

Bylaws of the Fifty-Fourth Senate

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be the Associated Students of Colorado State University (ASCSU) Senate.

Section 2: Purpose

The purpose of this organization shall be empowering, representing, and advocating for the diverse student body of Colorado State University. Our mission is to serve as a dynamic and inclusive platform that fosters meaningful dialogue, drives positive change, and enhances the university experience for all students.

Article II: Membership

Section 1: Responsibilities

- A. Senators and Associate Senators will be elected or appointed pursuant to the Elections Code and relevant sections of the ASCSU Constitution.
- B. Senators shall perform weekly office hours as per the Senate Job Descriptions of the current Senate, also found in Article II, Section 2 of the Senate Bylaws.
 - a. Senators are required to spend one [1] of their office hours at an ASCSU Internal Committee and one [1] office hour at their respective College Council meeting or SDPS meeting.
 - b. Senators shall be responsible for making reasonable efforts to gain constituent input and represent their constituents to the best of their ability.

- C. Associate Senators shall perform weekly office hours as per the Senate Job Descriptions of the current Senate, also found in Article II, Section 2 of the Senate Bylaws.
 - a. Associate Senators are required to spend one [1] of their office hours at an ASCSU Internal Committee and one [1] office hour at their respective college council meeting or SDPS meeting.
 - b. Associate Senators shall be responsible for making reasonable efforts to gain constituent input and represent their constituents to the best of their ability.
- D. Time spent in Senate shall count towards office hour requirements.
 - a. Any Senator or Associate Senator that needs to leave for any reasonable reason may leave as needed with silent acknowledgement from a member of the Legislative Cabinet.

Section 2: Job Descriptions

ASCSU Senator Job Description

Associated Students of Colorado State University

General Eligibility:

All applicants for Senator shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

ASCSU Senators are responsible for writing legislation concerning the CSU student body as well as the Senate Body itself. Senators will also

represent their respective colleges, SDPS offices, or councils in the Senate Body. Senators shall offer themselves as a resource for students. Senators shall strive to be increasingly familiar with parliamentary procedures and the legislative writing process. Senators shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

Supervision:

ASCSU Senators are directly accountable to the Students of Colorado State University via their respective College Council, SDPS Office, or Student Council. They shall also be held accountable by the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Attend all hybrid Senate sessions.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Contribute a minimum of five (5) hours throughout the workweek, outside of hours spent in Senate session, and work as many extra hours needed to fulfill job duties.
- Graduate students shall be exempt from the five (5) hour requirement.
- Office hours shall be recorded and emailed as a weekly report to the Speaker Pro Tempore of the Senate (ascsu_speaker_pro_tempore@mail.colostate.edu).
- Time spent in Senate shall count towards office hour requirements.
 - Of the five (5) total hours:
 - One (1) hour must be spent attending an ASCSU Committee meeting.
 - Every Senator must be a member of at least one (1) ASCSU Internal Committee.

- Should no Committee time work with the Senator's schedule, they must promptly seek alternative options from the Speaker Pro Tempore.
- One (1) hour should be spent in college council meetings/SDPS meetings.
 - If college councils or other councils are not meeting actively, or are meeting once or twice a month, Senators will be expected to attend only if a meeting is scheduled for that week. For SDPS Senators, this hour should be spent in meetings with SDPS Directors/Associate Directors/ Interim Director, or conversations with constituents within the SDPS office.
 - If the Senator is unable to attend these specified meetings due to scheduling conflicts, they may fill that hour with one of the options listed below.
- The following activities are considered office hours to fulfill the remaining required hours:
 - Attending club meetings in which you are not an active member.
 - Participating in one-on-one conversations with prospective ASCSU members.
 - Participating in one-on-one conversations with students interested in passing legislation.
 - Attending cultural or educational events hosted by the SDPS offices.
 - Tabling on the plaza for ASCSU.
 - Visiting classes to share about the purpose and influence of ASCSU.

- Attending a university-related board (e.g. LSCGB, PMSAC, Recreation Center Advisory board, etc.).
 - Volunteering for ongoing opportunities from the ASCSU office or Slice office.
 - Time spent working on legislation.
 - Participating in conversations with fellow Senators/Associate Senators that are relevant to the ASCSU Senate, current or future legislation, etc.
- Attending one of the following boards:

- Student Fee Review Board (SFRB)
- University Facilities Fee Advisory Board (UFFAB)
- University Technology Fee Advisory Board (UTFAB)
- Alternative Transportation Fee Advisory Board (ATFAB)
- Legislative Strategy Advisory Board (LSAB)
- Board for Student Organization Funding (BSOF)

- For exceptions, or to confirm whether an hour counts as an office hour, email the Speaker Pro Tempore (ascsu_speaker_pro_tempore@mail.colostate.edu).
- In the event a Senate Session lasts longer than 2 hours, any subsequent hours will be counted towards the total requirement for that week. Any time past two hours shall be rounded up to the nearest hour.

General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
 - If there are extenuating circumstances that prevent you from attending, please inform one of the Legislative Officers (Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, or Recruitment and Retention Officer).
- Attend parliamentary procedure trainings and mandatory reporter trainings.
- Attend the mandatory diversity workshops, as required by previous legislation and the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics, and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described herein.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Be fully transparent and disclose how all working hours are spent and utilized.

Basic Qualifications:

- Ability and interest to represent the students at Colorado State University.
- General knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate respect for all other members of ASCSU.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources.

ASCSU Associate Senator Job Description

Associated Students of Colorado State University

General Eligibility:

All applicants for Associate Senator shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

ASCSU Associate Senators are responsible for writing relevant legislation concerning the CSU student body as well as the Senate Body itself. Associate Senators will also represent their respective colleges, SDPS offices, or councils in the Senate Body. This position will work very closely with the Senator(s) representing their college or office. Associate Senators shall offer themselves as a resource for students. Associate Senators shall strive to be increasingly familiar with parliamentary procedures and the legislative writing process. Associate Senators shall strive to be outreach-focused, especially with the ideal of

serving and supporting students who may not typically engage with student government or its resources.

Supervision:

ASCSU Associate Senators are directly accountable to the students at Colorado State University via their respective College Council, SDPS Office, or Student Council. They shall also be held accountable by the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Attend, at minimum, one (1) in every three (3) regularly scheduled hybrid Senate sessions.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Vote in the absence of a Senator from their respective college, SDPS office, or council.
- Contribute a minimum of three (3) hours throughout the workweek, outside of hours spent in Senate session, and work as many extra hours needed to fulfill job duties. Graduate students shall be exempt from the three (3) hour requirement
- Office hours shall be recorded and emailed as a weekly report to the Speaker Pro Tempore of the Senate (ascsu_speaker_pro_tempore@mail.colostate.edu).
 - Time spent in Senate shall count towards office hour requirements.
 - Of the three (3) total hours:
 - One (1) hour must be spent attending an ASCSU Committee meeting.
 - Every Associate Senator should be a of at least one (1) ASCSU Internal Committee.
 - Should no Committee time work with the Senator's schedule, they must promptly seek

alternative options from the Speaker Pro Tempore.

- One (1) hour should be spent in college council/SDPS meetings.
 - If college councils or other councils are not meeting actively, or are meeting once or twice a month, Associate Senators will be expected to attend only if a meeting is scheduled for that week.
 - For SDPS Associate Senators, this hour should be spent in meetings with SDPS Directors/Associate Directors, or conversations with constituents within the SDPS office.
 - If the Associate Senator is unable to attend these specified meetings due to scheduling conflicts, they may fill that hour with one of the options listed below.
- The following activities are considered office hours to fulfill the remaining required hours:
 - Attending club meetings in which you are not an active member.
 - Participating in one-on-one conversations with prospective ASCSU members.
 - Participating in one-on-one conversations with students interested in passing legislation.
 - Attending cultural or educational events hosted by the SDPS offices.
 - Tabling on the plaza for ASCSU.
 - Visiting classes to share about the purpose and influence of ASCSU.

- Attending a university-related board (e.g. LSCGB, PMSAC, Recreation Center Advisory board, etc.).
- Volunteering for ongoing opportunities from the ASCSU office or Slice office.
- Time spent working on legislation.
- Participating in conversations with fellow Senators/Associates that are relevant to the ASCSU Senate, current or future legislation, etc.
- Attending one of the following boards:
 - Student Fee Review Board (SFRB)
 - University Facilities Fee Advisory Board (UFFAB)
 - University Technology Fee Advisory Board (UTFAB)
 - Alternative Transportation Fee Advisory Board (ATFAB)
 - Legislative Strategy Advisory Board (LSAB)
 - Board for Student Organization Funding (BSOF)
- For exceptions, or to confirm whether an hour counts as an office hour, email the Speaker Pro Tempore (ascsu_speaker_pro_tempore@mail.colostate.edu).
- In the event a Senate Session lasts longer than 2 hours any subsequent hours will be counted towards the total requirement for that week. Any time past two hours shall be rounded up to the nearest hour.

