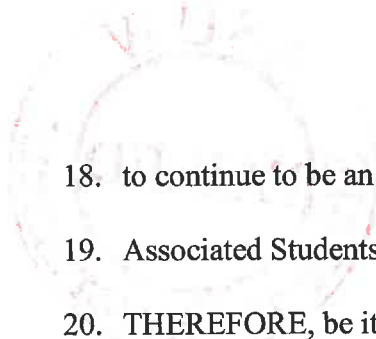




SENATE BILL #2620

TITLE: Revitalization of Head Table Positions
DATE INTRODUCED: April 10, 2018
AUTHORS: Chief of Legislative Affairs Jones; Executive Harris
SPONSORS: President Wetzel; Senator Blazovich, Gunter, Kennedy, Mulhall, Stromberg, and Westlake; Freshman Senator Sanders

1. WHEREAS, it is the duty of the Associated Students of the University of Wyoming
2. (ASUW) Student Government to represent our fellow students accurately; and,
3. WHEREAS, the ASUW Senate has passed several changes to ASUW working documents
4. including requirements for senators, an overhaul of the ASUW Finance policy, and
5. changes to the ASUW Rules and Procedures in the past few administrations; and,
6. WHEREAS, the head table positions have not had a significant readjustment in recent
7. history; and,
8. WHEREAS, some roles currently held by Senate Officers would benefit from having
9. duties that are more directly described and utilized within the ASUW Senate; and,
10. WHEREAS, the current role of the Sergeant at Arms is not necessary as the ASUW
11. Advisor and the University of Wyoming Police Department would be responsible for
12. removing someone who was disruptive to the meeting; and,
13. WHEREAS, the Clerk is a more accurate description of the duties assigned to the Senate
14. Officer responsible for introducing legislation to the Senate floor, recording attendance,
15. speaking lists, and vote counts on all issues before the Senate, and recording roll call of the
16. Senate; and,
17. WHEREAS, a new set of head table positions and duties will allow for the ASUW Senate

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18. to continue to be an autonomous body which accurately and accountably represents the
 19. Associated Students of the University of Wyoming;
 20. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
 21. (ASUW) Student Government that the ASUW By-Laws be amended to reflect the changes
 22. in Addendum A; and,
 23. THEREFORE, be it further enacted by the ASUW Student Government that the ASUW
 24. Rules and Procedures be amended to reflect the changes in Addendum B; and,
 25. THEREFORE, be it further enacted that these amendments outlined in Addenda A and B
 26. take effect at the beginning of the 106th Administration of the ASUW Student Government.

Referred to: Steering

Date of Passage: _____ Signed: _____

(ASUW Chairperson)

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

ASUW
President

Addendum A

THE BY-LAWS ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

ARTICLE II Legislative Branch

Section 9. Senate Officers:

- A. The Chairperson of the ASUW Senate is the ASUW Vice President, who shall prepare the Order of Business, follow the Order of Business as outlined in, Article II, Section 1, of the Rules and Procedures, be the presiding officer for all meetings, and tally all head count votes of the ASUW Senate.
- B. At the first business meeting following the installation of new Senators, the following officers are elected from the Senate voting membership:
 - i. President Pro Tempore – They shall preside over the Senate and carry out the related duties of the Vice President including the preparation of the agenda, in the case of the Vice President’s absence or at their request. They shall assist the Chairperson of the Senate and serve as Chairperson of the Committee-of-the-Whole. They shall assume the duties of the Chairperson of the ASUW Senate in the absence of the Chairperson. They shall keep the ASUW Senate procedure in accordance with the ASUW Constitution, By-Laws, any other applicable ASUW working documents, and the most recent Robert’s Rules of Order. They shall inform the Chairperson of any procedural violations, which the chairperson will remedy. They shall be a voting member and serve on the Intersession Oversight Committee.
 - ~~i.~~ ii. Parliamentarian They shall record all motions and which ASUW Senators makes and seconds each motion. They shall meet with the ASUW Vice President once a semester to review the necessary parliamentary rules and procedures and documents as listed above. They shall be a voting member and serve on the Intersession Oversight Committee.
 - ~~ii. Parliamentarian They shall keep the ASUW Senate procedure in accordance with the ASUW Constitution, By Laws, and the most recent Robert's Rules of Order. They shall inform the Chairperson of any procedural violations, which the Chairperson will remedy. They shall record all motions and which ASUW Senators makes and seconds each motion. They shall assume the duties of the President Pro Tempore in the absence of the President Pro Tempore. They shall be a voting member and serve on the Intersession Oversight Committee.~~
 - ~~iii. Sergeant at Arms They shall preserve order as the Chairperson may direct and assume the duties of the Parliamentarian in the case of the absence of the Parliamentarian and/or duties of the Marshal in the absence of the Marshal. They shall be a voting member and serve on the Intersession Oversight Committee.~~
 - iii. Marshal Clerk Immediately following the call to order, they shall read the ASUW Senate's Mission Statement as stated in the ASUW Rules and Procedures. They shall perform roll call of the ASUW Senate. They shall record late arrivals and early departures of ASUW Senators. They shall read all first, second, and third readings of legislation before the ASUW Senate.

