

Associated Students of the University of Wyoming

Rules and Procedures



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Article 1. Time of the Meeting

Section 1.01 Regular ASUW Senate Meetings

1. Regular ASUW Senate Meetings shall be determined according to Article VIII, Section 1 of the ASUW Constitution.

Article 2. Order of Business

Section 2.01 Order of Business

1. The following shall be the order of business, unless amended on the floor of the Senate:
 - A. Call to Order
 - B. Land Acknowledgement Statement: “We collectively acknowledge that the University of Wyoming occupies the ancestral and traditional lands of the Cheyenne, Arapaho, Crow, and Shoshone Indigenous peoples along with other Native tribes who call the Great Basin and Rocky Mountain region home. We recognize, support, and advocate alongside Indigenous individuals and communities who live here now, and with those forcibly removed from their Homelands.”
 - C. Pledge of Allegiance (at individual member’s discretion)
 - D. Mission Statement: “The purpose of the Student Government of the Associated Students of the University of Wyoming is to serve our fellow students in the best manner possible through accurate representation, professional interaction with campus programs and organizations, and responsible, effective leadership.”
 - E. Roll Call- all voting and non-voting members of the Senate.
 - F. Approval of the Minutes.
 - G. Approval of the Agenda.
 - H. Open Forum- Any persons who wish to address the Senate.
 - I. Special Event- Determined by Chairperson and if necessary
 - J. RSO Funding Board Requests- Listed by group name.
 - K. Communications- Shall be restricted to what is pertinent to Senate business and shall not contain exorbitant or redundant information and shall exclude the announcement of events unless pertinent to the Senate business.
 1. President
 2. Executive Assistants
 3. Judicial Council
 4. Vice President
 5. Advisor
 6. Ex-Officio Communications
 7. Committee Reports- Steering first, followed by others in alphabetical order, followed by Ad-Hoc Committees.
 8. College Council- Every representative from each college in attendance shall have the opportunity to provide a report. If a college representative is not in

attendance, any reports shall be delivered by the chair of the college council.

- L. Old Business
- M. New Business
- N. Announcements- Any information not pertaining to the above items
- O. Processing
- P. Adjournment

Section 2.02 ASUW Senate Meeting Agendas

1. All ASUW Senate Meeting Agendas shall be posted no less than 24 hours prior to a meeting.

Section 2.03 ASUW Senate Meeting Governance

1. All ASUW Senate Meetings shall be conducted in accordance with the most recent revision of Robert's Rules of Order.
 - A. In the event that Robert's Rules of Order contradict the ASUW Constitution, ASUW By-Laws, and/or ASUW Rules and Procedures, the procedures outline in these governing documents shall take precedence over Robert's Rules of Order.

Section 2.04 ASUW Senate Meeting Attire

1. Attire for ASUW business meetings shall be business casual.
2. Breaches of business dress shall be addressed by the ASUW Steering Committee.

Section 2.05 Open Forum Rules

1. In order to speak during Open Forum, the person wishing to speak must be addressed by the Vice President or Presiding Officer;
 - A. Once called upon, the person must use appropriate language for a professional setting;
 - i. The Vice President or Presiding Officer are responsible for determining if the language used is appropriate.
2. The speaker, recognized by the Vice President or Presiding Officer will be allocated a total of five (5) minutes to speak;
 - A. One of the members of Head Table shall be responsible for timing the speaker and informing the Vice President or Presiding Officer of when the speaker's time has run out;
 - B. The Vice President or Presiding Officer shall non-verbally inform the speaker of when they have one (1) min remaining in their time to speak.
3. A form shall be provided in the Open Forum seating as a way to leave their name and contact information;
 - A. This is entirely optional and not required to be filled out by anyone wishing to speak as it is intended to be used by ASUW Senators and Executives for following up on the matters.

