



Associated Students of Boise State University
Governing Code

CHAPTER 5: ASSEMBLY CODE

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CHAPTER 5: ASSEMBLY CODE

I. 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 things will be achieved through the passage of formal resolutions, collaborating with and representing student needs to the academic departments, by 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 to represent an Academic Department that ze is in by the students in that same Academic Department.
4. Caucus Leader: The head of each College Caucus.
5. College Caucus: Consists of the Assembly Members who represent Academic Departments in the same college.
6. Majority Opinion: The Opinion that gets the most votes when the Assembly is voting on a Recommendation.
7. Minority Opinion: Any Opinion included in a Recommendation that is not the Majority Opinion.
8. Opinion Form: A 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.
9. Recommendation: This word is used to encompass a majority and minority opinion; it is submitted to the Executive Council by the Assembly on any Subject.
10. Sponsor: The person who submits the Opinion Form and introduces the Subject. The Sponsor may be a University student, staff member, or administrator.
11. Subject: Any issue or topic which is requested through an Opinion Form.

C. Recognized University Academic Departments

1. A list of all Academic Departments will be kept up to date by the Assembly Speaker (see attachment).
2. Every Academic Department on this list will be represented by its own Assembly Member.

II. Rules of Procedure

A. Attendance

1. All Assembly Members are required to attend all Assembly meetings.

2. Quorum is a simple majority (50% + 1) of the total membership of the Assembly, and it is required to conduct business. Quorum will be determined at the beginning of the meeting by the Assembly Chair.
3. Assembly Members will be excused for extenuating circumstances, at the discretion of the Assembly Speaker. The Assembly Member must notify the Assembly Speaker at least two (2) days prior to the absence. If an Assembly Member is absent due to unforeseen circumstances, ze must inform the Assembly Speaker within 24 hours of the absence, or as soon as possible.
4. Two (2) unexcused absences per year will be grounds for impeachment.

B. General Rules of Meetings

1. The Assembly Chair will preserve decorum at all Assembly meetings. The Chair may request that any observer leave a meeting of the Assembly if the observer is disruptive to the Assembly proceedings.
2. The Assembly Speaker will serve as the Assembly Chair. In the absence of the Assembly Speaker, the ASBSU Vice President will serve as the Assembly Chair.
3. In the rare case that the Assembly Speaker and the ASBSU Vice President are not available to preside over an Assembly meeting the Assembly Speaker may appoint a Caucus Leader to serve as temporary Assembly Chair.
4. Any Assembly Member who transgresses these Rules of Procedure will be called to order by the Chair.
5. The Chair, or any Assembly Member, may request a censure of any individual for disruptive behavior. The Assembly Speaker will ultimately decide whether or not to censure the disruptive individual.
6. The first Assembly meeting of any school year will be held the Monday of the fourth week of the Fall Semester. Subsequent meetings for the year will be held approximately every two (2) weeks. Meetings will not be held during student breaks or University holidays.
7. At the second meeting of the Fall Semester, one Caucus Leader from each College Caucus will be chosen by the members of that College Caucus.
8. Assembly meetings will be held on Mondays at three o'clock (3:00) pm.

C. Subjects, Opinions and Recommendations

1. Subjects

- a. Subjects will be presented if a majority of Caucus Leaders vote to present it to the Assembly. Subjects submitted by the Executive Council will always be presented to the Assembly.
- b. An Opinion Form must be filled out and presented to the Assembly during New Business at an Assembly meeting. The Opinion Form must include the Subject and as much pertinent information as possible.
- c. The person presenting the Opinion Form, or Sponsor, will stand for questions from the Assembly Members.

2. Recommendations

- a. The Recommendation will be comprised of a Majority Opinion and one (1) or more Minority Opinions.
- b. The Recommendation will detail the names of the Assembly Members supporting each Opinion and the total number voting for each Opinion.
- c. Each Recommendation will be verified by the Assembly Chair of the given meeting.
- d. After a Subject is presented, the Assembly Members will be expected to gather student opinion from their respective Academic Departments and formulate a position. Assembly Members are encouraged to collaborate in writing formal Opinions which will be voted on by the Assembly.
- e. Individual Opinions will be presented in Old Business at the meeting directly following the meeting that the Subject was introduced.
- f. After Opinions have been heard, Assembly Members will have the opportunity to combine and/or edit Opinions during Discussion.
- g. When the Assembly Members have concluded Discussion and refined their Opinions, each Assembly Member will vote for one (1) Opinion that represents the interests of the Academic department that ze represents.
- h. The Assembly Speaker will label the Opinions appropriately as Majority and Minority Opinions and will present the Recommendation at the next Executive Council meeting.

