



Associated Students of Boise State University
Governing Code

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CHAPTER 5: ASSEMBLY CODE

II. Chapter Overview

A. Purpose

1. It is the role of the ASBSU Student Assembly to provide student representation of all academic departments, disseminate information important to students, deliver student opinion, and provide an access point to involvement in University student life.
2. These purposes will be fulfilled through the passage of formal Recommendations and or Resolutions, collaborating with and representing student needs to academic departments, confirming impeachment, and approving some constitutional amendments and revisions, as necessary.

B. Definitions

1. Academic Department: Any department a student can major in.
2. Assembly Chair: The person running an Assembly meeting.
3. Assembly Member: A student who has been elected or appointed to the Student Assembly to represent a Concentrated Population. For the purposes of this Chapter only, Member also refers to Assembly Member.
4. Concentrated Population: A group of students that can be commonly represented because of a shared characteristic or affinity, including but not limited to an academic major, involvement in a non-academic University Department, and personal identities. A Concentrated Population must have some type of common forum for communication within the group (i.e. academic classrooms, University Housing Association meetings, etc.).
5. Majority Opinion: The Opinion that receives the most votes when the Assembly is voting on a Recommendation.
6. Minority Opinion: Any Opinion included in a Recommendation that is not the Majority Opinion.
7. Opinion Form: This term refers to the Request for Opinion form that may be filled out by University staff, faculty, or students to request the opinion of the Assembly regarding a certain Subject.
8. Recommendation: This word is used to encompass the majority opinion and all minority opinion(s) on any Subject discussed; it is submitted by the Assembly to the Executive Council and University.
9. Sponsor: The person who submits the Request the Opinion Form and introduces the Subject. The Sponsor may be a University student, staff member, or administrator.
10. Subject: Any issue or topic, which is requested through an Opinion Form.
11. Resolution: The formal written document, that expresses an opinion or intention seeking to resolve subject after it has been voted on.
12. Bill: The formal written document that expresses the desire to withdraw funds from the Sponsored Projects, Assembly, or Contingency accounts to be used for various student initiatives, programs, or events.

III. Rules of Procedure

A. Attendance

1. Prompt attendance at Student Assembly meetings is required of all Assembly Members and of the Assembly Chair also known as ASBSU Vice President.
2. Acceptable reasons for absence and tardiness are limited to death in the family, personal illness, University events, or other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period. The Student Ethics Officer and the Vice President will determine what specific circumstances are acceptable reasons for absence on a case-by-case basis, if ze is asked to do so.
3. Quorum is determined by attendance at the beginning of a meeting. Quorum is defined as more than one half (50% + 1) of the total number of filled positions in the Assembly.
4. Three (3) unexcused absences per semester for Assembly Members or Executive Council members will be grounds for impeachment.

B. General Rules of Meetings

1. All Assembly 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, with no discussion. Censuring requires a two-thirds (2/3) majority, and voting is conducted through anonymous paper ballot.
2. Regular meetings will be held approximately every other week during the regular academic fall and spring semesters, not including days on which the University cancels classes. Special meetings may be called only to handle issues of impeachment, vacancies, or constitutional amendments.
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 5:00pm the Monday before a regular meeting.
4. The first Assembly Meeting of any academic year will be held no later than the second week of classes of the Fall Semester.
5. The ASBSU Vice President will serve as the Assembly Chair. In the absence of the Assembly Chair, the ASBSU President will serve as the Assembly Chair.
6. In the rare case that the ASBSU Vice President and the ASBSU President are not available to preside over an Assembly meeting the Vice President may appoint an Assembly Member to serve as temporary Assembly Chair.
7. 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 Assembly. More significant errors will be corrected as quickly as possible as well, but the Assembly Member who points out the error will also be expected to file a Complaint with the Student Ethics Officer. Each individual Member will decide whether or not it is appropriate to file a Complaint.

C. Order of Business

1. Quorum must be met to call a meeting to order.
2. Approval of Minutes
3. New Business
4. Old Business
5. The Chair will announce the next scheduled meeting of the Student Assembly and then open the floor for announcements from Members, followed by announcements from the Gallery.

