



Associated Student Government

Executive Committee Standing Rules

2017-2018

The Executive Committee of the University of Arkansas Associated Student Government

- Code and Constitution
 - The Executive Committee will conduct itself in such a manner that is adherent to both the Code and Constitution of the Associated Student Government.
- Composition
 - As per the Code and Constitution, the Executive Committee shall be comprised of the President, Vice President, Treasurer, Secretary, *Chief of Staff, Chair of Senate, and Speaker of the Graduate Student Congress of the organization.
 - *The ASG Chief of Staff will be considered an ex-officio, non-voting member of the Committee.
 - The ASG Chief Justice and ASG Freshman Leadership Forum Coordinator are expected to attend all Executive meetings as part of the broader ASG executive leadership. Both of these individuals are ex-officio, non-voting members.
 - In the event of a tie vote, the vote of the ASG President shall serve as the decisive vote on the matter.
- Meetings
 - Meeting Time
 - The Executive Committee will convene in Arkansas Union A640 at 12:00 pm each Monday during the Fall 2017 Semester.
 - The meetings are scheduled to last until 1:00 pm. Meetings may adjourn earlier than scheduled but shall not extend beyond the set time without a unanimous vote in the affirmative by the members of the committee.
 - The meeting time for the Spring 2018 semester will be set by the close of the Fall Semester and is contingent upon the class schedules of the committee members for the upcoming term.
 - The committee will strive to find a time to meet during the regular business operating hours.
 - Attendees
 - All members of the Executive Committee, as previously defined within this document, shall be in attendance at every regularly scheduled meeting.
 - The Associated Student Government Office Manager and the Primary Advisor (and Assistant Director of the OSA) shall also be in attendance at all regularly scheduled meetings as ex-officio non-voting members of the Executive Committee.
 - The Assistant Director for RSOs, Director for the OSA, Graduate Assistants to ASG, and any members of the Executive Cabinet maintain an open invitation to attend the regularly scheduled meetings of the ASG Executive Committee

as guests but should also comply with the agenda item submission procedures of the ASG Executive Committee meetings.

- Any guests not wishing to speak (excluding announcements to be made at the conclusion of the meeting) may attend any regular meeting of the ASG Executive Committee given that the guest provides 2 hour written notice to the ASG Secretary and their attendance is approved by the Executive Committee.
- Any guests wishing to be allotted a period of time to address the committee are welcome to attend any regular meeting of the ASG Executive Committee, but must submit any agenda items to the ASG Secretary in concordance with the normal agenda submission deadlines, as defined later in this document.
- Tardiness
 - In order to foster a professional atmosphere and dually respect all members of the ASG Executive Committee and any guests present, all attendees will arrive promptly five minutes before the set starting time of each regular scheduled meeting.
 - Attendees who anticipate being tardy to the meeting should inform the ASG President of their predicaments by phone or text *at least 2 hours prior to the set starting time of the meeting in question.
- Absence
 - Any member of the Executive Committee who is unable to attend a regularly scheduled meeting must inform the ASG President by 12 pm on the Friday before the meeting in question. He/she should submit a written version of his/her report at this time.
 - If a member of the Executive Committee is unable to attend the regularly scheduled meeting due to a recurring class conflict, they must inform the ASG President of this conflict at the beginning of the semester.
 - Any member of the Executive Committee who is unable to attend a regularly scheduled meeting must schedule a one-on-one meeting with the ASG President within one week of the absence in order to review the agenda/minutes of the meeting.
- Agenda
 - Submission of agenda items
 - Any reports to be made by members of the committee, ex-officio non-voting members of the committee, and guests must be submitted to the ASG Secretary via email by 12:00 pm on the Thursday before the meeting in question.
 - Any item not submitted prior to this deadline will not be considered at the corresponding week's meeting.
 - A complete agenda will be sent to the ASG President via email by 2:00 pm on the Thursday of each meeting in question.
 - The order of business for the regularly scheduled meetings of the Executive Committee shall be as follows:
 - Call to Order