3. Writing an Opinion

- a. The Assembly Speaker must be informed of an Assembly Member's intention to write a formal Opinion to be included in the Recommendation.
- b. Assembly Members that wish to write similar Opinions will be asked to collaborate and write one Opinion.

4. Discussion

- a. Definition: The time which questions may be asked of the Sponsor, any and all relevant and present University administrators and where cross discussion between Assembly Members will take place.
- b. Discussion will be held during both New Business and Old Business.
- c. When an Assembly Member wishes to be recognized, ze will raise hir hand and will be recognized by the Assembly Chair in the order that each sought recognition.
- d. No Assembly Member will be allowed to speak for more than three (3) minutes at a time.
- e. No Assembly Member will be recognized by the Chair for a second time while there are Assembly Members who wish to be recognized and have not yet spoken.
- f. Any Assembly Member may move to end Discussion so long as there are no Assembly Members who object.

- g. The Chair will make no comments for or against any Opinion or about a Subject. The Chair can pose questions to the Sponsor or any relevant attendee solely for clarity's sake and to enhance the quality of information that the Assembly Members receive.
- h. At any time during Discussion, any person in the Gallery will have a chance to speak regarding the Subject, at the recognition and discretion of the Chair.

5. Voting

- a. All Assembly Members must be aware of which Subject is being considered prior to voting on the Opinions associated with that Subject.
- b. All Assembly Members have the right to abstain from any vote. Abstaining should only be used when an Assembly Member has a conflict of interest. It is acceptable for an Assembly Member to declare a conflict of interest and still vote so as not to silence an entire Academic Department's voice.
- c. The Chair may request, but cannot require, that an Assembly Member abstain from a vote.
- d. Each Assembly Member will vote based on the interests of his Academic Department.

D. Order of Business

- 1. After the meeting has been called to order, the Chair will follow an agenda including but not limited to the following items:
 - a. Determination of Quorum
 - b. Amendments to the Agenda
 - c. Approval of Minutes
 - d. Caucus Chair Reports
 - e. Old Business
 - f. New Business
 - g. Announcements
 - h. Adjournment

E. Other Functions of the Assembly

1. Impeachment

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

2. Vacancies

- a. In the event of a vacancy of the President, after the Vice President assumes the role of President, it is the duty of the Assembly to appoint and confirm a new Vice President.

- b. In the event of a vacancy of an Assembly Member, the President will appoint an eligible student, and the members of the Academic Department's corresponding College Caucus will confirm the appointee.
- c. The President may request names of eligible students from the Chair of the Academic Department with the vacancy.
- d. Any appointees to the Assembly must schedule a meeting with the Assembly Speaker 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.
- c. Constitutional revisions must be approved by an eighty percent majority of the total of the Assembly.

III. Assembly Responsibilities

- A. All Assembly Members are subject to removal by impeachment.
- B. A Caucus Leader may be removed from his position without being impeached, meaning that he would continue to serve as an Assembly Member. The Ethics Committee, if it receives a Complaint against the Caucus Leader, has the sole power to remove the Caucus Leader status from an Assembly Member. If this occurs, the College Caucus will select a new Caucus Leader.
- C. **Duties and Responsibilities of the Assembly Speaker:**
 - 1. Serve as the primary liaison between the Executive Council and the Assembly.
 - 2. Be the primary diplomat and develop and maintain relations with the University administration, the local, state, and federal governments, other student associations and all other entities which may affect the general welfare of the Assembly.
 - 3. Call special meetings of the Assembly when necessary to protect and maintain the general welfare of the Assembly.
 - 4. Preside over the Assembly and may require the opinion, in writing, of any Assembly Member upon any Subject before the Assembly.
 - 5. Appoint Assembly Members to serve on any committees that require Assembly participation.
 - 6. Perform or delegate all other necessary duties.
 - 7. Submit names of Assembly Members who wish to be on University Committees to the President.
 - 8. Swear in each Assembly Member
- D. **Duties and Responsibilities of the 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 a frequent basis.
3. Prepare formal Opinions in collaboration with other Assembly Members.
4. Vote based on the desires of the Academic Department that ze represents.

E. Duties and Responsibilities of Caucus Leaders:

1. Fulfill all duties and responsibilities of Assembly Members.
2. Strive to meet with their College Deans at least two (2) times per semester.
3. Work a minimum of five (5) hours a week connecting with the Assembly Speaker and with the Assembly Members within hir College Caucus.