D. Business of the Student Assembly

1. Business refers to Subjects and any other items that require a vote.
2. **Requests for Opinion**
 - a. Any University student, faculty, or staff member may submit a Request for Opinion on any Subject. Requests for Opinion will include a brief history of the Subject as it relates to the University and its students and as much other pertinent information as possible.
 - b. The ASBSU Vice President will determine if a Subject will be presented to the Assembly. All Requests for Opinion from the Executive Council will be presented.
 - c. Presenters must fill our Request for Opinion prior to attending a meeting.
3. The Sponsor of a Subject, or hir designee, will introduce hir Subject to the Assembly during New Business. The Sponsor will also stand for questions from Assembly Members. Third parties, such as University administrators, may also be invited to answer questions.
4. After the presentation of a new Subject and before the next Assembly meeting, Assembly Members will gather student opinion on the issue from their respective Concentrated Populations. Some Assembly Members will also write Opinions that represent the interest of their Concentrated Population.
5. Opinions must always include a section on rationale. Recommendations will include all Opinions which received at least one vote from an Assembly Member. They will also indicate the number of supporting Assembly Members for each Opinion and list the respective Concentrated Populations which they represent.
6. All Opinions will be read at the Assembly Meeting following the one at which the related Subject was presented.
7. **Discussion**
 - a. Discussion should include the consolidation of Opinions when possible.
 - b. Assembly Members will raise their hands to comment and will be recognized by the Chair in the order in which hands were raised.
 - c. No Member may speak for more than three (3) minutes at a time, or to the discretion of the Assembly Chair.
 - d. All Executive Council members must remain neutral and may not speak for more than three (3) minutes at a time during discussion.

- e. No member will be recognized by the Chair for a second time while there are still Members who wish to be recognized and have not yet spoken.

8. Voting

- a. After Discussion, Members will vote for the specific Opinion that best represents the interests of their respective Concentrated Populations.
- b. Members have the right to abstain from any vote when they have a conflict of interest. It is acceptable for a Member to declare a conflict of interest and still vote so as not to silence the voice of an entire Concentrated Population.
- c. The official Recommendation will be comprised of a Majority Opinion (which received the plurality of votes from Members) and any Minority Opinions that received votes.
- d. The ASBSU Vice President will present all Recommendations at the next Executive Council meeting. It is the joint responsibility of the President and the Vice President, or their designees, to communicate the results of Recommendations to the appropriate audience.
- e. Recommendations will be made publicly available within 24 hours of their passage by the Chief of Staff.

9. Debate

- a. In the case that a debate is brought forth to the Student Assembly, the following privileges and decorum exist
 - i. The member who made the motion has the first right to speak to the motion. He or she does so by rising and obtaining the floor after the chair places the motion before the assembly for discussion.
 - ii. The opposing side and proposing side are each allotted ten (10) minutes to speak to their side. With the addition of two (2) minutes for a rebuttal.

10. Inquiry on Executive Council Decisions

- a. ASBSU Student Assembly members have the authority, ability, and opportunity to re-visit decisions made by the ASBSU Executive Council regarding resolutions, bills, constitutional amendments, code changes, and any and all other forms of documentation that are passed through ASBSU Student Assembly that are deliberated by the Executive Council.
- b. Inquiry on decision can be made at any time and must be addressed by executive members
- c. Override can only occur if $\frac{3}{4}$ of the Student Assembly votes in favor

E. Other Functions of the Assembly

1. Impeachment

- a. If impeachment charges are filed, the Assembly will hold a hearing and render a judgment on the charges.
- b. The ASBSU Vice President will preside over impeachment hearings unless he is being impeached. In that case, the ASBSU President will serve as the presiding officer over impeachment hearings.
- c. Confirmation of impeachment by the Assembly will serve as a conviction, and the officer in question will be removed from office.

2. Vacancies

- a. In the event of a vacancy of an Assembly seat, the Vice President will appoint an eligible student which must be confirmed by the President.
- b. Appointees to the Assembly must schedule a meeting with the ASBSU Vice President within two (2) weeks of being appointed.

3. Constitutional Amendments

- a. Following the process outlined in the ASBSU Constitution, the Assembly may enact amendments and revisions to the ASBSU Constitution.
- b. If a constitutional amendment or revision is submitted to the Assembly, a paper vote will take place and each Assembly Member must present a signed ballot to the Assembly Chair.

4. Assembly Code

- a. Any changes to Assembly Code III.B. or III.C. require Legislation to be passed by a two-thirds majority of the total membership of the Executive Council. Legislation that changes Assembly Code III.B. or III.C. may not be fast-tracked.

F. Records

1. Minutes will be recorded at every regular and special meeting of the Student Assembly, including meetings regarding impeachment and constitutional amendments. Minutes will accurately reflect issues discussed at the meeting and will be made publicly available within 48 hours of an Assembly Meeting.