General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
 - If there are extenuating circumstances that prevent you from attending, please inform one of the Legislative Officers (Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, or Recruitment and Retention Officer).
- Attend parliamentary procedure training and mandatory reporter training.
- Attend the mandatory diversity workshops, as required by previous legislation and the constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students at Colorado State University above and beyond the duties described here.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Be fully transparent and disclose how all working hours are spent and utilized.

Basic Qualifications:

- Ability and interest to represent the students at Colorado State University.
- General knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate respect for all other members of ASCSU.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources.

ASCSU Speaker of the Senate Job Description

Associated Students of Colorado State University

The Speaker shall receive compensation of \$11,804.10 for the academic year and \$3,077.55 for the Summer.

General Eligibility:

All candidates for the Speaker of the Senate shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout the term of office. These candidates will be elected in the general election of ASCSU officials.

General Responsibilities:

The ASCSU Speaker of the Senate is the leader of the Legislative Branch. They are tasked with being the chair of the Senate and should have an extensive knowledge of Robert's Rules of Order to professionally conduct Senate Sessions on a weekly basis. The Speaker shall act as a liaison of the Legislative Branch to the CSU Faculty and Administration and shall attend all regular meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and Vice President. The Speaker shall also act as a liaison of the Legislative

Branch to the press and local/state government. The Speaker of the Senate shall act as the direct supervisor of other Senate Leadership Officials, including the Speaker Pro Tempore, Recruitment and Retention Officer, the Parliamentarian, and all elected Committee Chairs. The Speaker of the Senate shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

Supervision:

The Speaker of the Senate is directly accountable to the students of Colorado State University through the general election. The Speaker is accountable to CSU Administration and the Senate through the powers granted to them.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours through the workweek. Work as many extra hours as needed to fulfill job duties.
- Contribute a minimum of 15 hours each week during the summer. Work as many extra hours as needed to fulfill job duties.
 - A lack of completing Job Duties and hours can result in a loss of pay.
- Time spent in Senate shall count towards office hour requirements.
- Chair Senate sessions on a weekly basis.
- Chair the weekly Legislative Cabinet meeting, the time of which shall be decided by the Speaker upon being sworn into office.
- Attend a training at the beginning of their office with the Office of Equal Opportunity related to the hiring of Senate Leadership.
- Prepare a parliamentary procedure training for Senate along with the Parliamentarian.

- Prepare and give Parliamentary procedure training for the succeeding Speaker of the Senate and Parliamentarian after elections and before the current term is over.
- Ensure all avenues of ASCSU are accessible to all students.
- Attend all official meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and Vice President.
- Assist the Parliamentarian with updating governing documents as legislation is passed, as well as aiding the other members of Senate Leadership in conducting the administrative duties of their jobs, found in their respective job descriptions.
- Create and administer curriculum for Senate procedures and professional development to be used at the fall and spring retreats.
- Mandate any other official training for Senators and Associates that the Speaker or two [2] committee chairs see fit.
- Compile and send out the weekly Senate agenda and any attached legislation to be considered for debate after consulting with Senate Leadership.
- Document work done each week by all Senate Leadership, listing the tasks completed by each individual position.
- Conduct Senator check-ins to identify difficulties Senators may be having in fulfilling their respective duties. The Speaker must attempt to reach out to all Senators at least once throughout the semester.
- Facilitate goal setting among Senators and act as a resource to reach those goals.
- Conduct conflict resolution meetings for issues within the Senate Body.
- Announce community service and engagement opportunities to the Senate Body at least once a month.

- Meet with the collective Senators and Associate Senators of the SDPS offices at least once a month and extend the invitation to Directors and Associate Directors.
- Meet with the collective Senators and Associate Senators from College Councils at least once a month and extend invitation to leaders of the College Councils.
- Work to foster inclusivity within the Senate space, and communicate with relevant SDPS office representatives when necessary.
- Adhere to the Legislative Cabinet Bylaws when chairing a Senate Leadership meeting.
- Ensure that the Land Acknowledgement is read at the beginning of every Senate session.
 - Once a month report as a Senate Body how they are centering Indigenous identities and the work they have accomplished. Actively collaborate with the Native and Indigenous communities while avoiding the continuous savior complex.
- Spend a minimum of 5 hours each week on outreach-related activities to promote involvement within the wider campus community.
- Perform general administrative duties relating to maintaining functionality within the Senate.
- The Speaker of the Senate shall conduct themselves in an impartial manner with regards to Senate proceedings.

General Preparation Tasks and Responsibilities:

- Actively plan in collaboration with the Office of the President for the Fall Retreat.
- Attend leadership and administration meetings in collaboration with the Office of the President.
- Give assistance and support to ASCSU members, and act as a resource for their success over the Summer.

- Prepare ASCSU for community service opportunities and align ASCSU with the campaign vision of the Speaker of the Senate.
- Inform Senate on a biweekly basis on Senate Leadership information.
- Collaborate with Senate Leadership to prepare ASCSU for functionality for the Fall and Spring semesters.

General Tasks and Responsibilities:

- Attend and plan mandatory trainings, including diversity workshops, parliamentary procedure training (in collaboration with the Parliamentarian and the Recruitment and Retention Officer), mandatory reporter training, and any other training mandated by legislation or the Constitution.
- Promote diversity, inclusion, and equity inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging members within ASCSU to attend said events Senators to attend said events.
- Work to promote the mission of ASCSU.
- Present a professional image of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents, including the ASCSU Constitution, ASCSU Code of Ethics, and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- The Speaker of the Senate shall act as a liaison to connect the other branches of ASCSU, and students of CSU to resources within the Senate, as well as connecting Senators to resources they may need within ASCSU to be successful.

- Assist and support ASCSU Officials and the students at Colorado State University above and beyond the duties described here.

Basic Qualifications:

- Ability and interest to represent the students at Colorado State University, including the will to work at least 20 hours a week for Senate.
- Extensive knowledge of Senate and Parliamentary procedures as well as legislative writing.
- Professional mannerisms in conducting oneself.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess exceptional communication skills.
- Ability to work independently and identify resources in the ASCSU organization to thrive in this position.
- Strong organizational and preparatory skills.

ASCSU Speaker Pro Tempore Job Description

Associated Students of Colorado State University

Shall receive compensation of \$4,294.50 for the academic year.

General Eligibility:

All applicants for Speaker Pro Tempore shall be students enrolled in at least one (1) on-campus credit hour at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

The ASCSU Speaker Pro Tempore is responsible for being a general aide to the Speaker of the Senate as well as the Senate Body itself. The Speaker Pro Tempore is the second highest ranking official of the Senate body and shall track the attendance/accountability of all current Senate members. The Speaker Pro Tempore shall present this information to the Speaker and the Recruitment and Retention Officer on a weekly basis. The Speaker Pro Tempore has a specific focus on networking and connecting Senate with campus resources and getting Senators involved with community engagement. The Speaker Pro-Tempore also has the responsibility of providing Senators and Associate Senators with legislative guidance. The Speaker Pro Tempore shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government-or its resources.

Supervision:

The Speaker Pro Tempore is held directly accountable to the students at Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Chair Senate sessions when the Speaker of the Senate is not present or willing, as directed by the Speaker of the Senate.
- Attend the weekly Legislative Cabinet meetings.
- Track the attendance of the weekly Senate Meetings and weekly-office hours of Senators and Associate Senators. Ensure completion of weekly office hour reports. The Speaker Pro-Tempore shall report any concerns to the Speaker of the Senate and the Recruitment and Retention Officer.
- Communicate with Senators if there is non-compliance with the weekly job requirements and issue strikes as necessary, as described in the Senate Bylaws.
- Aid in the creation and editing of legislation and conduct frequent legislation workshops for all Senators.