Article 3. Absenteeism

Section 3.01 ASUW Senator Absences

1. Any senator with three (3) absences shall appear before the ASUW Steering Committee to determine whether they are able to continue serving and what remedial actions, if any, should be taken.
2. After three (3) absences, a senator shall appear before the ASUW Steering Committee after each subsequent absence.
3. The ASUW Steering Committee may find that extraordinary circumstances exist justifying a waiver of the attendance policy. In such a case, the Steering Committee must make a recommendation to the ASUW Senate and a waiver can only be granted upon a vote of the Senate.

Section 3.02 ASUW Steering Committee Remedial Actions

1. Remedial actions may include but are not limited to: time spent in additional committee meetings, time spent in student outreach efforts, or in other projects as assigned by the Steering Committee.

Section 3.03 ASUW Steering Committee Notice

1. The chairperson of the Steering Committee shall notify the senator in question regarding the Steering Committee's decision immediately following the Steering Committee meeting.

Section 3.04 ASUW Steering Committee Impeachment Proceedings

1. The ASUW Steering Committee shall have the power to bring impeachment charges should the Committee find such action necessary and appropriate under the circumstances. No senator shall be removed from the ASUW Senate for absences except through the impeachment process.

Section 3.05 ASUW Standing Committee Attendance

1. Committee chairpersons shall be responsible for taking attendance at their respective committee meetings. A senator who misses two (2) or more committee meetings may be referred by the committee chairperson to the Steering Committee to add one (1) absence to the senator's total number of absences.

Article 4. ASUW Resignation Policy

Section 4.01 Acceptable forms of Resignation

1. A senator wishing to resign their Senate seat shall present written notification of resignation to the Vice President, or they may announce their resignation during the open forum of a regular Senate meeting.

Article 5. ASUW Legislative System

Section 5.01 ASUW Legislation Mechanics

1. All bills or resolutions shall be submitted to the ASUW Secretary, or the relevant position, in writing, at least two (2) class days prior to the day of their introduction on the floor.
2. The ASUW Secretary, or the relevant position, shall number the bills and resolutions according to the order of their introduction on the floor.

3. The bill or resolution shall be headed by the statement "Senate Bill number" or "Senate Resolution number" respectively.
4. The title, date introduced, the author(s) and the sponsor(s) name(s) shall follow the heading.
5. In the case of a bill, the first therefore clause shall begin by stating "Be it enacted by the Associated Students of the University of Wyoming (ASUW) Student Government..."
6. In the case of a resolution, the proposal shall be in the form listed in the latest edition of Robert's Rules of Order, Revised.
7. If the bill or resolution shall be of such a technical nature that the definition of pertinent terms or explanation of any portion shall be necessary, this shall be added as an addendum to the legislation.
8. A bill shall be an action to be held binding upon the Associated Students of the University of Wyoming, or their officers and administrators.
9. A resolution shall be a statement of the opinion of the Senate of the ASUW and binding upon that body alone.
10. Each line of the resolution or bill shall be numbered to facilitate debate and changes.
11. The bill or resolution shall conclude with the following statement: "Being enacted (resolved) on (date of passage) I do hereby sign my name hereto and approve this Senate action. (signature) ASUW President."
12. The ASUW Secretary, or the relevant position, will forward all legislation to the ASUW Steering Committee so that it can refer the proposed ASUW legislation to the proper ASUW permanent or special committee for specified action or recommendation.
13. Defebaugh Clause
 - A. All finance bills shall be automatically referred to the appropriate finance committee.
14. Bills may be referred to more than one committee by the Steering Committee for extended deliberation with the provision that the bills be considered separately and all changes made during committee proceeding be reconciled by the respective chairpersons of the committees to which the legislation was referred. The reconciled legislation must be considered by the original committees for a second vote.
15. If the chairpersons and committees are unable to reconcile differences in the legislation before the scheduled second reading, the legislation may be withheld from the ASUW Senate until reconciliation is complete.
16. Chairpersons will jointly report the results of committee proceedings during regularly scheduled ASUW Senate meetings.
17. The ASUW Secretary, or the relevant position, shall reproduce the proposed bills and resolutions and provide copies to the Senators prior to the Senate meetings.

