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ASUM

HOUSE

RULES

UPDATED October 31, 2021



These House Rules shall define the procedures by which the ASUM Senate shall operate. These House Rules shall supersede and make null all previous House Rules, and shall themselves be superseded in all cases by the laws of the United States, the laws of the state of Montana, the policies of the Board of Regents, the policies of the University of Montana, the ASUM Constitution, and the ASUM Bylaws. In the event that the procedures defined by any ASUM governing document is unclear, Montana law may be substituted as a guide. By a two-thirds (2/3) vote, these House Rules may be amended or suspended.

Section 1. Oath of Office:

- (1) All Executives and Senators shall be duly sworn in, by the ASUM Faculty Advisor or their designee at the first regularly scheduled Senate meeting, with the following oath:

I, _____, do solemnly swear that I will faithfully execute the office of President/Vice President/Business Manager/Senator of the Associated Students of The University of Montana, and will to the best of my ability, preserve, protect, and defend the rights and privileges of the students of the University of Montana, and will responsibly undertake all duties necessary to secure these needs.

Section 2. Senate Meetings:

- (1) Unless the ASUM Constitution or Bylaws dictate otherwise, Senate meetings shall be conducted according to the most current edition of Robert's rules of Order. The Senate may amend its own rules of parliamentary law by a two-thirds (2/3) majority vote, and those rules shall become part of the House Rules.
- (2) All draft resolutions shall be directed by the Vice President to the appropriate committee and its chair by 12:00 pm on Friday prior to the next Senate meeting.
- (3) In the absence of both the President and the Vice President, the Business Manager shall chair Senate meetings. In the absence of all officers, the Senate shall select a temporary chair from its membership, approved by a two-thirds (2/3) majority vote of the Senate.
- (4) Authors may elect to bring a first-draft or incomplete resolution to an ASUM committee for collaborative, drafting, or review purposes with the consent of the committee chair. Resolutions, once complete, must be submitted under "New Business" and adhere to all following processes.
 - (a) All formal motions and written resolutions shall be initially submitted during "New Business". All completed resolutions shall be directed to the appropriate committee and its chair-person by the ASUM Vice President by 12:00 pm on Friday prior to the following Senate meeting.
 - (b) These resolutions, if forwarded to the Senate by their appropriate committee, shall be placed under "Unfinished Business" for the following Senate meeting for discussion and voting.

- (c) Non-voting members of ASUM do not need to bring up proposed resolutions and motions under “New Business”, but must adhere to all other procedures put in place by ASUM (as seen in Section 2, Subsection 4(a)) and must have a voting member sponsor their resolution.
- (5) Discussion and voting on resolutions or motions that were not submitted under “New Business” may only occur in one of the following ways:
- (a) The action is forwarded as a seconded motion from any committee referenced in Article IV, Section 1, Subsection J.
 - (b) A seconded motion means that an approved action need not be submitted under “New Business” and may be debated under “Unfinished Business”.
 - (c) The action is posted on the publicly published meeting agenda (at least 24 hours before the meeting occurs).
- (6) Upon receiving a written resolution forwarded from the ASUM Vice President, the appropriate committee or board shall debate and review each resolution at hand. Prior to debate before the full Senate, the reviewing committee may give its recommendation either for or against its approval, or may elect not to forward a resolution to the Senate by tabling the resolution. The author(s) of a resolution may request to be present during the committee’s review of their resolution to give advice and clarification to the body, but may not vote on any formal motions unless they are already a member of the committee.
- (7) A resolution forwarded by the ASUM Vice President from “New Business” to its relevant committee(s) must then be returned to the ASUM Vice President and the ASUM Secretary in electronic form by an announced deadline selected by the ASUM Vice President, which may be no less than twenty-five (25) hours before they are debated under “Unfinished Business”.
- (8) The ASUM Secretary and the ASUM Vice President shall ensure that the text of all resolutions submitted for consideration at the next ASUM Senate meeting shall be posted on the ASUM website twenty-four (24) hours preceding the meeting, or in the ASUM Office if they are unable to update the website. The posted resolution shall also include: the ASUM committee to which it was referred, a signature from the committee chair, and the date when the resolution passed through the reviewing committee. Why i
- (9) The ASUM Vice President, in coordination with the ASUM Secretary, shall post on the ASUM website a list of all actions submitted for consideration (the meeting’s agenda) at the next ASUM Senate meeting at least twenty-four (24) hours in advance. If the ASUM Vice President or the ASUM Secretary are unable to update the website, the agenda must instead be posted in the ASUM Office.
- (10) If the intent of a resolution is amended or altered in a significant way by the reviewing committee, the author of the resolution may make a motion to appeal a change of intent



to The Chair of the Senate during Unfinished Business. This appeal requires a simple majority vote of the Senate to pass. If successful, the resolution shall be reverted back to the appropriate committee as decided by the Chair as approved by a simply majority vote of the Senate. After review by said appropriate committee, it will be included under “New Business” at the following ASUM Senate meeting.