- Work with the Recruitment and Retention Officer to ensure that Senators are complying with the responsibilities associated with their role and delivering this information to the Speaker of the Senate on a weekly basis.
- Meet with the Speaker of the Senate and the Parliamentarian weekly to discuss work accomplished over the previous week and plans for the coming week.
- Act as liaison and networker of the various known resources necessary for the Senate to be successful. The Speaker Pro-Tempore shall act as guide for Senators to get connected to other resources, offices, etc. on campus.
 - The Speaker Pro Tempore shall also act as a liaison to connect the other branches of ASCSU, and students of CSU to resources within the Senate.
- The Speaker Pro-Tempore shall keep track of the remaining cash balance of the Senate General Fund and Senate Leadership Discretionary Fund and report them to their respective meetings in conjunction with the Budgetary Affairs Chair.
- Safeguard a consistent physical copy of the updated ASCSU Constitution and updated Legislative Bylaws.
- General administrative duties relating to maintaining Senate information.
- Assist the Parliamentarian with updating, managing, and properly filing governing documents as legislation is passed.
- Be aware of community service and engagement opportunities going on around campus. Promote these opportunities and facilitate the creation of new opportunities.
- Create a monthly report/calendar of community service, engagement opportunities, SDPS events, and other possibilities for outreach hours.
- Market the Senate via social media and other means.

- The Speaker Pro Tempore shall conduct themselves in an impartial manner with regards to Senate proceedings.
- Contribute a minimum of ten (10) hours throughout the workweek, outside of hours spent in Senate session, seven (7) hours of which are inside the ASCSU Office and tracked by
 - Time spent in Senate shall count towards office hour requirements.
- The Front Desk. Work as many extra hours as needed to fulfill job duties.
 - A lack of completing Job Duties and hours can result in a loss of pay.

The remaining three hours shall be spent on outreach-related activities to promote involvement within the wider campus community.

General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend Parliamentary procedure training and mandatory reporter training.
- Attend the mandatory diversity workshops, as required by previous legislation and the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Work to promote the mission and image of ASCSU.
- Present a professional image of ASCSU.
- Offer time for community service/engagement opportunities; give back to the community.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics, and Legislative Bylaws.

- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

Basic Qualifications:

- Ability and interest to represent the students at Colorado State University.
- Extensive knowledge of Senate procedures and Parliamentary procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess exceptional communication skills.
- Ability to work independently and identify resources.
- Possess excellent time-management skills.

Preferred Qualifications:

- Intermediate knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, OneDrive).
- Leadership skills that promote a healthy, productive, and respectful work environment.

ASCSU Parliamentarian Job Description

Associated Students of Colorado State University

Shall receive compensation of \$3,644.55 for the academic year.

General Eligibility:

All applicants for the Parliamentarian shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment.

They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

The ASCSU Parliamentarian is responsible for facilitating the legislative process. The Parliamentarian will also oversee technology use by the Senate during Senate Sessions. It is extremely important that the Parliamentarian is exceptionally familiar with Robert's Rules of Order. The Parliamentarian will also assist the Speaker Pro Tempore in general administrative duties, such as maintaining the website information, placards for sessions, etc. The Parliamentarian shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

Supervision:

The Parliamentarian is directly accountable to the Students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of ten (10) hours throughout the workweek, four (4) hours of which are required inside the ASCSU Office and are tracked by the Front Desk. Work as many extra hours as needed to fulfill job duties.
- Time spent in Senate shall count towards office hour requirements.
 - A lack of completing Job Duties and hours can result in a loss of pay.
- Attend the weekly Legislative Cabinet meeting.
- Attend the weekly Conference Committee meeting.
- Assist the Speaker of the Senate in ensuring all avenues of ASCSU are accessible to all students.

- Review submitted legislation for addition to the agenda for spelling, grammar, coherence, and adherence to Senate regulations.
- Ensure that legislation is sent to the ASCSU President to be signed or vetoed.
- Maintain the bill book.
- Update governing documents as legislation is passed in conjunction with the Internal Affairs Committee Chair.
- Distribute signed legislation to the proper parties each week.
- Maintain the technology required for the functioning of Senate and be responsible for its usage and execution.
- Responsible for reading bills in Senate.
- Assist the Speaker of the Senate with managing Senate sessions, using Parliamentary procedure, and maintaining general order.
- Meet with the Speaker of the Senate on a weekly basis to discuss work completed in the previous week and goals in the coming week.
- Provide legislative aid for all Senators.
- Help prepare for weekly Senate meetings.
- Work with Committee Chairs and Senate Leadership to determine an efficient way to present/pass committee amendments during Senate sessions.
- Market the Senate via social media and other means.
- Maintain resources on the ASCSU website, such as mental health resources, etc.
- Update Senate resources with any relevant information, including senate membership, ASCSU Archive, etc. on the ASCSU website.
- Facilitate Zoom meetings for the ASCSU Senate.
- The Parliamentarian shall conduct themselves in an impartial manner with regards to Senate proceedings.

- Parliamentarian has the duty and authority to edit documents and legislation to reflect the appropriate titles, departments, etc. as they change and evolve over time and to edit any grammatical errors that do not change content. They will be required to make old and new versions accessible to all for transparency.

General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Create and attend Parliamentary procedure training.
- Attend mandatory reporter training.
- Attend mandatory diversity workshops, as required by previous legislation and the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Update the legislation tracker on the ASCSU website weekly.

- Fix and maintain the Archive website.

Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here. Basic

Qualifications:

- Ability and interest to represent the students of Colorado State University.
- Extensive knowledge of Senate and Parliamentary procedures as well as legislative writing.
- Ability to work in WordPress and Microsoft Office applications.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources in the ASCSU organization to thrive in this position.
- Strong organizational and preparatory skills.

Preferred Qualifications:

- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, OneDrive).
- Leadership skills that promote a healthy, productive, and respectful work environment.
- Proficiency in time keeping.

ASCSU Recruitment and Retention Officer Job Description

Associated Students of Colorado State University

Shall receive compensation of \$3,644.55 for the academic year.

General Eligibility:

All nominees for the Recruitment and Retention Officer shall be students enrolled in at least one (1) on-campus credit at Colorado State

University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

The ASCSU Senate Recruitment and Retention Officer is responsible for outreach/recruitment as well as connecting with Senators and Associate Senators inside the Legislative Body. It is important that the Recruitment and Retention Officer is familiar with student organizations, college councils, and SDPS offices, as well as the specific members of the Senate. The Recruitment and Retention Officer should be aware of the inner workings of the ASCSU Senate Body and have strong interpersonal skills to recruit, train, and hold accountable all Senators and Associate Senators in the Senate. This officer will be working closely with the Executive Department of Marketing to attend CSU events and promote the organization of ASCSU and the ASCSU Senate. The Recruitment and Retention Officer will actively work with the Director of Marketing and the Chief of Staff to advertise the ASCSU Senate and inform the media of internal happenings. The Recruitment and Retention Officer shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

Supervision:

The Recruitment and Retention Officer is directly accountable to the students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of eight (8) hours throughout the workweek, four (4) hours of which are required inside the ASCSU Office. Work as many extra hours as needed to fulfill job duties.

- Time spent in Senate shall count towards office hour requirements.
 - A lack of completing Job Duties and hours can result in a lack of pay.
 - The remaining four hours shall be spent in outreach related activities, highlighted below:
- Attend club meetings in which you are not an active member to share about the purpose and influence of ASCSU.
- One-on-one conversations with prospective ASCSU members.
- Meet with Directors or Associate Directors of SDPS offices to maintain a healthy and productive relationship between ASCSU and SDPS offices.
- Tabling on the plaza for ASCSU.
- Visit classes to share about the purpose and influence of ASCSU.
- Volunteer for ongoing opportunities from the ASCSU office or Slice office, with the expectation that the Recruitment and Retention Officer is an ambassador of ASCSU.
- Attend Legislative Cabinet meetings. Come prepared with a list of the student organizations, college councils, SDPS offices, etc. that the Recruitment and Retention Officer will go see this week.
- Actively work with the Director of Marketing and the Chief of Staff to advertise the ASCSU Senate and inform the media of internal happenings.
- Work with the Department of Marketing to have tabling events for the ASCSU Senate.
- Meet with Senators and Associate Senators of the SDPS offices at least once a semester and extend the invitation to Directors and Associate Directors to talk about their office and its representation in the Senate space.

- Coordinate outreach with student organizations and college councils, including attending meetings for said groups on a weekly basis.
- Recruit students which represent our diverse student body.
- Maintain student organization contacts for ASCSU in coordination with the Executive Department of Marketing.
- Maintain contacts for Fraternity & Sorority Life and college councils; know the meeting times and locations of said groups. Keep this information in an Excel sheet.
- Attend major events for ASCSU, Colorado State University, Fraternity and Sorority Life, and other organizations to extend communications.
- Inform the Senate of major events going on in the CSU community.
- Keep up to date on the ratification process knowing the number of available and held Senate seats, helping potential Senators and transferring information to the Parliamentarian and Speaker of the Senate.
- Educate Senators about ASCSU, SDPS Offices and College Councils, legislative procedures, and Senatorial duties.
- Ensure new members sign up for committees and maintain their attendance at those committees and their college councils or meetings with SDPS contacts.
 - Gather attendance from Committee Chairs and share information with the Speaker Pro Tempore weekly.
- Collect personal and contact information for Senators and Associate Senators. Maintain this contact information for the access of all Senate Leadership.
- Put together events and gatherings to build community within Senate, and work to improve the image and morale of Senate.
- Build relationships with Senators and Associate Senators and be a resource for them.