Section 5.02 ASUW Record Keeping

1. A record of all bills and resolutions passed shall be maintained in the ASUW Office. These shall be listed according to number and shall state the following:
 - A. Chronological (File) Number
 - B. Title
 - C. Date Introduced

- D. Thesis
- E. Author(s)
- F. Sponsor(s)

Article 6. Legislative Action

Section 6.01 ASUW Legislative Process

1. Bills and resolutions may be submitted by any fee paying student. All bills and resolutions must be sponsored by no less than two (2) Senators or ex-officio members of the ASUW Senate as defined in Article 8, section 8.01 of the ASUW By-Laws, who are not authors, or by an ASUW standing committee. Students-at-Large, ASUW Programs or Services, and Recognized Student Organizations may also sponsor legislation. Regardless of their fee paying student status, members of the Judicial Council may not author or sponsor legislation due to their association.
2. Bills and resolutions must be read in no less than two (2) Senate meetings by the ASUW Marshal before passage.
3. Upon referral to a standing committee by the Steering Committee, an ASUW Executive shall advertise the ASUW bill or resolution on at least one social media platform. The advertisement must contain the following information: the name of the bill or resolution, a neutral brief description, the name of the committee to which the bill or resolution has been referred, the name of that committee's chairperson, and the email address or other contact information of the committee chairperson. If multiple bills or resolutions are referred by the Steering Committee at a single time, one advertisement may be used to advertise multiple bills or resolutions. Appropriate links to all ASUW bills and resolutions should be included in any advertisement.
4. The bill or resolution shall be read the first time by the ASUW Marshal and the ASUW Vice President shall immediately report the committee(s) to which the bill or resolution has been referred by the Steering Committee. There shall be no debate following the first reading.
5. Committee procedures for handling bills, resolutions, hearings, and other committee business shall be determined by Committee Rules and Procedures established in Article VI, Section 2.
6. After being reported out of committee, the ASUW Vice President shall place the bill or resolution on the agenda and it shall be read a second time and recommendations of the committee(s) shall be given by the chairperson(s) of the committee(s) to whom it was assigned. The bill or resolution is now open for debate and subject to amendments. During debate, no Senator may propose any amendment that contradicts or changes the intent of the original legislation. Intent of legislation shall be derived from the title. The title may not be amended after the legislation is submitted.
7. At the end of debate, the bill shall be read a third time by the ASUW Marshal and shall be voted upon at the end of this reading. No debate or amendment shall be permitted after the chairperson has put forth the question to the voting membership. The final vote on all ASUW bills and resolutions shall be a roll call vote. The passage of a motion for unanimous consent on the final vote for any ASUW bill or resolution shall qualify as a roll call vote under this section and shall be recorded by the ASUW Marshal as a roll call vote with all senators present at the meeting voting "aye."

