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The 105<sup>th</sup> Administration  
Associated Students of the  
University of Wyoming

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To: ASUW Senators  
From: Benjamin D. Wetzel, President  
Date: April 20<sup>th</sup>, 2018  
Subject: Veto of Senate Bill #2628

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Honorable Senators,

Pursuant to the ASUW By-Laws Article I, Section 1, Subsection E, Clause ii, this shall serve as your official veto notice for Senate Bill #2628 (SB2628).

I do not contend the need for an overhaul of the framework of the ASUW Rules and Procedures. I entirely support the need for a reformatting to allow for streamlined use of the Rules and Procedures.

As was stated in the Official Notice of Veto for Senate Bill #2628, I do have contention for the language regarding legislative intent statements.

Unfortunately, this piece of legislation was amended to have the language from Senate Bill #2623, and there was not any language in the therefore clauses that would have allowed me to pass the legislation without including the language from Senate Bill #2623.

You might be asking why I do not just sign this piece of legislation and let the 106<sup>th</sup> remove it. As a former member of the legislative branch, I have a long-standing respect for the integrity of the legislative process. I do not believe we should ever settle for going back and fixing mistakes. Our legislative process and our organization are respected by community members, administrators, and state leaders alike. I will always stand to defend the integrity of that process, and I would hope you see our legislative process the same.

I would recommend that the members of the 106<sup>th</sup> Administration remove the language and resubmit this bill to achieve the much needed reformat of the ASUW Rules and Procedures.

Respectfully,

A handwritten signature in black ink, appearing to read "Benjamin D. Wetzel", written over a horizontal line.

Benjamin D. Wetzel, President  
Associated Students of the University of Wyoming

A handwritten date "4/20/18" written in black ink over a horizontal line.

Date



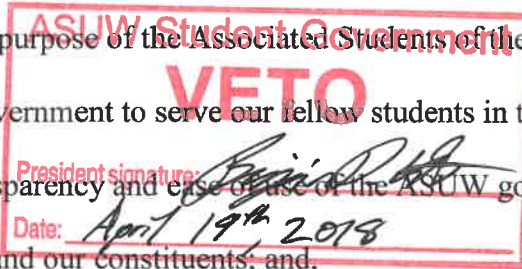
Passed: 23-0-0

**SENATE BILL #2628**

**TITLE:** ASUW Rule and Procedures Reformatting & Revision  
**DATE:** April 10, 2018  
**AUTHOR:** Senator Defebaugh  
**SPONSORS:** President Wetzel; Senator Kennedy, Means, and Rubino



1. WHEREAS, it is the purpose of the Associated Students of the University of Wyoming
2. (ASUW) Student Government to serve our fellow students in the best manner possible; and,
3. WHEREAS, the transparency and ease of use of the ASUW governing documents is essential
4. for ASUW Senators and our constituents; and,
5. WHEREAS, formatting updates and general restructuring of ASUW governing documents
6. allows for clarity and increased usability, which in turn allows for a better understanding of
7. procedures and policies; and,
8. WHEREAS, a simplification and revision of legislative procedures will allow greater
9. accessibility to the ASUW Student Government process; and,
10. WHEREAS, the ASUW Rules and Procedures is critical in guiding the legislative process for
11. the ASUW Student Government;
12. THEREFORE, be it enacted by the Associated Students of the University of
13. Wyoming (ASUW) Student Government that the ASUW Rules and Procedures be reformatted
14. and restructured as outlined in Addendum A.



Referred to: Steering

Date of Passage: 4/17/2018 Signed: Jerry Webb  
(ASUW Chairperson)

“Being enacted on \_\_\_\_\_, I do hereby sign my name hereto and  
approve this Senate action.” \_\_\_\_\_

ASUW President

# 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. Pledge of Allegiance (at individual member's discretion)
  - C. 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."
  - D. Roll Call- all voting and non-voting members of the Senate.
  - E. Approval of the Minutes.
  - F. Approval of the Agenda.
  - G. Open Forum- Any persons who wish to address the Senate.
  - H. Special Event- Determined by Chairperson and if necessary
  - I. RSO Funding Board Requests- Listed by group name.
  - J. 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 and University Committees.
    8. College Contact Reports- Information of consequence to the greater University.
  - K. Old Business
  - L. New Business

M. Announcements- Any information not pertaining to the above items

N. Processing

O. 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.
2. 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.

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.