- Follow up on training for new and existing Senators.
- Market the Senate via social media and other means.

General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend and assist in planning mandatory trainings, including diversity workshops, Parliamentary procedure training (in collaboration with Parliamentarian and Speaker Pro Tempore), mandatory reporter training, and any other training mandated by legislation or the constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics, and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of the ASCSU Senatorial job descriptions and governing documents (status as a Senator or Associate Senator is not required).

- Friendly and social demeanor.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Ability to work independently, identify resources, and make independent decisions.
- Possess strong communication skills.

Preferred Qualifications:

- Have intermediate interpersonal skills.
- Have intermediate marketing skills.

ASCSU Committee Chair Job Description

Associated Students of Colorado State University

Shall receive compensation of \$2,450.00 for the academic year. The Budgetary Affairs Committee Chair shall receive an additional \$1,194.55 for the academic year (total compensation is \$3,644.55). Additional compensation is added due to the significant role the Budgetary Chair has during the Spring semester in chairing the Budgetary Task Force and other legislative activities.

ASCSU Senate Internal Committees

- The Senate Internal Affairs Committee deals with affairs internal to ASCSU, including, but not limited to, amendments to the ASCSU Constitution, Senate Bylaws, etc.
- The Senate University Affairs Committee deals with affairs pertaining to University-wide student needs and concerns, as well as any matters relating to building external partnerships with local and state governments in order to respond to those needs or concerns.

- The University Affairs Committee shall also be responsible for maintaining contact with the Colorado Student Government Coalition (CSGC) in order to advance statewide legislative efforts.
- The Senate Diversity, Equity, and Inclusion Affairs Committee deals with affairs pertaining to diversity, equity, and inclusion on campus and aids in other DEI efforts that affect students on campus.
- The Senate Budgetary Affairs Committee deals with affairs pertaining to the ASCSU budget and ASCSU finances.

General Eligibility:

All applicants for the Committee Chair shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure. They shall also be a current Senator or Associate Senator for ASCSU.

General Responsibilities:

The Committee Chair is responsible for running their respective internal committees. The Committee Chair will also work as a legislative aide to Senators and other university students in need. It is important that the Committee Chair is familiar with the workings of internal committees. Committee Chairs must concurrently be a Senator or Associate Senator in ASCSU. The Committee Chairs shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

Supervision:

The Committee Chair is directly accountable to the students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of three (3) additional hours throughout the workweek.
- Time spent in Senate shall count towards office hour requirements.
 - 8 total hours if committee chair is a Senator.
 - 6 total hours if committee chair is an Associate Senator
 - The three (3) additional hours shall go towards committee chair related responsibilities, such as working with Senators (and Associate Senators) involved with their committee, reviewing legislation, and preparing for committee.
 - A lack of completing Job Duties and hours can result in a loss of pay.
- Chair weekly committee meetings.
- Create weekly agendas for the committee and send them out at least forty-eight (48) hours in advance.
 - It can be sent out in the Weekly email if submitted before 9:00 am on Monday morning.
- Attending weekly Legislative Cabinet meetings.
 - If the Chair is unable to attend, their respective Vice-Chair shall attend on their behalf.
- Attend the weekly Conference Committee meetings.
 - If the Chair is unable to attend, their respective Vice-Chair shall attend on their behalf.
- General administrative duties necessary for their committee to run.
- Assist in crafting legislation for the Senate and contribute as a general legislative aide.
- Work closely with the other committee chairs to ensure streamlined communication when making changes/amendments to legislation.

- Create a safe place for communication and bringing forth ideas and important issues.
- Upload all discharged legislation to a shared folder that Legislative Cabinet has access to.
- Send weekly Committee attendance to the Speaker Pro Tempore.
- Maintain updated weekly Committee membership lists and share them with the Speaker Pro Tempore if there are any changes.
- The Internal Affairs Chair has the responsibility to assist Parliamentarian with updating governing documents as legislation is passed.
- The Budgetary Affairs Chair has the responsibility to assist the Speaker Pro Tempore with keeping track of funds left in the Senate General Fund and Senate Leadership Discretionary Fund.

General Fall/Spring Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat and ASCSU Spring Retreat.
- Attend mandatory trainings, including diversity workshops, parliamentary procedure training, mandatory reporter training, and any other training mandated by legislation or the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.

- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics, and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

Basic Qualifications:

- Current standing as a Senator or Associate Senator within ASCSU.
- Ability and interest to represent students of Colorado State University.
- General knowledge of the ASCSU Senatorial job descriptions.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU Caucus Chair Job Description

ASCSU Caucus Chair Job Description

Associated Students of Colorado State University

The Caucus Chair position is an unpaid, volunteer-based, commitment.

General Eligibility:

All applicants for the Caucus Chair shall be students enrolled in at least one (1) on-campus credit at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

General Responsibilities:

The Caucus Chair is responsible for running their respective Caucus. The Caucus Chair will also work as a legislative aide to Senators and other university students in need. It is important that the Caucus Chair is familiar with the workings of ASCSU, while also realizing the Caucus is strategically separate from the ASCSU Senate to reach student voices and effect change. The Caucus Chair(s) shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

Supervision:

- The Caucus Chair position shall be elected by the ASCSU Senate.
- In the event that the caucus is violating its own bylaws, the Supreme Court shall have the authority to intervene to rectify the error. In the event that the caucus loses its functional purpose or ceases to operate, the Senate shall have the authority, as outlined in the ASCSU Constitution, to remove the respective caucus.

Job Specific Tasks and Responsibilities:

- Commit the necessary hours for planning and operating general Caucus meetings and, if applicable, Caucus leadership meetings.
- Chair Caucus meetings.
- Attending weekly Legislative Cabinet meetings. (Not required, but strongly encouraged)
 - If the Chair is unable to attend, they may extend the invitation for their Vice-Chair to attend on their behalf.
- Perform general administrative duties that are necessary for the Caucus to run smoothly.
- Assist in crafting legislation for the Senate.
- Contribute as a general legislative aide for other ASCSU members.
- Create a safe place for communication and bringing forth ideas and important issues.

General Fall/Spring Tasks and Responsibilities:

- They are invited to attend the Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend legislative branch training (to the chair's discretion), including diversity workshops, Parliamentary procedure training, mandatory reporter training, and any other training mandated by legislation or the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.

- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of the ASCSU Senatorial job descriptions (status as a Senator or Associate Senator is not required).
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.

Section 3: Rights

- A. Senators shall have floor, speaking, motion, and voting rights during Senate Meetings.
- B. Associate Senators shall have floor, speaking, and motion rights during Senate Meetings, and shall have limited voting rights for when any Senator from their respective College, Office, or Council is not present or an empty seat exists for the college.
 - a. Unless Associate Senators are sitting in for a vacant Senator, they shall only be allowed to vote on motions

- relating to the procedure of the Senate Session (e.g. moving to previous question, extending speaking time, putting candidates/appointees on a slate, etc.)
- b. Associate Senators that hold Chair positions in the Senate Leadership (i.e. Legislative Cabinet) will be granted voting rights, the same as a Senator representing a College Council or SDPS Office.
- C. The absence or recusal of a Senator signifies the waiving of their respective voting rights to their Associate Senator until they actively reclaim them.

Section 4: Penalization

- A. In the event that a Senator or Associate Senator fails to meet their weekly office hours requirement or misses a Senate session without prior approval of the Speaker of the Senate, Speaker Pro Tempore, or Recruitment and Retention Officer, the following process will take place. Associate Senators will only be subjected to the following process if they have missed their weekly office hours requirement or if they have been absent for 3 consecutive Senate sessions:
 - a. The first incident will warrant one [1] strike.
 - i. The Speaker Pro Tempore shall send a direct warning to the Senator or Associate Senator, informing them of the violation.
 - b. The second [2nd] incident will warrant a second [2nd] strike.
 - i. The Speaker Pro Tempore shall send a direct warning to the Senator or Associate Senator, informing them that the second [2nd] strike has been documented.

