



ASBSU

Legislative Code

CHAPTER 3: LEGISLATIVE CODE

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II. Chapter Overview

A. Purpose

1. It is the role of the General Assembly and Academic Senate to provide student representation of all concentrated populations and academic colleges, to disseminate information important to students, to deliver student opinion, and to provide an access point to involvement in University student life.
2. These purposes will be fulfilled through the passage of legislation, collaborating with and representing student needs to academic departments, confirming nominations, voting on articles of impeachment, and approving some constitutional amendments and revisions, as necessary.

B. Definitions

Academic College or School: Any of the listed University Academic Colleges or Schools recognized by the University.

Assembly Chair: The person running an Assembly meeting.

Senate Chair: The person running a Senate meeting.

Assembly Member: A student who has been elected or appointed to the General Assembly to represent a Concentrated Population.

Senator: A student who has been elected or appointed to the Academic Senate to represent a College or School.

Concentrated Population: A group of students that can be commonly represented because of a shared characteristic or affinity, including but not limited to involvement in certain aspects of University life, employment on campus, or housing status.

Consent Agenda: Part of the order of business adopted by unanimous consent to consider routine and minor matters. If any Member objects to an item on the Consent Agenda for any reason, the item is moved from the Consent Agenda to New Business. The Consent Agenda is adopted when there are no more objections.

Opinion Form: This term refers to the Request for Opinion form that may be filled out by University staff, faculty, or students to request the opinion of the Assembly and Senate regarding a certain Subject.

Sponsor: The person who submits the Request for Opinion Form and introduces the Subject. The Sponsor may be a University student, staff member, or administrator.

Subject: Any issue or topic being discussed or debated.

Legislation: A bill, resolution, declaration, code change, or code regulation, which can be proposed to the Assembly and Senate. All Legislative actions must be sponsored by at least one member of the General Assembly or Academic Senate. Once a piece of legislation has secured at least one (1) Assembly or Senate Sponsor, it may be introduced.

III. Required Training

A. Intent

1. Required Training is intended to prepare the incoming members of the General Assembly and Academic Senate to fulfill their duties and job descriptions to the best of their abilities. After attending the Required Training, members should:

- a. Understand the role of ASBSU and the Legislative Branch in particular.
- b. Be able to explain the various types of Legislation, and the differences between them.
- c. Be able to draft and present Legislation in the ASBSU style.
- d. Be familiar with the rules of procedure for all Legislative meetings.
- e. Understand who their constituents and stakeholders are.
- f. Understand how to develop reliable communication and relationships with their constituencies and stakeholders.

B. Format

1. Prior to assuming their positions, members of the Assembly and Senate will undergo Required Training led by advisors in the Student Involvement and Leadership Center (SILC) and Executive

Cabinet members. Members may not assume their position until they have completed the Training, unless they have been excused.

2. Excusal of Members from required training is at the discretion of advisors in the Student Involvement and Leadership Center.

C. Miscellaneous Issues

1. If a member is elected or appointed to the Assembly or Senate to fill a vacancy after the semester has begun, training prerequisites do not apply. The member is still expected to familiarize themselves with the items identified above.

IV. Rules of Procedure

A. Attendance

1. Prompt attendance at General Assembly and Academic Senate meetings is required of all Assembly Members, Senators, and of the Assembly and Senate Chairs.

2. Acceptable reasons for absence and tardiness are limited to death in the family, personal illness, University events, or other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period. The Associate Vice President of Ethics Affairs and the Chair will determine what specific circumstances are acceptable reasons for absence on a case-by-case basis, if they are asked to do so.

a. Any unexcused tardiness greater than 20 minutes from the call to order will be considered an absence.

3. A quorum is required in order for voting to take place during a meeting. Quorum is defined as more than one-half (50% + 1) of the total number of filled positions in the Assembly and Senate. If the quorum is lost during a meeting, voting cannot continue, but other business may proceed.

4. Three (3) unexcused absences per semester for Assembly or Senate members will be grounds for impeachment.

5. All absences, excused and unexcused, must be tracked by the Chair of the Assembly, Senate, and each Committee Chair, and directly communicated to the Associate Vice President of Ethics Affairs who will track absences and file complaints to the Review Board as needed.