- Roll Call
- Approval of the Minutes
- Special Orders
 - To include:
 - Any presentations by guests who have complied with the agenda item submission procedures of the committee
 - ASG Advisor's Report
 - ASG Office Manager's Report
- Reports
 - The order of reports shall proceed as follows: President, VP, Treasurer, Secretary, Speaker of the Graduate Student Congress, Chair of Senate, Chief of Staff, Chief Justice, FLF Coordinator.
- Discussion items
 - This order shall follow the same arrangement as the reporting structure.
- Calendar Updates
- Announcements
- Adjournment
- Changes to the Agenda
 - The agenda may be altered at the discretion of the President until the meeting is called to order.
 - Any changes to the agenda following the call to order will require a majority vote of the present members of the Executive Committee.
- Time Limits
 - Reports:
 - These are intended to provide brief updates on initiative progress, important meetings and events, and other pertinent ASG activities. No more than 2 minutes are permitted for each report item.
 - Discussions:
 - These are intended to engage the committee in dialogue on event planning, strategic approaches to various initiatives, and other pertinent long-range items. No more than 15 minutes are permitted for each Discussion item.
 - Changes to the time limits
 - Changes may be made at the discretion of the President prior to the set starting time of the meeting.
 - Changes to time limit of any report following the start of the committee meeting will require a majority vote of the present members of the Executive Committee.
- Meeting Decorum:

- Members of the Executive Committee shall be permitted to use their cell phone and/or laptop during the meeting if it is for ASG business.
 - All members of the Executive Committee shall be prepared to speak cogently about all of their personal agenda item submissions. Failure to do so consistently may limit inclusion of items on the final agenda.
 - If a member of the Executive Committee must leave a meeting early, they shall notify the ASG President via email, phone, or person within 30 minutes of the meeting being called to order.
 - Post-Meeting Correspondence
 - Any additions or changes to the ASG Calendar discussed in the meeting should be updated in the gizmo file as well as the ASG website within 24 hours by the Secretary or their designee.
 - The minutes of each Executive Committee Meeting shall be emailed to the attendees of the meeting within 24 hours of the conclusion of the meeting by the Secretary or their designee.
- Office Policy
 - Email
 - Members of the ASG Executive Leadership will maintain daily utilization of the ASG email accounts.
 - When out of the office for one day or more, ASG Executive Leadership members must post an out of office message. This does not include typical weekends, but does include University Holidays.
 - Members of the ASG Executive Leadership should limit personal usage of the ASG email accounts.
 - Exchange Calendar
 - Members of the ASG Executive Leadership will maintain an updated calendar on Exchange at all times.
 - If a meeting is requested via Exchange, and there is a scheduling conflict due to lack of compliance with the fore-mentioned mandate, the member of the ASG Executive Leadership will comply with the requested time or make alternate arrangements with the requester.
 - Office Hours
 - All members of the ASG Executive Leadership will maintain an updated version of his/her scheduled office hours posted on his/her office door.
 - If a member of the ASG Executive Leadership is unable to comply with his/her office hours, he/she must inform the ASG Office Manager (via email or phone) at least 1 hour prior to the start of the office time in question.
 - Committee members are urged to post any anticipated office hour absences on their doors, if at all possible. Otherwise, comply with the fore-mentioned statement.
 - Decorum

- ASG Executive Leadership will maintain a professional atmosphere within the ASG Office.
- Open Office Space
 - Two spaces shall be reserved as workstations for the Chief Justice and Freshman Leadership Forum Coordinator to work on ASG business.
 - Open office space is intended for work on ASG business. General studying should take place outside of the open space in the ASG Office.
 - Students who are studying in the open space of the ASG Office will be asked by a member of the ASG Executive Leadership to work on ASG business or take their studying outside of the office.
- Individual Offices
 - ASG Executive Leadership are urged to keep their doors open during office hours unless they are:
 - Having a private meeting
 - If unrelated to official ASG business, this should occur outside of regular business hours and/or off the clock.
 - Out of the office
 - If this is during regularly scheduled office hours, members should comply with the previously mentioned office hour absence procedures.
 - ASG Executive Leadership members should maintain clean, functional office spaces.
- ASG Executive Leadership should “dress their day” based on what events and meetings are on their Exchange calendar when in the ASG office during business hours.
- Printing
 - Printing is limited to ASG-related material.
 - If duplicate prints are required, ASG Executive Leadership shall use the OSA copier in lieu of the ASG printer.
 - ASG Executive Leadership are responsible for using the correct copier code for their branch/ program.
- Door codes
 - Committee members may not release the door codes of any office other than his/her own to anyone outside of the ASG Executive Leadership.
- Chartwells VIP Cards
 - Members of the ASG Executive Leadership must sign the card(s) out every time it is used.
 - The card(s) may only be checked out for no more than 2 hours at a time without prior discussion.
 - The card(s) are not for personal use.
 - The appropriate usage of the card(s) is at the discretion of the ASG Executive Leadership.

- The ASG Office manager will consult a member of the ASG Executive Leadership if it believed that the card(s) are not being utilized in good faith.