- ii. The Speaker Pro Tempore shall also send a direct email to the President and Vice-President of the respective college council (or Director and Associate Director of the respective SDPS office), informing them of the violation.
 - iii. The Senator or Associate Senator in question shall meet with the Recruitment and Retention Officer and the Speaker Pro Tempore in order to clarify the situation.
 - c. Upon a third [3rd] violation, the Senator or Associate Senator shall resign in absentia, upon which they shall be removed from the ASCSU Senate list.
 - i. The Speaker of the Senate and ASCSU advisor shall message the College Council President and Vice-President (or SPDS Director/Associate Director) to inform them of the violation and removal.
 - ii. The Speaker of the Senate shall act in accordance with ASCSU governing documents, Code of Ethics, and OEO parameters, when exercising this clause, and may be subject at any point to an appeal to the ASCSU Supreme Court.
 - iii. The Senator or Associate Senator shall be eligible for reappointment by their respective College Council or SDPS office during the following Senate.
- b. If a Senator or Associate Senator fails to attend an Internal Committee of the Senate without an excused absence from the Chair of the committee, the following process will take place:
 - a. The first incident will warrant one [1] strike.

- i. The Speaker Pro Tempore shall send a direct warning to the Senator or Associate Senator, informing them of the violation.
 - b. The second [2nd] incident will warrant a second [2nd] strike.
 - i. The Speaker Pro Tempore shall send a direct warning to the Senator or Associate Senator, informing them that the second [2nd] strike has been documented.
 - ii. The Speaker Pro Tempore shall also send a direct email to the President and Vice-President of the respective college council (or Director/Associate Director of the respective SDPS office), informing them of the violation.
 - iii. The Senator (or Associate Senator) in question shall meet with the Recruitment and Retention Officer, a Committee Chair, and the Speaker Pro Tempore in order to clarify the situation.
 - c. Upon a third [3rd] violation, the Senator or Associate Senator shall resign in absentia, upon which they shall be removed from the ASCSU Senate list.
 - i. The Speaker of the Senate (and ASCSU advisor) shall message the College Council President and Vice-President (or SPDS Director/Associate Director) to inform them of the violation and removal.
 - ii. The Speaker of the Senate shall act in accordance with ASCSU governing documents, Code of Ethics, and OEO parameters, when exercising this clause, and may be subject at any point to an appeal to the ASCSU Supreme Court.

- iii. The Senator or Associate Senator shall be eligible for reappointment by their respective College Council (or SDPS office) during the following Senate.
- d. The strikes given for absences from committees and strikes assigned for failure to meet office hour requirements and Senate attendance shall not count towards the same total number of strikes.
 - i. A first strike issued for failure to attend committees will follow the process as though it is the first incident even if strikes have been issued for other reasons previously.

Article III: Meetings

Section 1: Regular Meetings

- A. During the regular fall/spring semester, Senate sessions will be held on Wednesdays at 6:30 p.m. MDT/MST in the ASCSU Senate Chambers and online via Zoom. The link will be sent out by Monday between 12:00 pm and 2:00 pm through the official ASCSU weekly email. Any additions to the agenda need to be sent to the Front Desk by 9:00 am on Monday morning. The Senate will not meet during finals week and University closures.
- B. In the case that a session is adjourned with agenda items unaddressed by the body, the chair shall have the discretion to move these items into a committee of their choosing or to hold them for consideration in the next Senate meeting.

- C. The agenda and consent agenda for each meeting will be established and dispersed forty-eight [48] hours in advance to interested parties by the Legislative Cabinet through the official weekly email.
 - a. All documents must be sent out by the ASCSU Front Desk. In the event the Front Desk is unable, the Speaker of the Senate is then responsible for ensuring that documents are sent out forty-eight [48] hours in advance to the best of their ability.
 - i. The Speaker of the Senate shall send documents for the Senate meeting through a platform that Senators and Associate Senators have reasonable access to (Ex. Microsoft Teams). Senators and Associate Senators shall attempt to make these resources available to their constituents who would usually have access through the weekly email.
 - ii. Extreme events such as these shall occur when the Front Desk is unable to send the weekly email forty-eight [48] hours in advance, such as office closures, University weather closures, University holidays, etc.

Section 2: Committee of the Whole

- A. The Senate may move to dissolve itself into a Committee of the Whole with a two-thirds [2/3rds] vote of the present body, for the purpose of discussing legislation.
- B. The Senate will dissolve itself into a Committee of the Whole prior to discussing the passage of the new Senate Bylaws.

- C. The Committee of the Whole shall be chaired through the same line of succession as the ASCSU Senate.
- D. The Committee of the Whole can move back into the Senate agenda with a two-thirds [2/3] vote of the present body to rise from committee. (a motion to “rise”). Any changes to legislation must be adopted by the body.
- E. The Committee of the Whole may be utilized on the second reading of a bill or resolution, or during the first reading of a bill or resolution that has been expedited or only requires one reading.
- F. Quorum of Committee of the Whole shall be the same as quorum for the Senate Body.
- G. The Committee of the Whole shall be granted permission to utilize the services of the Parliamentarian and the Clerk of the Senate in order to execute business.

Section 3: Quorum

- A. The Quorum for Senate Meetings will be two-thirds [2/3] of voting Senate members.
 - a Quorum shall be held until a member of the Senate calls for quorum and it is not met.
 - b If the quorum is not met it shall be considered held until the end of the current secondary or subsidiary motion after an official with floor rights calls for quorum.
 - i A secondary or subsidiary motion is defined as any motion on any agenda item.
 - c If quorum is called during a main motion the main motion shall be tabled

- i A main motion is defined as any agenda item.
- B. In the absence of a quorum, the Senate shall adjourn its meeting and, at the chair's discretion, proceed into a provisional meeting starting in the agenda with the tabled main motion.
- C. A provisional meeting may be conducted in a similar fashion to a normal meeting, the proceedings, and results of which will be presented to the next meeting obtaining quorum for passage under the consent agenda.
 - a In the event a provisional meeting occurs, new minutes shall be taken for the provisional meeting.
 - i In the next senate session, both minutes must be in the consent agenda.
 - b At the start of the provisional meeting, attendance must be taken with all officers or members of the Senate not present without approved excuses marked as unexcused.

Section 4: Order of Business

- A. The Senate shall follow the following agenda for all regularly scheduled meetings:

Agenda

- i) Call to Order
- ii) Pledge of Allegiance
- iii) Land Acknowledgement
- iv) Swearing-In of new Senators and Associate Senators

- v) Beginning Roll Call
- vi) Consent Agenda
- vii) Gallery Input
- viii) Guest Speakers
- ix) Executive Reports
- x) Judicial Reports
- xi) Legislative Reports
 - i. Officer Reports
 - ii. Committee and Caucus Reports
 - iii. Senator and Associate Senator Reports

Confidence Business

- xii) Ratification and Election of Officers
- xiii) Old Business
- xiv) New Business
- xv) Ending Roll Call
- xvi) Adjournment

- B. Items may be moved, deleted, or added to the agenda by a two-thirds [2/3] vote of the Senate. Legislation added in this way must otherwise conform to all the requirements that regularly submitted Legislation must meet.
- C. The consent agenda will be a list of items compiled by the Legislative Cabinet to be voted on by the Senate as a whole.
 - a. The minutes from the prior week's meeting shall always be included on the consent agenda.
 - b. Any voting member of the Senate may remove an item from the consent agenda, except for the minutes.
 - c. Removed legislation shall be moved to its traditional location within the agenda. The consent agenda may only be passed by unanimous consent, and upon its

passage all items on the consent agenda shall be treated as having passed unanimously.

d. Should the consent agenda fail to pass with unanimous consent, then each individual item in the agenda shall be voted on separately requiring a majority vote to pass.

D. The Speaker of the Senate, in conjunction with the rest of the Legislative Cabinet (if elected) may determine the agenda for special sessions as necessary.

Article IV: Officers and Ex-Officio

Section 1: Officers

A. The officers of the Senate shall be the Speaker of the Senate, Speaker Pro-tempore, Parliamentarian, Recruitment and Retention officer, and Clerk of the Senate.

Section 2: Duties of Officers

- A. The duties of each officer are recorded in the ASCSU website.
- a. The body may motion to remove an officer from their position in the current session if they believe them incapable of performing their duties.
 - i. This motion must pass a two thirds [2/3] vote.
 - b. Succession of the Speakership shall be the Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, Internal Affairs Chair, University Affairs Chair, Budgetary Affairs Chair, Diversity, Equity, and Inclusion Affairs Chair, and then

the longest serving Senator that isn't elsewhere in the line of succession.

- c. The longest serving Senator shall be defined as the current member who has served as a Senator or Associate Senator for the longest continuous period of time.
- d. The Speaker of the Senate shall have the authority to appoint a Senator or Associate Senator as an Officer of the Senate for, at most, the duration of a Senate session if the position they are filling is vacant or the officer is absent.