- (11) Quorum shall be defined as two-thirds (2/3) of the total number of Executives and Senators currently holding office. No business may be conducted in the absence of a quorum. This rule may not be suspended.
- (12) No Executive or Senator may do homework or leave the Senate meeting prior to adjournment without returning or the consent of the Chair. Violations that occur after one warning will result in an unexcused absence.
- (13) All ASUM Senate and committee meetings are encouraged to use paperless methods insofar as all items on the meeting agenda (resolutions, information items, committee reports) will be distributed and reviewed on electronic devices unless ASUM members request printed materials twenty-four (24) hours in advance.
 - (a) All ASUM Officers at the start of their term will have the option to opt-in to receiving the ASUM governing documents printed.
 - (b) ASUM Members are expected to use their electronic devices only for ASUM related business. Violations that occur after one warning will result in an unexcused absence.
 - (c) If a member of ASUM does not have access to an electronic device and needs one for an ASUM meeting, it will be the responsibility of the ASUM Administration to provide this member with an electronic device.
- (14) All resolutions voted on by the ASUM Senate shall immediately go into a roll call vote. The vote of each member of the Senate shall be included in the minutes.
- (15) Constitutional Amendments or Referendums, as well as resolutions or motions to support or oppose increase in University of Montana or ASUM fees, shall follow the same process for resolutions outlined in Subsection (C and D) of ASUM House Rules, but shall be held under “Unfinished Business” in the ASUM Senate for two (2) weeks after their introduction.
- (16) The ASUM President shall post, in the ASUM office, a list of all appointments submitted for consideration at the next ASUM Senate meeting at least 24 hours preceding the meeting.

- (17) The ASUM Senate may adopt its own form for resolutions, which may be updated from time to time with a simple majority vote of the body, and a document of this template shall be attached to House Rules as an appendix.
- (18) If the intent of a resolution, approved by Relations and Affairs and sent before the Senate Body for approval, is amended or altered in a significant way, the resolution shall automatically be reverted back to Relations and Affairs for no less than one (1) week. The Chair of the Senate shall determine if the intent has been significantly altered, and will adopt a motion to refer back to Relations and Affairs.
- (19) The presiding Chair may keep a Speakers List, which shall be a list of members who have requested to be recognized with the floor. If the Chair chooses to make such a list, they shall observe the following: the member who made the motion that is immediately pending and has not spoken in debate shall have preference over all members; members who have not yet had the floor in debate on the immediately pending question are entitled to it before any member who has spoken; in cases where persons are seeking the floor indicate they have opposite opinions on the question and the order has not been determined by the previous qualifications, the Chair may alternate between those favoring and those opposing the measure.

Section 3. Impeachment and Removal:

- (1) Any member of the Senate may be impeached for:
 - (a) Breach of duties as stated in the Constitution or Bylaws;
 - (b) Failing to attend three regularly scheduled Senate meetings (and/or ASUM committee meetings), Per semester, without an excuse approved by the Chair (Vice President);
 - (c) Missing final budgeting without being excused by the Chair;
 - (d) Committing any misdemeanor or felony upon conviction in open court;
 - (e) Committing any larceny against the University, ASUM, or any subsidiary thereof;
 - (f) Breaching the Code of Ethics.
- (2) Any member of the Senate may introduce a motion of impeachment at any meeting, but impeachment may not be completed at the same meeting. At least one week must elapse between the introduction of the original motion of impeachment and the vote on that action. This rule may not be suspended.
- (3) No member of the Senate may vote upon their own impeachment.
- (4) If the Chair of an impeachment proceeding has a serious conflict of interest in chairing the proceeding, the role of Chair shall pass first to the President, if appropriate, and then



to the next available party according to the order of succession stated in Article 3, Section 5 of the Constitution.

- (5) Any officer or member of the Senate that may be impeached shall be impeached by a two-thirds (2/3) majority and removed by a simple majority vote of 12% of the ASUM membership, as outlined in the Constitution. If a Senator has three unexcused absences from Senate meetings or if a Senator misses final budgeting without being excused by the Chair, then they may be removed by a two-thirds (2/3) majority vote of the Senate.

DEFINITIONS

- (1) "Accountant" means the ASUM Accountant.
- (2) "ASUM" means the Associated Students of the University of Montana.
- (3) "Business Manager" means the ASUM Business Manager.
- (4) "Bylaws" means the ASUM Bylaws.
- (5) "Constitution" means the ASUM Constitution.
- (6) "Fiscal Policy" means the ASUM Fiscal Policy.
- (7) "Member" means any activity fee-paying student at the University of Montana.
- (8) "Personnel Policy" means the ASUM Personnel Policy.
- (9) "President" means the ASUM President.
- (10) "Senate" means the ASUM Senate, including the three ASUM Executives.
- (11) "Senator" means an ASUM Senator.
- (12) "Student" means anyone currently enrolled at the University of Montana.
- (13) "Two-thirds (2/3) majority vote" and "two-thirds (2/3) majority vote of the Senate" means two (2) or more votes in the affirmative for every one (1) vote in the negative. Thus, when the Bylaws or House Rules require that a motion or resolution needs a two-thirds (2/3) majority vote or a two-thirds (2/3) majority vote of the Senate, that motion shall be deemed to have passed if and only if that motion or resolution receives two (2) or more votes in the affirmative for every one (1) vote in the negative.
- (14) "Vice President" means ASUM Vice President.