



Associated Students of Boise State University
Governing Code

CHAPTER 4: EXECUTIVE CODE

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CHAPTER 4: EXECUTIVE CODE

I. 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. Delegate: Refers to the Delegates to the Executive Council that were established by the Constitution. Delegates are voting members but do not count toward the determination of Executive Council quorum.
4. Executive Committee: Any subordinate body established by the ASBSU President to ensure the functionality of ASBSU.
5. Executive Council Opinion: A public statement representing the majority view of the Executive Council on a certain topic. Opinions have no financial impact nor provisions.
6. Internal and Operating Rules: Govern and specify the actions of ASBSU. They do not represent a distinct category from Code or Regulations and may only be legislated in the form of Code and Regulations.
7. Law: A rule of conduct or an action prescribed by ASBSU that has a binding force, or is subject to sanctions. 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.
8. Legislation: Any proposed rule of conduct or action prescribed by ASBSU that, if passed, would have a binding force or be subject to sanctions. This includes the ASBSU budget, By-laws, Regulations, Code, and Internal and Operating Rules.
9. Member: In this Chapter, a Member is anyone who has the ability to vote in Executive Council meetings.
10. 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 in the form of a Report.

11. 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.
12. Report or Written Report: A formal opinion from an ASBSU Officer(s) that is requested by the ASBSU President. Reports in verbal form are an account of something an Officer has observed, heard, done, or investigated, and are not capitalized in this Chapter.

II. Rules of Procedure

A. Attendance

1. Prompt attendance at Executive Council meetings is required of all Members receiving a Service Award from ASBSU.
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 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 will announce this during the Announcements portion of a meeting at least one week in advance. Ze will also submit a note in writing or electronically to the Student Ethics Officer at least one week in advance.
4. Prompt attendance and notification of expected absences and tardiness is also expected of the Delegates to the Executive Council.
5. Quorum is determined by the attendance at the beginning of a meeting. Quorum is defined as more than one half (50%+1) of Members receiving a service award from ASBSU.

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 is conducted through anonymous paper ballot.
2. Regular meetings will be held on Wednesdays at 3:30 P.M. during the regular academic fall and spring semester, not including days on which classes are cancelled by the University. 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. Business of the Executive Council

1. Executive Council business refers to Legislation and to any other item that requires a vote.
2. To get business on the agenda, a Member must submit the request in writing by 5:00 P.M. the night before a regular meeting. Ze then introduces the business during “New Business” of a meeting.
3. 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).
4. 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.
5. 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, without discussion, 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.
6. 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.
7. 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.
8. 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.

9. Bills will be made publicly available within 24 hours of being introduced to the Executive Council.
10. Executive Council Opinions will be handled in the same manner as Bills.
11. 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.
12. 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. All motions require a simple majority to be passed unless explicitly stated elsewhere. These motions do not require consideration at a second meeting.
13. 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.
14. Members who need to leave a meeting early for an acceptable reason (see Financial Code IV.B.7.) 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.
15. 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.
16. The number voting in favor, voting in opposition, and abstaining will be recorded in the minutes of the meeting.
17. 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.
18. Bills that make changes to Code cannot be put on the Fast Track.
19. 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.
20. A first draft of the annual budget will be introduced to the Executive Council as a Bill prior to spring break.

D. 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 the following order: President, Vice President, Assembly Speaker, Secretary of Academic Affairs, Secretary of Clubs and Organizations, Secretary of External Communications, Budget Director, other directors (if applicable), and Delegates (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. Open 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.

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 his designee, to review the correspondence. The President will report on correspondence during Executive Council meetings.

III. Members of the Executive Council

A. General Provisions

1. All Executive Council Officers 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 Officers 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 Officers 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 will be considered grounds for impeachment for any Executive Council Personnel.

B. Duties and Responsibilities of the ASBSU President

1. Serve at least five (5) 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.

3. Appoint ASBSU Personnel as necessary to ensure the functionality of ASBSU.
 4. Serve as the supervisor for all hired ASBSU Personnel, including the Budget Director and Election Manager.
 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 (5) office hours per regular school week.
 2. Maintain Code and make formatting and non-substantive changes to Code as necessary.
- D. Duties and Responsibilities of the ASBSU Assembly Speaker**
1. Serve at least five (5) office hours per regular school week.
 2. Perform all things necessary to ensure the effective operation of the Assembly.
- E. Duties and Responsibilities of all ASBSU Secretaries**
1. Serve at least four (4) office hours per regular school week.
- F. Duties and Responsibilities of the ASBSU Budget Director**
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. Prepare a monthly report for each Student Organization showing the amount of any approved and unused grant allocations they may have and the remaining amount of funding eligibility they may apply for.
 3. Develop the annual budget in collaboration with the President, Vice President and Student Involvement Business Manager.
 4. Serve as a voting member on the SFB during the academic year, and fulfill all responsibilities outlined in Financial Code IV.G.
 5. Prepare a defense of the ASBSU Student Fee for the Student Tuition & Fee Hearings that occur each spring.
- G. Duties and Responsibilities of the ASBSU Delegates**
1. Come to the Executive Council with an official appointment from their delegating body.
 2. Gather opinion within their delegating body and present this perspective to the Executive Council.
 3. Serve on University or ASBSU Committees as appointed by the President.
- 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.

IV. 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. Each Caucus Leader from the Student Assembly is a member of SAAB. Membership will also include the Graduate Delegate and a Freshman Representative, appointed by the Secretary of Academic Affairs.
4. SAAB will have regular, announced meetings at least once per month during the fall and spring semesters.

B. Student Clubs & Organizations Discussion Group

1. The Secretary of Clubs and Organizations will chair this group.
2. The Secretary of Clubs and Organizations will collaborate with Student Involvement to determine how this group can best serve Student Organizations and will propose Legislation to modify this Code when any details are decided upon.

C. 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 Speaker.
4. This committee meets as needed.

D. 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 Speaker.
4. Internal operations of the Ethics Committee are defined in Ethics Code IV.

E. 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.

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.

F. 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.

G. 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 will report on Executive Committees and their activities during the regular meetings of the Executive Council.