Section 3: Ex-Officio

- A. Ex-Officio members shall be granted rights of debate and motioning but shall hold no voting rights.
- B. The following positions shall be granted Ex-Officio Status:
 - a. All members of the Executive and Judicial branches.
 - b. ASCSU Administrative Assistants and ASCSU Advisors.
 - c. The President or a chosen representative of the College Councils, the Multi-Faith and Belief Student Council, the Inclusive Excellence Council, and any student organization granted a seat in the Senate.
 - d. The Chairs of the Fee Advisory Boards.
 - e. The Directors or equivalent position of any representation within the Senate.
 - f. The President of the Residence Hall Association (RHA) and the RHA Liaison.
 - g. A member of IFC, multicultural Greek council, National Pan-Hellenic Council, Professional Fraternity Council, and the National Panhellenic Association.

- C. An author of legislation or guest speaker who does not otherwise hold floor rights shall be granted ex-officio status for the duration of that session.

The Senate may give or remove ex officio status for a session by a two-thirds [2/3] vote of the body. Section 4: Senator Emeritus

- a. Senator Emeritus – Any Senator or Associate Senator that graduates after holding the title of Senator or Associate Senator for at least one (1) year, and holds a title within ASCSU when graduating. These members can come back with speaking rights at any time.

Article V: Committees

Section 1: Legislative Cabinet

- A. There shall be a Legislative Cabinet chaired by the Speaker of the Senate consisting of the Speaker Pro Tempore, Parliamentarian, Clerk, Recruitment and Retention Officer, Internal Committee Chairs, and Caucus Chairs.
 - a. The Legislative Cabinet shall be charged with maintaining the administrative operations of Senate, assembling and releasing the regular and consent agendas, releasing a brief weekly report of the Senate's actions, and discharging these duties in a manner that does not unduly hinder the progress of legislation in a manner inconsistent with reasonable standards of expediency.
 - b. The Legislative Cabinet shall create and review bylaws subservient to this document detailing its operations

and procedures and shall update them when necessary.

- c. The Chair of Legislative Cabinet (the Speaker of the Senate unless absent) shall report on Legislative Cabinet during the appropriate time in the agenda.

Section 2: Internal Committees

A. There shall be four Senate Internal Committees known as the Internal Affairs Committee, University Affairs Committee, Diversity, Equity and Inclusion Affairs Committee, and the Budgetary Affairs Committee.

- a. The Senate Internal Affairs Committee shall deal with affairs internal to ASCSU, including, but not limited to, amendments to the ASCSU Constitution, Senate Bylaws, etc.
- b. The Senate University Affairs Committee shall deal with affairs pertaining to University-wide student needs and concerns, as well as any matters relating to building external partnerships with local and state governments in order to respond to those needs or concerns.
 - i. The University Affairs Committee shall also be responsible for maintaining contact with the Colorado Student Government Coalition (CSGC) in order to advance statewide legislative efforts, assuming the committee is in agreement with the given objectives.
- c. The Senate Diversity, Equity, and Inclusion Affairs Committee shall deal with affairs pertaining to diversity, equity, and inclusion on campus and aid in other DEI efforts that affect students on campus.

- d. The Senate Budgetary Affairs Committee shall deal with affairs pertaining to the ASCSU budget, and ASCSU finances, as well as translating ASCSU finances into a form easy for constituents to understand.
 - e. These committees will establish bylaws subservient to this document governing their rules and procedures. These Bylaws must be presented to the Senate upon request. Internal Committees may amend their bylaws at any time; however, the Senate maintains the right to pass new bylaws for a committee as needed.
 - f. These committees shall receive legislation and pursue relevant projects and report these happenings to the Senate during the appropriate agenda item.
 - g. A committee may not receive any legislation that it endorses or sponsors.
 - h. After reviewing and discharging a piece of amended legislation, the Senate Committee Chairs shall send their legislation to the Parliamentarian, Speaker of the Senate, and Speaker Pro Tempore via official emails and notify them that the piece of legislation has been discharged from their committee.
- B. The Senate may move to discharge legislation from a committee no sooner than one [1] week after it had been assigned to that committee. The committee chair and vice-chair need not be present or approve in order to discharge legislation. If legislation is discharged from a committee by the Senate, it returns to the floor without any changes made by the committee.
- a. Committee chairs shall inform the Parliamentarian and Speaker Pro Tempore when legislation has been held in committee.

- C. Legislation that requires three readings shall be sent back to different committees than it was originally sent to and be brought back out of committee as outlined for a 3rd reading and final passage.
- D. No Internal Committee shall hold times conflicting with Senate Meetings or other Internal Committees.
- E. The Senate may create additional committees under their authority through a bill passed by the Senate.
- F. Senate Internal Committee meetings times must be held once per week at a time determined by the respective chair. If a meeting is cancelled, the chair should attempt to find an alternative meeting time for that week if relevant.
- G. Chairs of Internal Committees shall be responsible for informing the Speaker Pro Tempore of the Senate of attendance on a weekly basis and reporting the work of the committee during the relevant Senate Meeting agenda item.

Section 3: Conference Committee

- A. The Conference Committee shall meet weekly prior to the Senate meeting and will be tasked with combining the legislative amendments from all the Senate Internal Committees into one report, to be presented to the Senate.
 - a. The Conference Committee members will consist of the Parliamentarian, and relevant Chairs of the University Affairs Committee, Internal Affairs Committee, Diversity, Equity, and Inclusion Affairs Committee and Budgetary Affairs Committee.
 - b. The Conference Committee shall not have the power to add any amendments to legislation. Their responsibility

begins and ends with combining similar amendments from multiple committees into one [1] report.

- i. The Conference Committee shall have the power to make clerical changes that do not change the content or meaning of any document.
- ii. All Conference Committee meetings shall be recorded and archived by the Parliamentarian in the ASCSU U-Drive on a weekly basis, in order to ensure transparency.
 1. To access the video recordings, please email the ASCSU Front Desk.
- iii. All Conference Committee meetings are open to the public. If a CSU student is interested in attending, they can email any relevant member of the committee.
- iv. For the Conference Committee to review and discharge a report, all relevant voting members must be present.
 1. If the Committee Chairs are unable to attend, the Vice-Chairs, for their respective committees, may vote on the Chair's behalf.
 2. If the Parliamentarian is unable to attend, any member of the Legislative Cabinet may join the meeting on their behalf.
- c. Upon receiving all versions of amended legislation, the Parliamentarian shall be responsible for combining the amendments from all committees into one report to be presented during the next Conference Committee.
- d. To discharge a report from the Conference Committee, all relevant Internal ASCSU Senate Chairs must come to unanimous consent regarding the consolidated report.

- i. In the event that the Internal Committee Chairs do not unanimously agree, the original committee amendments will be immediately discharged and presented as separate reports in the next Senate session.
 - ii. If the Conference Committee does not discharge legislation after one [1] week, the original committee amendments will be immediately discharged and presented as separate reports in the next Senate session.
- e. The approved Conference Committee Report shall be presented at the next Senate Session. If the Senate does not adopt the Conference Committee report, the body shall revert to the original bill or resolution, which will be on its second reading. The committee chair or vice chair shall be present to reintroduce a bill or resolution.
 - i. Authors shall have the power to accept amendments to legislation that is presented by committees without the approval of the Senate.

Article VI: Legislation

Section 1: General Rules

- A. All legislation shall be submitted to the official email of the Parliamentarian and the Speaker of the Senate by Wednesday evening at 6:30 PM MDT/MST to be processed during the

Legislative Cabinet meeting and added to the Senate agenda for the following week.

- a. The Speaker of the Senate may not make exceptions to this rule unless approval is given by the Legislative Cabinet per the Legislative Cabinet Bylaws and all other accessibility guidelines are followed.
 - b. The legislation submitted for the ASCSU Senate to consider must conform to the templates released by the Legislative Cabinet and must be in a Microsoft Word compatible form, including all accessibility guidelines and an accurate navigation pane.
- B. A piece of legislation may be authored by any individual or entity affiliated with Colorado State University. To be added to the agenda, legislation shall need the sponsorship or endorsement by one of the following:
- a. Six from either Senators, Associate Senators, or members elected/appointed to the Ex-Officio status.
 - b. One ASCSU Internal Committee
 - c. The Board for Student Organization Funding (BSOF)
 - d. The Student Fee Review Board (SFRB)
 - e. The Legislative Strategy Advisory Board (LSAB)
 - f. The Legislative Cabinet subservient to the Legislative Cabinet Bylaws
- C. Legislation on the floor for the first session of a new Senate shall not need any sponsorships or endorsements so long as it pertains to the new Senate Bylaws or Job Descriptions, or prior approval has been given by the Speaker-elect.
- D. Legislation shall be numbered in accordance with the Senate number and the order in sequence with other. Bills, Leges and Resolutions will be counted separately. Although a number may be given to a bill when it is added to the agenda, said number is

not official until it reaches the floor. When the agenda is finalized for a Senate session by the Legislative Cabinet, the numbering for legislation shall be considered final in the order that it was put on the agenda.