They shall tally and record all roll call votes of the ASUW Senate and record all head count votes and voice votes. They shall also maintain the speaking order list for the Chairperson. They shall assume the duties of the ~~Sergeant-at-Arms~~Speaker of the Senate in the absence of the ~~Sergeant-at-Arms~~Speaker of the Senate. In the absence of the Clerk the ASUW Vice President shall appoint any member of the ASUW Senate to fulfil the duties of the Clerk for that meeting. They shall be a voting member and serve on the Intersession Oversight Committee.

iv. Intersession Oversight Committee Senators-at-Large- Two (2) Senators shall be elected to serve on the Intersession Oversight Committee. They shall be voting members and enjoy full powers and privileges of membership.

C. Election Procedures for Senate Officers.

- i. Nominations can be from the Senate floor by anyone except the Chairperson.
- ii. Written nomination may be submitted to ASUW Secretary by any Senator.
- iii. A vacancy of office shall be filled from within the Senate.

Section 12. Senate Committees:

A. In order to provide continuity in ASUW activities and business along with providing a mechanism for timely participation by the ASUW in University processes, the following permanent ASUW Senate committees are established:

e. The ASUW Steering Committee

i. Purpose: The Committee shall provide coordination for the various issues, legislative activities, program involvements of the ASUW Executive and Legislative branches, and serve to pursue ASUW recommendations and actions that are referred to, or require action by the University Trustees, the faculty, or administrative units of the University. The Committee shall also organize an informational meeting for Senators serving their first term in office before the first meeting of the new senate.

ii. Powers: The Committee shall refer proposed ASUW legislation to ASUW standing or special committees for specified action or recommendation prior to final consideration by the Senate. The Committee shall have the power to change any formatting, grammar, and spelling errors of proposed legislation. These changes will be made with Committee consensus, as long as these edits do not change the intent or function of the proposed legislation as written by the author(s). Further, the Committee may recommend the procedure for implementing consideration of ASUW decisions, actions, or legislation after final action by the Senate, and the committee shall provide regular reports to the Senate on the status or final outcome of all matters that require action by officials outside of the ASUW. The Committee will be responsible for the review of all proposed amendments to the ASUW Constitution, By-Laws, and Rules and Procedures to insure that those working documents remain consistent with the purpose of the ASUW and its Constitution. The Committee shall have the power to investigate, and administer warnings and take disciplinary actions against violations of the ASUW By-laws, Rules and Procedures and Senator

Handbook. The Committee shall also make a monthly report of those Senators who have failed or are currently failing to meet their Senatorial duties as outlined in the By-Laws. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.

- iii. Composition: The Committee shall consist of the ASUW Vice President, who shall serve as chairperson, the ASUW President Pro Tempore, ~~the ASUW Parliamentarian,~~ the ASUW ~~Sergeant at Arms~~Speaker of the Senate, the ASUW ~~Marshal~~Clerk, two (2) ASUW Senators; the ASUW Advisor, and ~~The~~the ASUW Chief of Legislative Affairs or other one (1) other Vice President ~~Presidential shall appoint~~appointee from the one (1) Executive Assistant-Branch to serve as an ex-officio on the committee.

ARTICLE IV Vacancy of Office

Section 1. Procedure for filling vacancies of Executive officers between elections:

- A. Upon the resignation, permanent absence, or incapacity of the President, the Vice President shall become president.
- B. Upon the resignation, permanent absence, or incapacity of the Vice President, the President Pro Tempore of the Senate shall become Vice President.
- C. Upon the resignation, permanent absence, or incapacity of the President Pro Tempore of the Senate, the ~~Senate Parliamentarian~~Speaker of the Senate shall become the President Pro Tempore.
- D. Upon the resignation, permanent absence, or incapacity of the aforementioned members of ASUW, the following order of offices shall assume the executive responsibilities until a special election within the senate will be held to fill the open position with current senators;
- i. Parliamentarian
 - ii. Senate Clerk
 - iii. Chief of Staff
 - iv. Chief of Legislative Affairs
 - ~~i. —Senate Sergeant at Arms~~
- E. Any further line of succession may be outlined by the President and approved by the ASUW Senate within the first four (4) senate meetings of that ASUW Administration.