- A. In the event that legislation with multiple addenda has had those addenda divided into separate items via the Motion to Divide the Question (as outlined in *Roberts Rules of Order*.) each item shall have a thirdreading.
 - B. Only legislation containing multiple addenda shall be eligible for a Motion to Divide the Question.
 - C. After passage of one or more parts of the divided legislation, the ASUW Steering Committee shall be responsible for making all applicable changes to the legislation for the purposes of record keeping.
8. Following action by the ASUW on a bill or resolution, the original copy of the legislation shall be signed by the presiding officer of the Senate to attest to theaction.
 9. This signed legislation shall be submitted to the ASUW President for their action. If this legislation is signed by the ASUW President, goes into effect without their signature, or their veto is overridden by the ASUW Senate, it shall be entered and kept in a volume of legislation of the ASUW by the Secretary.
 10. None of the above rules shall be construed as an abridgment of the right of any senator to move to postpone indefinitely or definitely until any futuretime.
 11. In the case of an emergency, a bill or resolution may be voted on in the meeting of its introduction if the Senate, by a four-fifths (4/5) vote of its members present, shall vote to suspend the rules. (Suspends Article 6, Sections 2, 3, and 4) and resolve itself into Committee of the Whole (as prescribed in the most recent edition of Robert’s Rules of Order.) After such action, the proper committee shall be asked for its recommendation. This recommendation may have been prepared prior to the Senate meeting or the committee may meet in a special session during the Senate meeting if a quorum of the committee is present.
 12. Abernathy Clause:
 - A. All roll call votes shall include votes only of Senators present at roll call. Any Senators present at roll call but not responding in roll call votes shall have their votes counted as abstentions. Senators leaving prior to the adjournment of the meeting without permission of the presiding officer, and who, by their leaving, miss a roll call vote, shall have their names removed from future roll call votes of that meeting. Senators leaving with permission of the presiding officer will have their names called at any roll call votes following their return.
 13. Any action on a current bill or resolution will override previous Senate action on the same subject matter. Any legislation previously enacted by the ASUW Senate shall remain in full force and effect until such time as the ASUW Senate repeals or amends such prior actions, or it expires ofits own accord, except prior actions of the ASUW Senate which shall automatically be considered superseded, if inconsistent with these by-laws.
 14. Senators and Ex-Officios may have electronic document readers (i.e. laptops, tablets, etc.) in all ASUW related meetings to view documents pertaining to the meeting’s agenda, as long as useof such devices does not become distracting.
 15. Bills, resolutions, or any other ASUW document will regularly be distributed to Senators and Ex- Officios in electronic format, unless otherwiserequested.

Section 6.02 ASUW Standing Committee Powers

1. Standing committees of ASUW shall be authorized to hold meetings, make investigations into any matter within their jurisdiction, report on the findings of such investigations to the ASUW Senate, and shall have any and all necessary authority to carry out their functions as established under the ASUW By-Laws. Each standing committee shall be authorized to originate bills and

resolutions within its jurisdiction, in addition to considering legislation or other business referred to it.

Section 6.03 ASUW Standing Committee Meeting Procedures

1. Each standing committee shall fix regular weekly, biweekly, or monthly meeting days for the transaction of business before the committee and additional meetings may be called by the committee chair as they may deem necessary, with the exception of the Intersession Oversight Committee, which shall meet as specified within the ASUW By-Laws.
2. It shall be at the discretion of the chairperson of the committee to determine the level of parliamentary procedure necessary for the committee to effectively conduct its business. The committee chairperson, in cooperation with committee members, shall make reasonable efforts to run the meeting as efficiently as possible under the circumstances.
3. No senator shall be allowed to cast a vote in committee by proxy.

Section 6.04 ASUW Standing Committee Quorum

1. Each standing committee is authorized to fix the number of its senators (but no less than four (4) voting members in addition to the Chairperson) who shall constitute a quorum for the transaction of such business as may be considered by said committee.

Section 6.05 ASUW Standing Committee Records

1. Each standing committee shall keep as complete a record as practicable of all committee actions. The results of votes taken in any committee meeting on any legislation, amendments, or other business considered by the committee shall be reported by the committee chairperson when such legislation, amendments, or other business is brought before the full ASUW Senate.

Section 6.06 ASUW Bills and Resolutions Scheduling

1. Once a bill or resolution is referred to an ASUW standing committee by the ASUW Steering Committee, the committee chairperson shall set a date and time for the standing committee to discuss the bill or resolution. This discussion can take place during the normal meeting times of the committee or at a different time to be determined by the committee chairperson.

Section 6.07 ASUW Bill and Resolution Consideration Requirements

1. The meeting in which the legislation is discussed must be attended by a quorum of committee members and may be attended by the authors of the legislation. The committee consideration of bills, resolutions, or other legislative acts shall be open to the public, except when a committee is asked to consider matters which fall under executive privilege. Should a committee meeting be closed for executive session, no legislative business or votes shall be recorded until the meeting is reopened to the public. The committee chairperson shall have full discretion to determine when and where to hold the meeting and how much public notification and/or advertising is necessary to encourage public involvement in the process. The committee chairperson shall also have discretion to determine the process of inviting comments, either written or in person, from University of Wyoming Administration Officials and Employees, the ASUW President, Vice President, Executives, Senators, ASUW Ex-Officios, Recognized Student Organizations (RSOs), and Students.
2. The authors of the legislation shall be encouraged to attend the committee meeting to discuss the purposes behind the legislation and to answer questions from committee members regarding issues including, but not limited to: justification, subject matter, implementation, financing, and other relevant considerations regarding the legislation. If the authors are not able to attend the committee meeting in which their legislation will be discussed, they are encouraged to submit a

supplementary document containing sufficient information to assist the committee in its consideration of the legislation.