B. General Rules of Meetings

1. All Assembly and Senate Members will maintain proper decorum at meetings. If a Member or attendee behaves disruptively, a Member may ask the Chair of the meeting to call for a vote to censure the disruptive attendee, with no discussion. Censure requires a two-thirds (2/3) majority,

and voting is conducted through an anonymous paper ballot. If the Censure is approved, the censured individual must leave the chamber. The meeting may not continue until the censured individual leaves the chamber.

2. The Chair may force a recess of up to ten (10) minutes in the event of a breakdown of decorum.

3. Regular meetings will be held approximately every week during the regular academic fall and spring semesters, not including days on which the University cancels classes. Special meetings may be called by the Vice President to address pertinent issues, including, but not limited to, time-sensitive legislation, the approval of nominations, impeachments, or constitutional amendments.

a. These meetings will take place on Thursdays from 3:00-4:00pm.

4. Meetings will be run in a manner loosely aligned with Robert's Rules of Order.

5. The first Joint Meeting of any academic year will be held no later than the second week of classes of the Fall Semester.

6. The Vice President will serve as the Assembly Chair, and the Associate Vice President of Academic Affairs will serve as the Senate Chair. The Assembly Leader and Senate Leader will chair their respective bodies in the absence of either the Assembly Chair or Senate Chair. If they are unavailable, or if they intend to engage with business before the Assembly and Senate in a non-neutral way (such as by voting or sponsoring legislation), the Assembly and Senate Leader may request that a member of the Executive Cabinet act as Chair in their place.

7. If the Rules of Procedure are violated, it is the right and responsibility of any Member, and of the Associate Vice President of Ethics Affairs, to point out the error. Minor errors will be corrected as quickly as possible without unduly interfering with the business of the Assembly and Senate. More significant errors will be corrected as quickly as possible as well, but the Assembly Member who points out the error will also be expected to file a Complaint with the Associate Vice President of Ethics Affairs. Each individual Member will decide whether or not it is appropriate to file a Complaint.

8. An agenda will be created for each meeting and must be publicly posted at least 48 hours prior to the meeting. Agendas must be publicly posted as soon as possible for special meetings.

9. Joint meetings will be held for all new Legislation, presentation of new Subjects, Inquiry into Executive Cabinet Decisions, or for hearing of any other Subject that will require a vote or opinion of the Assembly and Senate.

a. Questions will be asked to the presenter. On any subject, the presenter receives priority if multiple members are seeking recognition to speak.

b. Presentation, discussion, and questioning will take place in the Joint meeting. All items on the Consent Agenda, Unfinished Business, and New Business will be presented and discussed before the Assembly and Senate split for debate and voting.

c. Voting will happen separately from the Joint meeting. This will necessitate that all members of the Assembly and Senate physically separate from each other for voting.

i. Once the Assembly and Senate have split, the Vice President will chair the Assembly and the Associate Vice President of Academic Affairs will chair the Senate.

iii. On matters of Budgets, Impeachment, Declarations, Opinions, Resolutions, Bills, Code Changes, and Code Regulations, votes will be tallied in a roll call vote with the names of the members voting on each side recorded.

iv. When the separate meeting(s) have concluded and the Assembly and Senate have returned to the Joint meeting, the Vice President, or presiding officer, shall make a final count of the votes and announce to the Joint meeting the outcome of the vote in both chambers.

C. Order of Business

1. A quorum must be met to call a meeting to order.

2. Approval of Minutes

3. Budget Update

4. Consent Agenda

5. Unfinished Business

5. New Business

6. The Chair will announce the next scheduled meeting and then open the floor for announcements from Members, followed by announcements from the Gallery. Meetings may exceed the allotted time of one hour, but must maintain quorum to do so.

D. Business of the Legislature

1. Business refers to Subjects and any other items that require a vote.

2. The Sponsor of a Subject, or their designee, will introduce their Subject to the Assembly and Senate. The Sponsor will also stand for questions from Members. Third parties, such as University administrators, may also be invited to answer questions.

