



**SENATE BILL #2900**

**TITLE:** ASUW Standing Committee Record Standardization Act  
**DATE INTRODUCED:** 10/10/2023  
**AUTHOR:** Senator Langford  
**SPONSORS:** Senators Keasling and Grimm

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming
2. (ASUW) is to serve our fellow students in the best manner possible; and,
3. WHEREAS, it has been repeatedly expressed that each standing committee shall have
4. and contain a standardized form of agendas and minutes for each committee to operate
5. from; and,
6. WHEREAS, the Associated Students of the University of Wyoming Student
7. Government must provide a professional, clear and concise public record; and,
8. WHEREAS, records from each standing committee of ASUW is public record and can
9. be accessed by any student or member of the public; and,
10. WHEREAS, it is imperative for the future of ASUW that these records are preserved
11. for future generations of both the institution and of the memory of the student body.
12. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
13. Student Government enacts the changes outlined in Addendum A; and,
14. THEREFORE, be it further enacted that this act shall be enacted effective January 14,
15. 2024.

Passed 16-4-1

Referred to: All standing Committees

Date of Passage: October 17<sup>th</sup>, 2023

Signed: \_\_\_\_\_

*Jessica Jeter*  
(ASUW Chairperson)

“Being enacted on October 17<sup>th</sup>, 2023, I do hereby sign my name  
hereto and approve this Senate action.”

SABER SMITH

ASUW President

## ADDENDUM A

### Section 6.05 - ASUW Standing Committee Records

1. Each standing committee shall keep a record of all regular committee meetings. 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.
2. Each standing committee shall contain an agenda for every regular meeting of the committee which shall have the following order which may be amended at the discretion of the chairperson and committee:
  - A. Call to Order
  - B. Roll Call (Icebreaker optional)
  - C. Approval of Minutes
  - D. Approval of Agenda
  - E. Open Forum
  - F. Old Business
  - G. New Business
  - H. Announcements (Processing optional)
  - I. Adjournment
3. Each standing committee shall contain minutes for every regular meeting of the committee which shall report the meeting and results from it, which may be amended at the discretion of the committee. The minutes of the committee must contain the following:
  - A. Name of the committee
  - B. Date, time, and place of meeting
  - C. Names of the Chair and Committee Secretary
  - D. Names of voting members and ex-officios attending and whether a quorum of that committee was present.
  - E. Names of any guests
  - F. Whether the agenda of that meeting was approved with specification of amending the agenda, if any.
  - G. Whether minutes from the previous meeting were approved or corrected.
  - H. Reports. Record the name of the report, the name of the member presenting it, and any action taken on the report. If the report was in writing, attach it, or tell where it may be found. An oral report may be summarized briefly.
  - I. Any motions made; the record must contain:
    1. the accurate intent of the motion;
    2. who made the motion and who seconded the motion;
    3. the outcome of the motion.

*Passed 16-4-1*

J. Any legislation considered and the outcome and recommendation of the committee on said legislation.

K. Other actions, assignments and deadlines, resolutions, and recommendations may be briefly recorded.

L. All communications from committee ex-officios and committee chairperson.

M. Executive session actions are exempted from being in the official minutes but must contain the time of when the committee went into executive session and the time of when the committee exited executive session.

4. Each standing committee chairperson will archive the agendas and minutes of committee meetings in the most relevant and accessible place, as determined by the ASUW Vice President.