Section 6.08 ASUW Standing Committee Legislation Amendments

1. The standing committee shall have broad powers to amend any bill, resolution, or other legislative act referred to it. The committee shall not have the power to completely contradict the original intent of the legislation through amendment. All amendments adopted during committee consideration shall be submitted to the ASUW Secretary, or the relevant position, for inclusion in the legislation prior to consideration by the Senate. The amended language submitted must be bolded or highlighted to show changes to the legislation. Additionally, the amended legislation must include a header stating the legislation is amended, the name of the committee who amended it, and the date amended. All legislative amendments shall be submitted to the parliamentarian. The parliamentarian shall decide and announce a deadline by the first ASUW meeting of each new semester.

Section 6.09 ASUW Standing Committee Legislation Timing

1. It shall be within the discretion of the committee chairpersons to determine the time necessary for full consideration of any legislative matter before the committee. The committee chairpersons shall inform the Vice President and the ASUW Secretary, or the relevant position, no later than 12:00 p.m. on the Friday prior to the Senate meeting in which the committee(s) is expected to report any pending legislation for second reading if they will not be reporting on said legislation. If the Senate desires to take up legislation that has not been reported out of committee, senators can discharge the committee of legislation using appropriate motions in Robert's Rules of Order.

Section 6.10 ASUW Standing Committee Duties of the Committee Chair

1. It shall be the duty of the chairperson of each committee to promptly report to the Senate any legislation, amendment, or other business requiring a vote of the Senate, which has been approved by the committee and to take necessary steps to bring the matter to a vote. It shall also be the duty of the committee chairperson (s) to reconcile conflicting amendments should legislation or other committee business be referred to two or more committees, or in any other circumstances where conflicting amendments may arise between committees. Irreconcilable committee amendments shall be offered by the respective committee chairpersons in the form of general amendments during Senate consideration, in the order the committees were referred the legislation.

Section 6.11 ASUW Selection of a Senator and Student-at-Large of the Month and of the Year

1. For every month that the ASUW Senate meets regularly at least once, they shall select a Senator and Student-at-Large of the Month.
2. The ASUW Senator of the Month must be a currently sitting ASUW Senator.
3. The ASUW Student-at-Large of the Month must be a currently enrolled UW student who is not one of the following:
 - A. An ASUW Senator
 - B. A member of the ASUW Executive Branch
 - C. A member of the ASUW Judicial Branch
4. Each vote shall be governed by the following election procedures:
 - A. Nominations can be from the Senate floor by anyone except the Chairperson.
 - B. Written nominations may be submitted to ASUW Chairperson, but verbal nominations shall be the primary means of nomination.

- C. Nominators shall briefly speak on the merits of the person they nominated.
 - D. All voting members of the ASUW Senate shall cast a vote to determine the winner. The Chairperson shall break any ties, should they occur.
5. Within two weeks of the selection of a Student-at-Large of the Month, the following shall occur:
- A. They will be notified with a congratulatory email sent by the ASUW Vice President.
 - B. If they would like, notice of their selection shall be put on ASUW's social media stories. If they would like, this post should include mention of the activities or merits that explain their selection.
 - C. They shall be presented with a certificate and prizes totaling not less than \$20 and not more than \$30, to be determined by the ASUW Vice President.
 - D. They shall be eligible for selection as ASUW's Student-at-Large of the Year.
6. The following rules shall govern the selection of the ASUW Student-at-Large and ASUW Senator of the Year.
- A. All previous winners of the ASUW Senator and Student-at-Large of the Month shall be automatically nominated.
 - B. The ASUW Student-at-Large of the Year and Senator of the Year shall be voted on at either the last or second-to-last Senate meeting of an administration.
 - C. All voting members of the ASUW Senate shall cast a vote to determine the winner. The Chairperson shall break any ties, should they occur.
 - D. The winner of ASUW's Student-at-Large of the Year shall have their name added to the plaque that records this information, and be given a prize of not less than \$100 and not more than \$200, to be determined by the ASUW Vice President.