- a. After all Members who wish to ask questions have the chance to, members of the gallery may ask questions at the chair's discretion.
- b. Members will raise their hand to ask a question or discuss and will be recognized by the Chair in the order in which hands were raised.
- c. All Executive Cabinet members must remain neutral and may not speak for more than three (3) minutes at a time during discussion. An exception is made for the Associate Vice President of Ethics Affairs only when presenting Code Changes and Code Regulations. In that case, they have the same rights as a Member.
- d. No member will be recognized by the Chair for a second time while there are still Members who wish to be recognized and have not yet spoken.
- e. Members will stand in order to make a motion. The Chair will recognize members in the order in which they stood, but only one motion may be considered by the floor at a time.
- f. The member making a motion has the first right to speak on it.
- g. Once recognized, Members are allotted no more than three (3) minutes to speak at a time.
- h. Discussion of an item ends with a motion to end discussion and move to the next item on the agenda. Discussion of the last item on the agenda ends with a motion to end discussion and move to debate. Motions to end discussion are by unanimous consent, unless there is an objection, then the motion will require a second and a two-thirds ($\frac{2}{3}$) majority vote.

3. Debate

- a. Debate occurs after Joint discussion when the Assembly and Senate have Separated
 - a. In the case that a debate is brought forth to the floor, the following privileges and decorum exist:
 - i. The member who sponsored or cosponsored the subject under debate has the first right to speak. He or she does so by raising a hand to be recognized by the Chair.

ii. The opposing side and proposing side are each allotted ten (10) minutes to speak to their side. With the addition of two (2) minutes for a rebuttal.

iii. Debate on a subject concludes with a motion to end debate and move to a vote (by unanimous consent). If a member objects, the motion requires a second and a two-thirds ($\frac{2}{3}$) majority vote.

iv. Legislation can be tabled. A motion to table requires a second and is passed with a simple majority vote.

v. Legislation can be amended. A motion to amend requires a second and is passed with a simple majority vote. Amended legislation is not considered passed until the same version and amendments have been agreed upon by the General Assembly and Academic Senate.

4. Voting

a. After Discussion, Members will vote on the items before them. Members may vote “yes,” “no,” or “abstaining.” Passage of an item will be determined by dividing the number of “yes” votes by the total number of “no” votes and “abstaining” votes.

b. Members have the right to abstain from any vote when they have a conflict of interest. It is acceptable for a Member to declare a conflict of interest and still vote so as not to silence the voice of an entire Population.

d. The ASBSU Vice President will present approved Legislation at the next Executive Cabinet meeting. It is the Joint responsibility of the President and the Vice President, or their designees, to communicate the results of Legislation to the appropriate audience.

e. Legislation will be made publicly available within 24 hours of its passage by the Chief of Staff.

5. Inquiry on Executive Cabinet Decisions

a. ASBSU Legislative Members have the authority, ability, and opportunity to revisit decisions made by the ASBSU Executive Cabinet regarding appointments, resolutions, bills, constitutional amendments, code changes, and any and all other forms of documentation that are passed through the ASBSU Assembly and Senate should they determine that the Executive Cabinet has not followed the implementation of Legislation according to the Assembly and Senate.

b. Inquiry on a decision can be made at any time and must be addressed by executive members.

c. Override can only occur if three-fourths ($\frac{3}{4}$) of the General Assembly and Academic Senate vote in favor.

d. This process is distinct from overriding a veto, which requires two-thirds ($\frac{2}{3}$) of the General Assembly and Academic Senate.

E. Other Functions of the Assembly and Senate

1. Impeachment

a. If impeachment charges are recommended by the Review Board, the Assembly and Senate will hold a joint hearing and render a judgment on the charges.

i. Members of the Assembly and Senate may not vote on their own impeachment.

b. The Review Board Chief will preside over impeachment hearings unless they are being impeached. In that case, the Associate Vice President of Inclusive Excellence will serve as the presiding officer over impeachment hearings.

c. Confirmation of impeachment by the Senate and Assembly will serve as a conviction, and the officer in question will be removed from office.

2. Vacancies

a. In the event of a vacancy of an Assembly seat, the Vice President (or applicable Associate Vice President) will appoint an eligible student who must be confirmed by the Executive Cabinet with a simple majority vote.

b. Appointees to the Assembly must schedule a meeting with the ASBSU Vice President within two (2) weeks of being appointed.

c. In the event of a vacancy of a Senate Seat, the Associate Vice President of Academic Affairs will appoint an eligible student who must be confirmed by the Executive Cabinet with a simple majority vote.

d. Appointees to the Senate must schedule a meeting with the Associate Vice President of Academic Affairs within two (2) weeks of being appointed.