Addendum B
RULES AND PROCEDURES
ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

Article II
Order of Business

Section 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 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.
 - i. President
 - ii. Executive Assistants
 - iii. Judicial Council
 - iv. Vice President
 - ~~iv-v.~~ Speaker of the Senate
 - ~~v-vi.~~ Advisor
 - ~~vi-vii.~~ Ex-Officio Communications
 - ~~vii-viii.~~ Committee Reports--Steering first, followed by others in alphabetical order, followed by Ad-Hoc Committees
 - ~~viii-ix.~~ 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. All ASUW Senate Agendas shall be posted no less than 24 hours prior to meeting

Section 3. All ASUW Senate Meetings shall be conducted in accordance with the most recent revision of Robert's Rules of Order. In the event that Robert's Rules of Order contradict the ASUW Constitution, By-Laws, and/or Rules and Procedures, the procedures outlined in these documents shall take precedence over Robert's Rules of order.

Section 4. Attire for ASUW business meetings shall be business casual. Breaches of business dress shall be addressed by the ASUW Steering Committee.

Article V
Legislative System

Section 1. Mechanics - All major actions shall be submitted in bill form.

- A. All bills or resolutions shall be submitted to the ASUW ~~Secretary~~Chief of Legislative Affairs, in writing, at least two (2) class days prior to the day of their introduction on the floor.
- B. The ASUW ~~Secretary~~Chief of Legislative Affairs shall number the bills and resolutions according to the order of their introduction on the floor.
- C. The bill or resolution shall be headed by the statement "Senate Bill number" or "Senate Resolution number" respectively.
- D. The title, date introduced, the author(s) and the sponsor(s) name(s) shall follow the heading.
- E. 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..."
- F. 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.
- G. 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.
- H. A bill shall be an action to be held binding upon the Associated Students of the University of Wyoming, or their officers and administrators.
- I. A resolution shall be a statement of the opinion of the Senate of the ASUW and binding upon that body alone.
- J. Each line of the resolution or bill shall be numbered to facilitate debate and changes.
- K. 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."
- L. The ASUW ~~Secretary~~Chief of Legislative Affairs 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. All finance bills shall be automatically referred to the appropriate finance committee.
- M. 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.
- N. The reconciled legislation must be considered by the original committees for a second vote.
- O. 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.
- P. Chairpersons will jointly report the results of committee proceedings during regularly scheduled ASUW Senate meetings.

- Q. The ASUW ~~Secretary-Chief of Legislative Affairs~~ shall ~~reproduce-electronically circulate~~ the proposed bills and resolutions ~~and provide copies~~ to the Senators prior to the Senate meetings.

Section 2. Records: 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 VI Legislative Action

Section 1. Legislative Process

- A. 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.
- B. Bills and resolutions must be read in no less than two (2) Senate meetings by the ASUW Marshal before passage.
- C. 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. 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.
- D. 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.
- E. 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.
- F. 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.

- G. At the end of debate, the bill shall be read a third time by the ASUW ~~Marshal~~ Clerk 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~~ Clerk as a roll call vote with all senators present at the meeting voting "aye."
- i. 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.
 - ii. Only legislation containing multiple addenda shall be eligible for a Motion to Divide the Question.
 - iii. 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.
- H. 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.
- I. 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~~ ASUW Chief of Legislative Affairs.
- J. 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.
- K. 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 VI, Paragraphs B and C) 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.
- L. Abernathy Clause:
 - i. 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.
- M. 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.

- N. 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.
- O. Bills, resolutions, or any other ASUW document will regularly be distributed to Senators and Ex-Officios in electronic format, unless otherwise requested.

Section 2. Committee Powers and Procedures

- A. Powers - 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.
- B. Meeting times - 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.
- C. Electronic Meetings- 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.
- D. Quorum - 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.
- E. Proxies - No senator shall be allowed to cast a vote in committee by proxy.
- F. Records - 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.
- G. Procedures - 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.

Section 3. Bills and Resolutions

- A. Scheduling - 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.
- B. Consideration Requirements - 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.

- C. Purpose of Authors' Attendance - 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.
- D. Committee Consideration of Legislation: Amendments - 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~~ Chief of Legislative Affairs 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. The text of amendments shall be submitted to the ~~Secretary of the Senate~~ Chief of Legislative Affairs no later than 12:00 p.m. on the Friday prior to the Senate meeting in which the legislation is to be considered.
- E. Committee Consideration of Legislation: Time - 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.

Committee Consideration of Legislation: Duties of Committee Chair - 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.