- E. Legislation shall have two readings or three readings for bills concerning constitutional amendments unless cited otherwise in these bylaws.
- F. Barring exigent circumstances as declared by the Chair, at least one author of a piece of legislation must be present for all readings of the legislation.
- G. Any legislation shall only have the title and abstract read unless by a majority vote of the body to the contrary.
- H. Legislation not on the agenda may be added by a two-thirds vote of the Senate so long as it meets all other requirements to be considered by the Senate and is read in its entirety for accessibility, or was sent out forty-eight [48] hours in advance through the official weekly email, or, in extreme circumstances (such as an unforeseen office closure, etc.), other methods as outlined in the Senate Bylaws in which Senate members have reasonable access to documents presented to the Senate, in conjunction with an email sent out before the start of Senate to ensure consistency of method delivery (so all legislation can be referenced through one medium.)
- I. All legislation except those specified in the constitution, these bylaws, or other superior documents shall require a majority vote of the present membership excluding abstentions for passage.

Section 2: Bills

- A. Bills shall deal with appropriations, constitutional amendments, or other legislation which when enacted shall have a binding effect on ASCSU operations.
- B. Bills will require the signature of the President or a Senate veto override to go into effect while resolutions will not require said signatures. Bills must be signed by the President by the second scheduled Senate Session after its passage or it will be automatically added back to the agenda under “Old Business” with the word “vetoed” next to the bill number.

Section 3: Resolutions

- A. A Resolution shall deal with the opinions of the Senate and the adoption or amendment of bylaws.
- B. Resolutions do not require the signature of the President, unless the resolution is providing an opinion on behalf of all of ASCSU.

Section 4: Leges

- A. A Lex (plural Leges) shall be used when both a Bill and a Resolution are necessary or when amending the Constitution and shall have the powers of both a Bill and Resolution.

- B. Leges will require the signature of the President or a Senate veto override to go into effect while resolutions will not require said signatures. Leges must be signed by the President by the second scheduled Senate Session after its passage or it will be automatically added back to the agenda under “Old Business” with the word “vetoed” next to the bill number.

Section 5: Special Legislation

- A. Joint legislation shall deal with the opinions of at least two participating representative bodies.
 - a. Joint legislation must have at least one co-author from each participating organization and must meet the sponsorship requirements of each organization before being heard by either organization.
 - b. Joint legislation shall only be valid once passed by all participating organizations.
 - c. Joint legislation may not be amended after passage through any one participating organization.
 - i. Changes after partial passage should be presented by retracting the old legislation and proposing a new joint legislation, as such, authors are encouraged to conference before any vote is made, to ensure it may pass all bodies as it is written before any vote.
 - d. Joint legislation shall be in a format acceptable to the chair of each participating organization containing at least the following,

- i. A title declaring the document as joint legislation and listing the participating organizations.
- ii. A line at the bottom of the document indicates passage for each respective organization.
- iii. A heading at the top of the first page for the organization that first hears and introduces the legislation.

Section 6: Expedition

- A. Legislation may have their consecutive readings waived with a two-thirds vote for expedited status.
- B. Bills dealing with finance originating from BSOF and sponsored or endorsed by BSOF shall only require one reading.
 - a. Bills dealing with finance not originating from BSOF may only be granted expedited status with written documentation of feasibility from the ASCSU Advisor and the ASCSU Director of Finance by the same criteria as bills sent to the Budgetary Affairs Committee.

Article VII: Parliamentary Procedure

Section 1: Motions of the Senate

- A. A motion to adjourn may be made with the phrase "I move to adjourn".
 - a. This motion is not able to interrupt the current motion and requires a second, it is also non debatable and non-amendable. The motion is passed with a majority vote.
- B. A motion may be made to take a break with the phrase "I move to recess for... "
 - a. This motion is not able to interrupt the current motion and requires a second, it is also non debatable and amendable. The motion is passed with a majority vote.
- C. A motion may be made to request a change to current proceedings that negatively impact the rights of the assembly. This is made with the phrase "Point of privilege".
 - a. This motion is able to interrupt the current motion and requires a second, it is also non debatable and non-amendable. The motion does not require a vote.
- D. To set an issue aside to work on a more important issue, say, "I move to lay the question on the table."
 - a. This motion is not able to interrupt the current motion and requires a second, it is also non debatable and non-amendable. The motion is passed with a majority vote.
- E. To end discussion, say, "I move the previous question."
 - a. This motion is not able to interrupt the current motion and requires a second, it is also non debatable and non-amendable. The motion is passed with a two-thirds vote.
 - b. This motion requires that substantial discussion has occurred or that no discussion is occurring.
- F. To prevent anyone else from being added to the speaker's list, say, "I move to exhaust the speaker's list."

- a. This motion is not able to interrupt the current motion and requires a second, it is also non debatable and non-amendable. The motion is passed with a majority vote.
- G. To limit or extend time limits, say, "I move that debate be limited to...".
 - a. This motion is not able to interrupt the current motion and requires a second, it is also non debatable and amendable. The motion is passed with a two-thirds vote.
- H. To delay a motion to a specific time, say, "I move to postpone the motion to...".
 - a. This motion is not able to interrupt the current motion and requires a second, it is also debatable and amendable. The motion is passed with a majority vote.
- I. To change a motion's wording, say, "I move to amend the motion by...".
 - a. This motion is not able to interrupt the current motion and requires a second, it is also debatable and amendable. The motion is passed with a majority vote.
- J. To end a motion's consideration, say, "I move that the motion be postponed indefinitely."
 - a. This motion is not able to interrupt the current motion and requires a second, it is also debatable and non-amendable. The motion is passed with a majority vote.
- K. To propose a new issue, say, "I move that [or 'to']...".
 - a. This motion is not able to interrupt the current motion and requires a second, it is also debatable and amendable. The motion is passed with a majority vote.
- L. Use "Point of Order" to enforce the rules.
 - a. This motion is able to interrupt the current motion and does not require a second, it is also non debatable and non-amendable. The motion does not require a vote.

- M. To challenge the Chair's decision, say, "I appeal from the decision of the chair."
- a. This motion is able to interrupt the current motion and requires a second, it is also debatable and non-amendable. The motion is passed with a two-thirds vote.
- N. To remove an officer of the senate from their position for the current session, say, "I motion that _____ is unable to perform their duties"
- a. This motion is able to interrupt the current motion and requires a second, it is also debatable and non-amendable. The motion is passed with a two-thirds vote.
- O. To temporarily bypass the rules, say, "I move to suspend the rules."
- a. This motion is not able to interrupt the current motion and requires a second, it is also non debatable and non-amendable. The motion is passed with a two-thirds vote.
- P. To request change in how a vote occurs, say, "I move for a _____ vote."
- a. This motion is able to interrupt the current motion and does not requires a second, it is also non debatable and non-amendable. The motion is passed with a majority vote.
 - b. A sense vote requires a brief summary of the candidate or legislation be included in the weekly email.
- Q. To ask about parliamentary law, use "Parliamentary inquiry."
- a. This motion is able to interrupt the current motion and does not require a second, it is also non debatable and non-amendable. The motion does not require a vote.
- R. To request information, use "Point of information."
- a. This motion is able to interrupt the current motion and does not require a second, it is also non debatable and non-amendable. The motion does not require a vote.

- S. To resume discussion on a tabled item, say, "I move to take from the table..."
 - a. This motion is not able to interrupt the current motion and requires a second, it is also non debatable and non-amendable. The motion is passed with a majority vote.
- T. To reverse a previous decision, say, "I move to rescind ..."
 - a. This motion is not able to interrupt the current motion and requires a second, it is also debatable and amendable. The motion is passed with a two-thirds vote.
- U. To prevent discussing a non-germane question, say, "I object to the consideration of the question."
 - a. This motion is able to interrupt the current motion and does not require a second, it is also non debatable and non-amendable. The motion requires a two-thirds vote.

Section 2: Debate in the Senate

- A. A speaker shall be limited to speaking twice on any motion, bill, or resolution unless yielded to by another member of the Gallery or Body.
- B. There shall be a primary and secondary speakers list.
- C. A speaker shall be limited to two yields to another individual in the Gallery or the Body during a discussion or questioning period for each agenda item.
- D. A speaker may not reserve their speaking time or yields.
- E. Ad-hominem attacks are not allowed. The offender may be called to order for such statements. The chair may forcibly yield the speaking time of the offender if there are multiple instances while the offender has the floor.

- a. Ad-hominem shall be defined as any argument that criticizes the proponent of a position rather than a criticism of the position directly.
- b. Repeated use of ad-hominem attacks shall use the following three strike rule:
 - i. The first-time ad-hominem attacks are used, the Speaker of the Senate shall give an explanation of ad-hominem attacks and shall issue a warning.
 - ii. The second time ad-hominem attacks are used, the speaking rights of the individual shall be revoked for the remainder of the session at the discretion of the Chair or by a two-thirds (2/3) vote of the Senate body.
 - iii. If the individual continues to make a disturbance, at the discretion of the chair, they shall be asked to leave the space.

Section 3: Decorum in Senate

- A. During weekly Senate Sessions, Senators, Associate Senators, Senate Leadership, gallery members, and anyone wishing to speak on the Senate floor are expected to maintain a level of decorum for the entirety of the Session.
- B. The rules governing decorum during an official ASCSU Senate Session are as follows:
 - a. Proper attire is expected of Senators, Associate Senators, Senate Leadership, and anyone wishing to officially speak on the Senate floor who has speaking rights, not including non-officials speaking during Gallery Input.
 - i. Proper attire is anything that is business casual, similar to what one would wear to a job interview, or an equivalent upholding the identities the member holds..

- ii. Members of the Senate are *strongly encouraged* to maintain a level of decorum with proper attire.
- b. All members of the body and the gallery will exit the Senate Chambers to conduct conversations, including phone conversations.
- c. Profanity, slurs, disrespectful body language or gestures, or direct personal insults shall not be used in the Senate Chambers.
- d. Personal devices/technology shall be used for official Senate business only, not for personal activities.
- e. If someone or an official of ASCSU is deemed incapable of performing their duties or maintaining decorum, they may be removed from duty for the duration of the meeting at most at the chair's discretion or by a two-thirds [2/3rd] vote of the Senate body.

Section 4: Time limits in Senate

A. Legislation:

- a. After the first reading, legislation requiring two or more readings will be given ten minutes of time for presentation, after which ten minutes will be allowed for a "question and answer" period. There shall be no discussion and debate on the first reading.
- b. On the second reading of legislation, a maximum of thirty minutes of time will be spent on discussion and debate.
- c. Upon an expedited piece of legislation, or on legislation requiring only one reading, legislative representatives will be given ten minutes for presentation and ten minutes for a

“question and answer” period. Following that, a maximum of thirty minutes will be allowed for discussion and debate.

B. Ratifications and Elections

- a. Officers subject to ratification or election by the Senate will be given ten minutes to present after which ten minutes will be given for a “question and answer” period.
- b. Once all the appointees or candidates have presented themselves, there will be ten minutes of discussion and debate.
- c. If an Officer position shall become vacant due to resignation or removal, the Senate shall elect a new officer to that position.

C. Gallery Input

- a. There will be time in each meeting within the agenda specifically for public input not to exceed thirty minutes with no more than five minutes for each speaker.

D. Guest Presentations

- a. Only one guest presentation shall be permitted per Senate Session.
- b. Guest Presentations will be given a maximum of forty-five minutes total, with no time extensions permitted. The “question and answer” period shall begin at the presenters’ discretion.

E. Confidence Business

- a. The ASCSU Senate shall maintain a two-hour time limit on Confidence Business. Confidence business shall extend from the “Confidence Business” section of the agenda to the “Ending Roll Call” section of the agenda. The Parliamentarian will keep track of this time known as the confidence clock and acknowledge to the body when thirty minutes are left.

- b. A successful motion to go into a recess will pause the Confidence Clock. The Confidence Clock will not resume until the Speaker of the Senate, or the designated Chair gavels the Senate back in.
 - c. When the Confidence Clock expires, the Chair will complete the current agenda before moving into no-confidence which postpones all motions under consideration until the next session of the Senate and moves the Senate into Ending Roll Call.
 - d. If an item in Confidence Business is moved to another section of the agenda, that item shall require the start of the confidence clock. Upon completion of that agenda item, the confidence clock shall be paused until another confidence item is reached.
- F. Speaking Time:
- a. Speakers shall be allowed five [5] minutes on the primary speaking list and three [3] minutes on the secondary speaking list.
- G. Time Extensions:
- a. Any time limit, with the exception of guest presentations and the Confidence Clock, may be extended by the proper motion of the Senate.

Section 5: Ground rules of the Senate

- A. Using the microphones available in the Senate Chambers shall be the default means of communicating to the body during in person senate session and must be wiped off before and after use. Senators should be aware that the microphones increase the accessibility of the room and that they allow for audio minutes.

- B. When held in the ASCSU Senate Chambers, the tiered seating will only be accessible to members with floor rights or granted by the Senate through a two-thirds [2/3] vote.
- C. Members present at a meeting shall maintain the decorum necessary to conduct the business charged to the body and in violation of this, the chair may not recognize the member, may ask the member to leave the body, or may have the member removed from the meeting by an appointed officer.
- D. Ad-hominem statements, as defined in Article VII, Section II (E.) (a) of the Senate Bylaws will be considered non-germane.
- E. Statements that needlessly restate a position already stated will be considered non-germane.
- F. Prior to any discussion on a candidate or legislation, if a brief summary of the candidate or legislation is included in the weekly email, then a motion for a sense vote may be made. If the sense vote results in a majority of response of who likes the proposal and who can live with the proposal, then the senate moves into a formal vote.

Section 6: Voting in Senate

- A. All votes and vote counts shall be recorded by the Clerk of the Senate and the Parliamentarian.
 - a. All votes exclude abstentions unless otherwise stated.
 - b. All secret ballot votes shall be kept by the Speaker and the Speaker Pro Tempore for four regularly scheduled Senate Sessions.
- B. A voice vote will have all voting members respond verbally in the affirmative or the negative.

- C. A placard vote will have all voting members raise their placard to indicate their vote.
- D. A vote for unanimous consent assumes everyone votes in the affirmative unless someone indicates their dissent.
 - a. If this vote has dissent, then an alternate form of voting will be required.
- E. A sense vote will have everyone raise their placards, according to the following positions, who likes the proposal, who can live with the proposal and who is uncomfortable with the proposal.
- F. All final votes on the main question of Legislation shall be roll call votes except for matters on the Consent Agenda.
- G. A roll-call vote will have the Clerk of the Senate read out the names of voting members, who will respond with their vote.
- H. All votes for ratifications shall be done via secret ballot unless it is the approval of a slate.
- I. All votes for elections by the Senate shall be done via secret ballot unless there are enough seats for all the candidates.
- J. A secret ballot vote has the Speaker Pro Tempore pass out and collect ballots.
 - a. All votes for elections shall present the names of the candidates for members to see.
 - b. Voting members must vote by writing a recognizable name of the candidate for which they wish to choose.
- K. For elections and ratifications members may vote “No Confidence” if they do not have any confidence in any of the candidates to fill the job requirements.
 - a. A motion may be made to vote “No Confidence” on all candidates.
 - b. The vote shall need a 2/3 majority to pass.

- c. If the “No Confidence” vote passes, all candidates will be considered having received no votes and a new election shall be held in the following Senate session.
- L. Voting records shall be made publicly available.

Section 7: Rules regarding Slates in Senate

- A. When there are multiple candidates running for a position or seeking to be ratified then they may be put on a slate.
- B. While candidates are on a slate, any question asked of one candidate is asked to all of them.
- C. While candidates are on a slate, if there are enough positions for all of them, any vote to elect or ratify a candidate will do so for all of them.
- D. A candidate may be removed from a slate with a two thirds (2/3) majority vote.

Article VIII: Amendments

Section 1: Amendment Process

- A. These bylaws may be amended by a two-thirds vote of the Senate in attendance excluding abstentions on a resolution brought to the floor for that purpose. Any item submitted to the Legislative Cabinet for Senate consideration before the resolution passes will operate according to the bylaws under which it was submitted.

Section 2: Suspension

- A. These bylaws or portions thereof may be suspended for the current session by a two-thirds vote of the Senate in attendance excluding abstentions.

Article IX: Additional Provisions

- A. These bylaws defer to the ASCSU Constitution and Supreme Court judgement.
- B. These bylaws are also to be superseded by University Policy where applicable.
- C. These bylaws are also to be superseded by applicable, local, state, and federal laws.
- D. These bylaws supersede any documents and orders created under the authority set forth in these bylaws.
- E. The Senate has the responsibility to uphold the contractual power of the Executive Branch and to do so in an ethical manner consistent with the objectives of ASCSU.