**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, should they be found necessary by the ASUW Steering Committee, shall be reported to the Senate at the next regularly scheduled meeting.



- A. A statement of legislative intent shall consist of a one (1) to two (2) sentence statement and/or summary which clearly indicates the intent of the bill/resolution as written by the author(s).
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 Vice President 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.
15. The reconciled legislation must be considered by the original committees for a second vote.
16. 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.
17. Chairpersons will jointly report the results of committee proceedings during regularly scheduled ASUW Senate meetings.
18. The ASUW Vice President shall reproduce the proposed bills and resolutions and provide copies to the Senators prior to the Senate meetings.

- A. 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.
2. A Senator may announce their resignation during a regular ASUW Senate meeting during Open Forum. Following the announcement, the resigning Senator shall present written verification of the resignation to the Vice President within two (2) business days. If no written verification is provided, the announcement as recorded in the minutes will stand for an appropriate and formal resignation.

**Article 5. ASUW Legislative System**

Section 5.01 ASUW Legislation Mechanics

1. All bills or resolutions shall be submitted to the ASUW Vice-President, in writing, at least two (2) class days prior to the day of their introduction on the floor.
2. The ASUW Vice-President 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) a statement of legislative intent shall follow the heading.

Section 5.02 ASUW Record Keeping

1. A record of all bills and resolutions passed shall be maintained in the ASUW Business 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 of the ASUW Senate, 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 and in an email distributed to the entire student body.
  - A. 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.
  - B. 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.
  - C. Appropriate links to all ASUW bills and resolutions should be included in any advertisement.
4. The ASUW Marshal shall read the first whereas clause and all therefore clause(s) the first time 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 7.

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.
  - A. The bill or resolution is now open for debate and subject to amendments.
  - B. During debate, no Senator may propose any amendment that contradicts or changes the statement of legislative intent of the original legislation.
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.
8. The final vote on all ASUW bills and resolutions shall be a roll call vote.
  - A. 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."
  - B. 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 third reading.
  - C. Only legislation containing multiple addenda shall be eligible for a Motion to Divide the Question.
  - D. 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.
9. 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 the action.
10. 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 in the ASUW Business Office.
11. 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 future time.
12. 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 Article 6, Section 6.01, Subsection 2 and 3.
  - A. Once the ASUW Senate resolves itself into Committee of the Whole (as prescribed in the most recent edition of Robert's Rules of Order) the Committee of the Whole will discuss the bill or resolution until it is prepared to rise and report a recommendation to the ASUW Senate.

- B. This recommendation may have been prepared prior to the Senate meeting or the Committee of the Whole may meet in a special session during the Senate meeting if a quorum of the committee is present.
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 of its 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 use of 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 otherwise requested.

## **Article 7. ASUW Standing Committee Legislative Powers**

### **Section 7.01 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 7.02 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.
2. 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 Secretary of the Senate no later than 12:00 p.m. on the Friday prior to the Senate meeting in which the committee(s) will report any pending legislation for second reading. 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.
3. 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.

Section 7.03 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 official business (debate on issues before the committee votes, etc.) may be conducted via electronic communications, except for the Intersession Oversight Committee for which electronic voting is allowed only via email, and discussion is authorized via any electronic means.
4. No Senator shall be allowed to cast a vote in committee by proxy.

Section 7.04 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 7.05 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 7.06 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.
2. 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.
3. 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.

4. 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 7.07 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 statement of legislative intent through amendment.
2. All amendments adopted during committee consideration shall be submitted to the ASUW Vice President for inclusion in the legislation prior to consideration by the Senate.
  - A. 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.
  - B. The text of amendments shall be submitted to the ASUW Vice President no later than 12:00 p.m. on the Tuesday of a ASUW Senate meeting in which the legislation is to be considered.

**Article 8.** Use of ASUW Name and Logo

Section 8.01 ASUW Logo

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

Section 8.02 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 8.03 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 9. ASUW Senate in Session Formal Procedures**

Section 9.01 Formal Procedures for Recognition by the 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.

Section 9.02 Seating at the ASUW Senate Table

- D. While the ASUW Senate is in session, no one but ASUW Senators, the ASUW Vice President, and Ex-Officio members of the Senate shall sit at the Senate round table.

**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, Section 6.01, subsection 2 and 3, which require a four-fifths (4/5) vote.

**Article 11. Revisions and Adoption**

Section 11.01 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.