

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

September 1, 2017	Initial draft adopted from '16-'17 Standing Rules
September 8, 2017	draft amended by Rules committee
September 15, 2017	Standing Rules approved by 15-0-0 vote of the USUAA Assembly

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# 1. Attendance

- a. Absences are defined as the non-attendance, delayed attendance of greater than ten 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 fourteen in advance by the President, Vice President, or 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.
- 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.
  - iii.

## 2. Committees

- a. Committee pro-temps 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 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. Office Hours shall be submitted electronically via the USUAA website and 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 submitted form and updating the Electronic Attendance Record.
- e. 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. During General Assembly meetings, committee meetings, USUAA functions and when on official USUAA business, assembly members are expected to dress in a manner that reflects the respect and care indicative of the organization they represent and appropriate to the situation they are in.
- b. Members of the assembly shall 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 will remind them of the proper Assembly decorum.

- i. Electronics are permitted for the purpose of USUAA business during assembly meeting.
  - ii. Disruptions caused by electronics will not be allowed during assembly meetings
- 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 comments once recognized by the Speaker.
- f. Executives, advisors, and assembly members shall not interrupt the comments of another person who has been recognized by the speaker of the assembly.
- g. All Assembly meetings shall be audio recorded for the purpose of minute-taking.
- h. All Assembly members shall conduct themselves in a respectful, professional, and service-oriented manner.

#### 5. Assembly Projects

- a. Creation or participation in an Assembly Project is deemed mandatory for the fulfillment of Senator and Delegate service awards.
- b. Time spent working on assembly projects can be counted as office hours.

#### 6. Violations

- a. Violations of these Standing Rules shall be addressed by the Rules Committee.
- b. The Sergeant-at-Arms may remove a person from an assembly meeting if they are in violation of any of the standing rules.
- c. Actions taken by the Rules Committee must be consistent with requirements outlined in member agreements, the USUAA Constitution, and/or the USUAA Bylaws.

#### 7. Rules

- a. The Rules committee will provide all assembly members and guest speakers with a printed copy of the USUAA constitution, bylaws and standing rules.