Article 7. Use of ASUW Name and Logo

Section 7.01 ASUW Logo

1. "Logo" refers to any design used by ASUW officials that represents ASUW or the ASUW Senate.

Section 7.02 ASUW Branding of Functions

1. Any ASUW function shall be entitled and required to use the name and/or logo in the promotions of programs partially or fully sponsored by that entity.

Section 7.03 Authority to use ASUW Logo/Branding

1. Any non-ASUW entity wishing to use the name and/or logo for commercial purpose can do so only after receiving approval from the ASUW Senate.
 - A. Approval of the ASUW Senate requires a majority vote.
 - B. Any non-ASUW function receiving ASUW funds will be required to have the name and/or logo appear in promotions.
2. Any group using the name or logo without ASUW Senate approval will be denied any future consideration for funds or support, unless retribution specified by the Senate has been received.

3. The ASUW Senate reserves the right to pursue violations further, both within and out of the University.

Article 8. Recognition of by the ASUW Senate Chair

Section 8.01 Recognition of the ASUW Senate Chair

1. Upon recognition by the presiding officer, and subject to their discretion on time limits:
 - A. Any member of the ASUW after being yielded the floor by an ASUW Senator, Vice President, or Ex-Officio member may address the ASUW Senate on a matter pending before it or upon matters falling within its jurisdiction.
 - B. Any ASUW Senator, Vice President, or ex-officio member shall have the privilege of introducing a guest speaker not a member of the ASUW.
 - C. Those having business before the Senate, not being Senators or Senate Officers, shall state their names and who they represent before speaking. While the ASUW Senate is in session, no one but ASUW Senators, the ASUW Vice President, the ASUW Secretary, or the relevant position, and ex-officio members of the Senate shall sit at the Senate round table.

Article 9. ASUW Awards

Section 9.01 Recognition of the ASUW Senate Chair

1. The ASUW Distinguished Service Award shall be annually awarded to the individual who best meets the following criteria.
 - A. Dedication to and support of the vision and purposes of ASUW.
 - B. Demonstrated commitment to and effectiveness in providing leadership and support to ASUW students.
 - C. Achievement in and recognition for contributions to student welfare and development.
2. The recipient will be chosen by the ASUW President and Vice President. This award shall be primarily, but not solely, intended for full-time employees at UW who best supported ASUW throughout the course of the year. The winner shall be honored at the annual ASUW End-of-Year Awards Banquet.

Section 9.02 Sara L. Axelson Medal of Meritorious Service

1. The ASUW Sara L. Axelson Medal of Meritorious Service shall be annually awarded to the individual who best meets the following criteria.
 - A. Students who have gone above and beyond in the service to their fellow students during their time in ASUW.
 - B. They must be a current student, or not more than one (1) year past their graduation.
2. The recipients will be chosen by the ASUW President. Up to five (5) recipients may be named per year. The ASUW President will provide written documentation on the merits of their chosen recipients. The winners shall be honored at the annual ASUW End-of-Year Awards Banquet.
3. The President may choose not to name any recipients.

Article 10. Suspension

Section 10.01 Suspension of the ASUW Rules and Procedures

1. These rules, or any portion thereof, may be temporarily suspended by a two-thirds (2/3) vote of the ASUW Senate with the exceptions of Article 6, Sections 2, 3, and 4, which require a four-fifths (4/5) vote.

Article 10. Revisions and Adoption

Section 10.01 Revision and Adoption

1. Upon approval of these Rules and Procedures by a two-thirds (2/3) majority vote of the current ASUW Senate membership, changes shall require a vote of the same before adoption.