3. Constitutional Amendments

a. Following the process outlined in the ASBSU Constitution, the Legislature may enact amendments and revisions to the ASBSU Constitution.

b. If a constitutional amendment or revision is submitted to the Assembly and Senate, a paper vote will take place and each Member must present a signed ballot to the Chair.

4. Legislative Code

a. Any changes to Legislative Code require Legislation to be passed by a two-thirds ($\frac{2}{3}$) majority of the total membership of the General Assembly and Academic Senate. The reading of Legislation that changes Legislative Code may not be fast-tracked.

F. Records

1. Minutes will be recorded at every regular and special meeting of the General Assembly and Academic Senate, including meetings regarding impeachment and constitutional amendments. Minutes will accurately reflect issues discussed at the meeting and will be made publicly available within 48 hours of a Meeting. Exceptions can be made on a case-by-case basis.

2. At the beginning of each term, an Assembly and Senate Scribe will be selected to take the meeting minutes at every meeting. This Scribe will work with the Chief of Staff to complete the minutes and post them publicly following the criteria above.

V. The General Assembly

A. General Provisions

1. All Members must fulfill any specific responsibilities as outlined in the ASBSU Constitution. This section describes these responsibilities in detail and establishes additional responsibilities in some cases.

2. All Members will maintain proper decorum whenever representing ASBSU.

B. Membership of the General Assembly

1. The General Assembly will be composed of thirty (30) members, as outlined in the ASBSU Constitution, Article III Section 3.

2. Members will be appointed to their position by the Vice President (or applicable Associate Vice President) to serve a term of one (1) academic year.

3. The Vice President, as Chair of the General Assembly, is not considered a Member for purposes of Quorum or voting.

C. Duties and Responsibilities of the General Assembly Chair:

1. Serve as the primary liaison between the Executive Cabinet and the General Assembly.

2. Be the primary diplomat and develop and maintain relations with any entity that may affect the general welfare of the Assembly.
3. Call special meetings only when necessary to address impeachment charges or constitutional amendments.
4. Preside over the Assembly and Joint Legislative meetings.
5. When appropriate, request the opinion, in writing, of any Assembly Member upon any Subject before the Assembly.
6. Submit names of Assembly Members who wish to be on University Committees to the President.
7. Perform or delegate all other necessary duties.
8. The Assembly Chair must maintain neutrality with all matters brought forth to the General Assembly.

D. Duties and Responsibilities of all Assembly Members:

1. Strive to meet with their concentrated population at least four (4) times per month.
2. Gather and disseminate student opinion on all Subjects in a timely fashion.
3. Prepare formal Opinions and/or Legislation in collaboration with other Assembly Members.
4. Vote in the interests of the Concentrated Population that they represent.
5. Required to attend and participate in at least one committee.

E. Duties and Responsibilities of the Assembly Leader:

1. Chair meetings of the General Assembly in the absence of the Vice President.
2. Appoint Assembly Members to serve on relevant committees, including legislative committees.
3. May attend Executive Cabinet meetings as a voting member. During these meetings, the Assembly Leader should be prepared to report on the business of the General Assembly.
4. Aid Members with the drafting and presentation of legislation, when requested.
5. Be knowledgeable about Assembly rules and procedures.

6. May aid in the creation of the agenda for meetings of the Legislative Branch.

7. Attend all meetings of the General Assembly. An unexcused absence from 3 or more meetings will result in the removal from the position of Assembly Leader, but not an individual's position in the Assembly.

F. Election of the Assembly Leader

1. Members of the Assembly will hold an election within their membership for the position of Assembly Leader. This election will be held at the earliest possible time after the Assembly has been appointed and trained.

2. In order to be eligible to run, a candidate must be a member of the General Assembly.

3. During an election, the Chair will give the floor for eligible members to nominate themselves. In order to be considered a Candidate, at least one other member of the Assembly must second that nomination. Candidates will have one (1) minute to give a speech outlining their qualifications and goals as a candidate. Members will then vote for their preferred Candidate on sequential ballots until one person receives a majority of votes, eliminating the losing candidate on each ballot in which no candidate receives a majority.

