by the Senate, however, there will be unforeseeable circumstances that officers will not be able to foresee when writing legislation that would unfairly and negatively affect organizations that it was intended to help, therefore, the Senate will be granted Exception powers.

**Clause 2**—Exception powers will be defined as the power for the Senate to determine unusual circumstances that requires leniency that the ByLaws naturally would not allow. The goal of these powers is to serve ASISU organizations more fairly and equally. In order to enact Exception powers, the Senate must make a majority vote with no more than two objecting senators to enact said powers. Exception powers is an extension of the ByLaws that encompasses anything the ByLaws could not predict and not a suspension of them. When enacting Exception powers, the decision to enact it or not for specific circumstances will have the influence of stare decisis. If the motion to enact Exception powers fails by sufficient opposition, then the case will not be considered an exception and will remain under the ByLaws and its procedure and consequences. Exception powers are to only be used at the Senate meeting when the issue is presented unless tabled to a later date, then it can still be used.

**Clause 3**—The party affected by the Senate ruling may send a formal Reconsideration Motion within 60 days of the decision to the ASISU Secretary to be reviewed by the Senate to reconsider and make a new decision by repealing the old decision with a majority vote. The reconsideration process will be the same as the initial. Reasons for reconsideration will be the same as the Idaho Judicial Court's reason for reconsideration (i.e. improper evidence, error of law, newly discovered evidence, etc.) If the Senate does not approve the motion for reconsideration the party will be informed with a notice of such.

**Clause 4**—Any decision made will be recorded in the metadata repository with the bills and resolution under its own section.

**Clause 5**—When enacted, a ruling must be made to determine restrictions within the exception rulings, such as a time that a club must return to report to the Senate and if the report is not satisfactory, the original rulings of the ByLaws will be applied. This may also appear as removing or decreasing a fee. The restrictions will not be directly specified what must be in order to allow leniency in judgement by the Senate. If the Senate cannot make a majority decision by vote on what the stipulations are within the exception ruling, the Vice President will be the tie breaker.

**Clause 6**—Exception powers cannot be used to alter requirements for ASISU officers, ballot votes, voting for passing legislation, Roberts' Rules, any stated rulings within the ASISU Constitution, or take away rights of individuals (powers, duties, or privileges).

### **Section 10 - Suspending Rules**

**Clause 1**—All emergency legislation will require suspension of the rules by a majority vote of the members present with no more than two objecting Senators. An objection would be voting no. A suspension of rules is defined as bypassing normal procedure for legislation as outlined in previous sections.