

USUAA Standing Rules 2016-2017

This document serves as the standing rules utilized by the USUAA Assembly, including acting as governing procedure that expands upon, but does not contradict, the USUAA Constitution and/or Bylaws.

Changelog

August 24, 2016	Initial draft adopted from '15-'16 Standing Rules
September 2, 2016	Initial draft amended by Rules Committee
September 9, 2016	Standing Rules Approved by Assembly

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1. Attendance

- a. Absences are defined as the non-attendance, delayed attendance of greater than fifteen minutes, or departure prior to event conclusion by an assembly member at an official USUAA-sanctioned event, including:
 - i. all events, internal or external, which are sanctioned by a committee or subcommittee which assembly members belong to; or,
 - ii. any scheduled assembly meeting, committee, or subcommittee meeting scheduled in accordance with the USUAA Constitution; or,
 - iii. any special events designated a minimum of seven days in advance by the Speaker of the Assembly.
- b. Absence Excuse Forms shall be submitted electronically via the USUAA website no later than seven days following the date of the meeting missed.
 - i. Failure to submit an absence excuse form within seven calendar days of an absence will result in the absence automatically being classified as unexcused.
 - ii. Absence excuse forms submitted after the calendar day on which the absence occurs shall be ineligible to be classified as UA Business.
- c. Absences will be classified as: unexcused, excused, or related to UA business.
 - i. UA business is defined as business that is conducted on behalf of the UA system or entities therein and:
 1. is directly related to fulfilling academic course requirements, unless the absence is that of a regularly scheduled USUAA Assembly meeting; or,
 2. is conducted on behalf of the University of Alaska in a representative capacity, including as a member of university-sponsored team, excluding business that is primarily conducted on behalf of a student club or organization; or,
 3. is related to a UAA-sponsored ROTC requirement.
- d. The Rules Committee shall determine a verdict on the status of all absences seven business days after submission, and shall electronically notify individuals of their excuse status after reaching a verdict.
- e. Members of the Assembly may use teleconference or videoconference technology to attend USUAA meetings and count as members present for the purposes of quorum.
 - i. Members of the Assembly present electronically at meetings must mute their microphones when not recognized by the Speaker of the Assembly or their committee chair.
 - ii. Assembly members intending to videoconference into regularly scheduled assembly meetings should notify the Speaker of the Assembly prior to the meetings start time to ensure adequate accommodations can be provided.

2. Committees

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- a. Committee chairs are responsible for ensuring minutes are taken during all committee meetings. All committee meeting minutes must be posted in the USUAA Master Google Drive within twenty-four (24) hours of the meeting's end time.
 - b. Committee meeting minutes must include meeting start and end times, opening and closing roll calls, any votes made, and a summary of all business conducted.
 - c. Committee chairs are responsible for creating and posting a meeting agenda no later than twenty-four (24) hours prior to the meeting's scheduled start time.
 - d. Meeting time changes cannot occur within forty-eight (48) hours of the meeting's scheduled start time. Meetings must begin within fifteen (15) minutes of their scheduled start time.
 - e. Committee chairs who consistently delay the sending, posting, or start times of agendas, minutes, or meetings shall be referred to Rules and may be stripped of their position.
3. Office Hours
 - a. Senators are expected to serve two (2) regularly scheduled office hours per week. Delegates are expected to serve one (1) regularly scheduled office hour per week. These hours shall be spent completing tasks that further the mission and purpose of USUAA.
 - b. Time spent during committee or assembly meetings may not be counted as office hours as per the USUAA Constitution and/or USUAA Bylaws.
 - c. Tasks and hours are to be logged on the provided Weekly Reflection Worksheet and turned in to the designated bin. These worksheets must be turned in by 2PM on the Friday of each week to be considered by the Rules Committee.
 - d. Rules Committee shall be responsible for evaluating each completed worksheet using the developed rubric, updating the Electronic Attendance Record, and scanning each worksheet for electronic storage purposes. Each worksheet will be evaluated based on completion and effort in furthering the goals of USUAA, and utilized by the Rules Committee to create a comprehensive picture of member contribution at the end of the semester to assess Service Award eligibility.
 - e. Assembly members must at least meet expectations in each category on the Weekly Reflection Worksheet for Rules Committee to consider their weekly office hours in good standing.
 - f. Members of USUAA will retain the right to appeal the decisions of the Rules Committee regarding their own office hours. The Chair of Rules must be given formal notice of a member's intent to appeal 48 hours prior to a Rules Committee Meeting for the appeal to be heard at that meeting.
 4. Assembly Meetings
 - a. Members shall make an effort to dress in a neat and respectable manner for all General Assembly meetings.

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- b. Members of the assembly should close and/or turn off laptops and other electronic devices, including cell phones, during guest speakers or presentations. If a member is clearly disengaged from business at hand, the sergeant-at-arms may act at the Speaker's direction to remove them.
 - c. The Assembly shall presume unanimous consent for all motions (unless an objection is raised) excluding votes on legislation and other votes as required within the USUAA Constitution and/or USUAA Bylaws.
 - d. All votes on final passage of legislation shall be taken by roll and recorded in the minutes.
 - e. Executives, advisors, and assembly members shall be allowed to make Points of Information (POIs) once recognized by the Speaker.
 - f. All Assembly meetings shall be audio recorded for the purpose of minute-taking.
 - g. All Assembly members shall conduct themselves in a respectful, professional, and service-oriented manner.
5. Senator Projects
- a. Senator projects shall be optional, but are encouraged, for the 2016-2017 academic year.
6. Violations
- a. Violations of these Standing Rules shall be addressed by the Rules Committee.
 - b. Actions taken by the Rules Committee must be consistent with requirements outlined in member agreements, the USUAA Constitution, and/or the USUAA Bylaws.