4. The members of the Assembly may move to trigger a leadership election at any time. Motions for a new election require a simple majority of Assembly Members to vote in favor, and if approved, the election will follow the procedures outlined in Legislative Code V.F.3.

5. If the Assembly Leader resigns (either from the Assembly or from their position as Assembly Leader), is impeached, or is administratively dropped, a new election will be triggered automatically which will follow the procedures outlined in Legislative Code V.F.3.

VI. The Academic Senate

A. General provisions

1. All Members must fulfill any specific responsibilities as outlined in the ASBSU Constitution. This section describes these responsibilities in detail and establishes additional responsibilities in some cases.

2. All Members will maintain proper decorum whenever representing ASBSU.

B. Membership of the Academic Senate

1. The Academic Senate will be composed of twenty (20) members, as specified in the ASBSU Constitution, Article III Section 6.

2. Members will be elected to their seats through elections held regularly in the spring semester, as described in ASBSU Elections Code.
3. ASBSU is responsible for managing and facilitating all elections within colleges for Senate positions.
4. The Associate Vice President of Academic Affairs, in their capacity as Chair of the Academic Senate, is not considered a Member for purposes of Quorum or voting.

C. Duties and Responsibilities of the Senate Chair

1. Serve as the primary liaison between the Executive Cabinet and the Senate.
2. Be the primary diplomat and develop and maintain relations with any entity that may affect the general welfare of the Senate. This includes but is not limited to, the Provost's Office, as well as each of the Dean's Offices for each academic college/school.
3. Call special meetings only when necessary to address impeachment charges or constitutional amendments.
4. Preside over the Senate during meetings.
5. Submit names of Senators who wish to be on University Committees to the President.
6. Perform or delegate all other necessary duties.
7. The Senate Chair must maintain neutrality with all matters brought forth to the Senate.

D. Duties and Responsibilities of all Senators

1. Meet with their Academic Department chairs regularly, or as needed.
2. Gather and disseminate student opinion on all Subjects in a timely fashion.
3. Prepare formal Legislation in collaboration with other Senators, as well as General Assembly Members.
4. Vote in the interests of the Academic College/School that they represent.
5. Abide by all of the ASBSU Code and Constitution to the best of their ability.

E. Duties and Responsibilities of the Senate Leader

1. Chair meetings of the Academic Senate in the absence of the Associate Vice President of Academic Affairs
2. Appoint Senators to serve on relevant committees, including legislative committees.
3. May attend Executive Cabinet meetings as a voting member. During these meetings, the Senate Leader should be prepared to report on the business of the Senate.
4. Aid Senators with the drafting and presentation of legislation, when requested.
5. Be knowledgeable about Senate rules and procedures.
6. May aid in the creation of the agenda for meetings of the Legislative Branch.
7. Attend all meetings of the Academic Senate. An unexcused absence from 3 or more meetings will result in the removal from the position of Senate Leader, but not an individual's position in the Academic Senate.

F. Election of the Senate Leader

1. Members of the Senate will hold an election within their membership for the position of Senate Leader. This election will be held at the earliest possible time after the Senate has been inaugurated and trained.
2. In order to be eligible to run, a candidate must be a member of the Academic Senate.
3. During an election, the Chair will give the floor for eligible Senators to nominate themselves. In order to be considered a Candidate, at least one other member of the Senate must second that nomination. Candidates will have one (1) minute to give a speech outlining their qualifications and goals as a candidate. Senators will then vote for their preferred Candidate on sequential ballots until one person receives a majority of votes, eliminating the losing candidate on each ballot in which no candidate receives a majority.
4. The members of the Senate may move to trigger a leadership election at any time. Motions for a new election require a simple majority of Senators to vote in favor, and if approved, the election will follow the procedures outlined in Legislative Code VI.F.3.
5. If the Senate Leader resigns (either from the Senate or from their position as Senate Leader), is impeached, or is administratively dropped, a new election will be triggered automatically which will follow the procedures outlined in Legislative Code VI.F.3.

VII. Legislation

A. