



ASBSU

Associated Students of Boise State University
Governing Code

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CHAPTER 4: EXECUTIVE CODE

II. Chapter Overview

A. Purpose

1. This Chapter elaborates upon the guidelines in Article II of the ASBSU Constitution to provide operational procedures and policies for the Executive Council.

B. Definitions

1. Bill: The written form in which Legislation is proposed to and considered by the Executive Council.
2. By-laws and Regulations: Govern and specify the actions of any ASBSU officer or body on a temporary or short-term basis. For example, specific Regulations for elections may only be relevant during one election period, and might be titled "Regulations for Fall 2011 Elections". By-laws and Regulations are considered synonyms. They are titled and referred to as "Regulations." Regulations supersede Code but not the Constitution.
3. Executive Committee: Any subordinate body established by the ASBSU President to ensure the functionality of ASBSU.
4. Law: A rule of conduct or an action prescribed by ASBSU that has a binding force. Laws are the result of legislation that is passed by the Executive Council by a simple majority, and approved by the ASBSU President, or that is vetoed by the ASBSU President and overruled by a $\frac{2}{3}$ majority of the Executive Council. Successful Legislation becomes Law.
5. Legislation: Any proposed rule of conduct or action prescribed by ASBSU that, if passed, would have a binding force'. This includes the ASBSU budget, By-laws, Regulations, Code, and Internal and Operating Rules.
6. Member: In this Chapter, a Member is anyone who has the ability to vote in Executive Council meetings.
7. Officer Opinion: The opinion of an Executive Council Member on a certain topic. Officer Opinions are at the request of the ASBSU President. They are presented to the Executive Council in the form of a Report.
8. Referendum: When ASBSU presents an issue to the student body for a vote. Issues may include but are not limited to changes to the ASBSU Constitution, pressing University or community matters, etc.

III. Rules of Procedure

A. Attendance

1. Prompt attendance at Executive Council meetings is required of all Executive Council Personnel.

2. Acceptable reasons for absence and tardiness are limited to death in the family, personal illness, University events, and other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period. The Student Ethics Officer will determine what specific circumstances are acceptable reasons for absence on a case-by-case basis, if ze is asked to do so.
3. If an ASBSU Officer on the Executive Council plans to be tardy or absent, ze must notify the Chair of the meeting and the Student Ethics Officer in advance.
4. Quorum is determined by the attendance at the beginning of a meeting. Quorum is defined as more than one half (50%+1) of Executive Council Members.

B. General Rules of Meetings

1. All Members will maintain proper decorum at meetings. If a Member behaves disruptively, another Member may ask the Chair of the meeting to call for a vote to censure the disruptive Member. Censuring requires a two-thirds majority and voting will be conducted through anonymous paper ballots.
2. Regular meetings will be held weekly, at a consistent time that is established by the Executive Council for each semester. Special meetings of the Executive Council may be called to ensure the effective functionality of ASBSU.
3. Meetings will be run in a manner loosely aligned with Robert's Rules of Order. An agenda will be created for each meeting and must be publicly posted by 9:00 A.M. on the day of the regularly scheduled meeting. Agendas must be publicly posted as soon as possible for special meetings.
4. The President serves as the Chair of the Executive Council. In hir absence, the Vice President will serve as the Chair.
5. If the Rules of Procedure are violated, it is the right and responsibility of any Member, and of the Student Ethics Officer, to point out the error. Minor errors will be corrected as quickly as possible without unduly interfering with the business of the Executive Council. More significant errors will be corrected as quickly as possible as well, but the Member who points out the error will also be expected to file a Complaint with the Student Ethics Officer. The individual Member will decide whether or not it is appropriate to file a Complaint.
6. The Chair of the meeting is responsible for ensuring that the meeting agenda and Legislation are available for the Gallery. Members are responsible for using a computer or bringing their own copies.

C. Order of Business at Meetings

1. Quorum must be met to call a meeting to order.
2. Approval of Minutes
3. Members will have the opportunity to give reports in any order. It is not necessary for a Member to give a report at every meeting. Members should report on all committees at this time.
4. Old Business

5. New Business
6. The Chair will announce the next scheduled meeting of the Executive Council and then open the floor for announcements from Members, followed by announcements from the Gallery.

D. Business of the Executive Council

1. Executive Council business refers to Legislation and to any other item that requires a vote.
2. Bills must contain a heading with the identifying number, which includes the fiscal year, title, date of introduction, and the name and position of the member who introduces the Bill. The content of the Bill must include the purpose, rationale, provisions and when they go into effect, and the fiscal impact. Bills may include attached documents (e.g., a budget or contract).
3. When a Bill is presented for the first time, it will be read aloud in its entirety (not including attached documents). The Bill will be debated and discussed unless members unanimously feel the Bill does not require discussion during the first reading. The Bill will not be voted on unless it is put on the Fast Track.
4. During the debate and discussion of a Bill, a Member may move to put the Bill on the Fast Track. The Chair will immediately call for a vote, and a $\frac{2}{3}$ majority is needed to pass the motion. If a Bill is moved to the Fast Track, it will be voted on during that same meeting of the Executive Council.
5. When a Bill is not on the Fast Track, it is presented for the second time during "Open Business" of the next regular meeting. It will be read aloud in its entirety only at the request of two (2) Members; otherwise, only the Title and Purpose will be read. The Bill can be debated and discussed and will then be voted on unless a motion to table the Bill is made and passed by a simple majority vote.
6. Tabling is a motion to suspend debate, discussion, and voting on a Bill. Tabling will only be used when Members feel that more information is necessary to make a proper decision voting on the Bill. A motion to table a Bill can be passed by a simple majority.
7. If a Bill is tabled, a motion must be made and seconded during the "Open Business" of a meeting to re-open discussion of the Bill. The Bill is then treated as if it is its second presentation.
8. Bills will be made publicly available within 24 hours of being introduced to the Executive Council.
9. Referendum proposals will be written as Bills and require a $\frac{2}{3}$ majority vote to pass. Any Bill involving a Referendum must specify when and how the Referendum proposal is to be voted on, and must adhere to Election Code. If a Constitutional Convention proposes changes to the Constitution, those changes will automatically be presented to the students as a Referendum without needing additional Executive Council Legislation.

10. Members may make other motions unrelated to Legislation for the purpose of having debate and discussion on other issues. For example, a Member could move to confirm an appointment by the ASBSU President. These motions do not require consideration at a second meeting.
11. All motions require a simple majority to be passed unless explicitly stated elsewhere.
12. When the Chair calls for a vote on a motion, ze will ask Members to raise their hands in favor of the Bill, ask Members to raise their hands in opposition to the bill, and inquire if any Members choose to abstain from voting. Each Member may only vote once, and the Chair of the meeting may not vote except to break a tie. At the request of two (2) Members, a roll call vote will be taken in which each Member's vote is recorded individually with hir name.
13. Members who need to leave a meeting early for an acceptable reason (see Financial Code IV.B.8.) may vote by proxy. To do so, the Member must handwrite the motion (it does not need to be exact), indicate hir vote in favor or opposition, print and sign hir name, date the note, and hand it to the Chair prior to leaving the meeting. A Member must be present for the first part of the meeting in order to vote by proxy.
14. The Executive Council will not vote in any way other than explicitly stated in this Chapter. In case of emergency where holding a vote is crucial to maintaining the functionality of ASBSU, the President may call for a vote via email. Ze will be personally accountable to the Student Ethics Officer for this decision.
15. The number voting in favor, voting in opposition, and abstaining will be recorded in the minutes of the meeting.
16. Any Bill or motion that involves Code or Regulations will be presented to the Chair of the body it affects, though it does not need approval outside the Executive Council.
17. Formatting and other non-substantive changes to Code may be made without Legislation. The Vice President is responsible for maintaining Code and making such changes as necessary.
18. A first draft of the annual budget will be introduced to the Executive Council as a Bill prior to spring break.

E. Records

1. Minutes will be recorded at every regular and special meeting of the Executive Council. Minutes will accurately reflect issues discussed at the meeting and will be publicly available within 48 hours of an Executive Council meeting.
2. If correspondence is directed to the Executive Council it will be the responsibility of the President, or hir designee, to review the correspondence. The President will report on correspondence during Executive Council meetings.

IV. Members of the Executive Council

A. General Provisions

1. All Executive Council Members must fulfill all of their specific responsibilities as outlined in the ASBSU Constitution. This section describes these responsibilities in detail and establishes additional responsibilities in some cases.
2. Service awards for Executive Council Members are defined in Financial Code V.C.
3. All Members will maintain proper decorum whenever representing ASBSU.
4. If the University provides a scheduling/calendar management tool, ASBSU Personnel will use this tool to maintain an accurate personal calendar including class schedule, work schedule, ASBSU office hours, meetings, etc. This allows meetings to be scheduled easier.
5. Office hours are defined as publicly announced availability that takes place on the University campus. Office hours may change each week as long as they are always publicly announced.
6. More than three (3) unexcused absences at the Executive Council will be considered grounds for impeachment for any Executive Council Personnel.
7. All officers of ASBSU, elected and appointed, must be full fee-paying students. All student personnel of ASBSU, elected, appointed, and hired, must maintain a cumulative grade point average of 2.5 on a 4.0 grading scale unless otherwise specified in this Constitution. They must also receive a 2.5 GPA or higher each semester in office. Failure to do so would result in immediate removal from office.
8. All elected officers will refrain from outside ASBSU employment during academic weeks and ASBSU business hours.

B. Duties and Responsibilities of the ASBSU President

1. Serve at least five (10) office hours per regular school week.
2. Ensure the SFB has enough members to meet quorum at all times, including for the Interim SFB in the summer as needed.
3. Appoint ASBSU Personnel as necessary to ensure the functionality of ASBSU.
4. Serve as the supervisor for all hired ASBSU Personnel, including the Chief of Staff.
5. Ensure that student seats on University Committees are filled with active student representatives.
6. Verify hours worked by hourly ASBSU Personnel.

C. Duties and Responsibilities of the ASBSU Vice President

1. Serve at least five (10) office hours per regular school week.
2. Act as Assembly Chair for Student Assembly
3. Report to the Executive Council regarding all Assembly Subjects and Recommendations.
4. Assist the President in the completion of his duties, if possible.

D. Duties and Responsibilities of the Secretary of Academic Affairs:

1. Serve at least six (6) office hours per regular school week.

2. Chair the Student Academic Advisory Board.
3. Facilitate recognition of faculty by planning the Golden Apple Awards.
4. Serve as the student representative to the Faculty Senate and on academic committees as needed.
5. Meet regularly with the Provost.
6. Occasionally present academic-related subjects to the Student Assembly.

E. Duties and Responsibilities of the Secretary of Student Organization Affairs:

1. Serve at least six (6) office hours per regular school week.
2. Occasionally attend Student Organization meetings, especially if requested.
3. Serve as a liaison between Student Involvement and Student Organizations to improve processes that relate to student organizations.
4. Help increase awareness of funding opportunities available through ASBSU.
5. Coordinate communication between ASBSU and Student Organizations.
6. Facilitate Joint Club Grants by connecting different Student Organizations that may be interested in partnering for an event.
7. Work closely with the Student Funding Board to ensure that Student Organizations have a positive experience with the ASBSU funding process.

F. Duties and Responsibilities of the Secretary of External Affairs:

1. Serve at least six (6) office hours per regular school week.
2. Aid students in advocating for their interests in the community by coordinating and participating in meetings with elected officials and other influential community members as Boise State's official student lobbyist.
3. Attend most Idaho State Board of Education (SBOE) meetings and some Idaho State Legislature meetings, as needed.
4. Plan and organize the Day at the Capitol event in January.
5. Serve as the liaison between ASBSU and the Government Affairs office at Boise State.

G. Duties and Responsibilities of the Chief of Staff

1. Work with Financial Support Staff to develop and maintain a reporting format and methodology that efficiently conveys clear, relevant, and accurate financial information to Student Organizations and the students of the University.
2. Develop the annual budget in collaboration with the President, Vice President Student Involvement Business Manager, and Student Involvement Financial Technician.
3. Serve as a voting member on the SFB during the academic year, and fulfill all responsibilities outlined in Financial Code IV.G.
4. Track utilization rates from each grant fund Account and inform the SFB whether any specific grant fund qualifies as Scarce, as defined in Financial Code IV.B.17.
5. Prepare a defense of the ASBSU Student Fee for the Student Tuition & Fee Hearings that occur each spring.

H. Duties and Responsibilities of other ASBSU Personnel

1. An Election Manager will be appointed by the ASBSU President at least two weeks prior to the distribution of any Election Packets. The Election Manager is responsible for executing of ASBSU Election Code.

2. Assistants may be appointed by the ASBSU President to fulfill additional duties as needed and must be confirmed by a majority of the Executive Council. The responsibilities of an Assistant will be specified in a job description that will be submitted at the time of the appointment confirmation.

V. ASBSU Committees

A. Student Academic Advisory Board (SAAB)

1. The purpose of SAAB is for student representatives of the entire University to contribute to Academic Affairs by serving on committees and communicating on updates within their areas.
2. The Secretary of Academic Affairs will chair SAAB.
3. One Assembly Member from each College, including the Graduate College, and one freshman Assembly Member, will sit on SAAB.
4. SAAB will have regular, announced meetings at least once per month during the fall and spring semesters.

B. Constitutional Review Committee

1. The purpose of the Constitutional Review Committee is to review and interpret the ASBSU Constitution, Code, and Regulations, when requested by any University student, faculty member, or staff member.
2. The Student Ethics Officer will chair the Constitutional Review Committee.
3. Membership includes the Student Ethics Officer and four (4) Assembly Members that are appointed by the Assembly Chair.
4. This committee meets as needed.

C. Ethics Committee

1. The purpose of the Ethics Committee is to aid the Student Ethics Officer in fulfilling his duties, including but not limited to fielding and responding to Complaints.
2. The Student Ethics Officer will chair the Ethics Committee.
3. Membership will include four (4) Assembly Members representing at least three different academic colleges, appointed by the Assembly Chair.
4. Internal operations of the Ethics Committee are defined in Ethics Code V.

D. Election Committee

1. The sole purpose of the Election Committee is to aid the Election Manager in fulfilling his duties.
2. The Election Manager will chair the Election Committee. In the case that he is unavailable or unresponsive to the time constraints of complaints, an Assembly Member from the committee will chair committee meetings and handle any necessary business.
3. Committee members are appointed on a temporary, as-needed basis by the Election Manager. Any fee-paying student who is not a candidate for election is eligible to be a member of the committee. Committee members are appointed to serve for one election, but may be reappointed as long as they are continuing University students.

4. The committee will meet on an as-needed basis. Meetings need not be publicly announced or recorded.

E. Establishing an ASBSU Committee

1. An ASBSU Committee can be created by a simple majority vote of the Executive Council. If the committee is temporary (lasting less than one year), no Legislation is necessary. If the committee is standing (lasting more than one year), Legislation amending this Code must be passed by the Executive Council.
2. If the ASBSU Student Assembly publishes a Recommendation with a Majority Opinion requesting the creation of a certain ASBSU Committee, the Executive Council must comply with the request or else provide a written explanation to the Assembly why the ASBSU Committee was not created.

F. Executive Committees

1. Executive Committees are created at the discretion of the ASBSU President and will not be included in Code. Executive Committees report directly to the ASBSU President and expire at the end of each term unless the next President chooses to keep the committee. The President reports on Executive Committees and their activities during the regular meetings of the Executive Council.