IV. Members of the Student Assembly

A. General Provisions

1. All Assembly Members must fulfill any specific responsibilities as outlined in the ASBSU Constitution. This section describes these responsibilities in detail and establishes additional responsibilities in some cases.
2. All Members will maintain proper decorum whenever representing ASBSU.

B. Membership in the Assembly

1. The Chair of the Assembly is not considered a Member for purposes of Quorum or voting.
2. All Academic Departments and some additional academic programs with a large number of students with that declared major are considered a Concentrated Population and will have representation on the Assembly accordingly. The full list of represented Academic Departments is as follows:
 - a. In the College of Arts and Sciences: Art, Biology, Chemistry, English, Geosciences, Mathematics, Modern Languages & Literatures, Music, Philosophy, Physics, Theatre Arts
 - b. In the College of Business & Economics: Accountancy, Economics, Information Technology & Supply Chain Management, International Business, Management, Marketing and Finance

- c. In the College of Education: Bilingual Education and ESL Program; Counselor Education; Curriculum, Instruction, and Foundation Studies; Special Education & Early Childhood Studies Education; Educational Technology; Kinesiology; Literacy
 - d. In the College of Engineering: Civil Engineering, Computer Science, Construction Management, Electrical & Computer Engineering, Instructional and Performance Technology, Materials Science & Engineering, Mechanical and Biomedical Engineering
 - e. In the College of Health Sciences: Community and Environmental Health, Nursing, Radiologic Sciences, Respiratory Therapy
 - f. In the College of Social Sciences and Public Affairs: Anthropology, Communication, Criminal Justice, Environmental Studies, History, Political Science, Psychology, Public Policy and Administration, Social Work, Sociology
3. Other Concentrated Populations will also have their own Assembly Member. The President will appoint one student per Concentrated Population unless the concentrated population holds an election. When possible, the President will decide on an appointee in conjunction with the relevant leadership of the respective Concentrated Population. Any student eligible for ASBSU office for whom the characteristic or affinity group is a defining factor in their educational experience may represent the Concentrated Population unless otherwise specified.
- a. Graduate College: Assembly Member must be a graduate student.
 - b. First-Year Students: The number of Assembly Members appointed to represent First-Year Students can be as great as five (5). Assembly Members must be first-year students.
 - c. Fraternity and Sorority Life
 - d. University Housing: Assembly Member must live in University Housing.
 - e. International Students
 - f. Sexual Orientation Minorities
 - g. Racial and Ethnic Minorities: The number of Assembly Members appointed to represent Racial and Ethnic Minorities can be as great as two (2).
 - h. Honors College
 - i. Athletics
 - j. Veteran Students: Appointee must be a veteran.
 - k. Five Student Assembly positions will be provided for underrepresented students in order to diversify the opinions, issues, and solutions.
 - l. These five students will be chosen by the ASBSU Vice President in conjunction with SHADES, Afro-Black, Multicultural Student Services student employees, and all other parties requested in the decision-making process.

- C. Any changes to Assembly Code III.B. or III.C. require Legislation to be passed by a two-thirds majority of the total membership of the Executive Council. Legislation that changes Assembly Code III.B. or III.C. may not be fast-tracked.
- D. Duties and Responsibilities of the Assembly Chair:**
1. Serve as the primary liaison between the Executive Council and the Assembly.
 2. Be the primary diplomat and develop and maintain relations with any entity that may affect the general welfare of the Assembly.
 3. Call special meetings only when necessary to address impeachment charges or constitutional amendments.
 4. Preside over the Assembly.
 5. When appropriate, request the opinion, in writing, of any Assembly Member upon any Subject before the Assembly.
 6. Appoint Assembly Members to serve as College Representatives and to serve on any ASBSU committees that require Assembly participation.
 7. Submit names of Assembly Members who wish to be on University Committees to the President.
 8. Perform or delegate all other necessary duties.
 9. Assembly Chair must maintain neutrality with all matters brought forth to the General Assembly.
- E. Duties and Responsibilities of all Assembly Members:**
1. Strive to meet with their Academic Department chairs at least one (1) time per month.
 2. Gather and disseminate student opinion on all Subjects in a timely fashion.
 3. Prepare formal Opinions and or Resolutions in collaboration with other Assembly Members.
 4. Vote based on the desires of the Concentrated Population that ze represents.
 5. Required to attend and participate in at least one additional sub-committee.
 6. May establish joint committees.
 7. Must report back to Student Assembly.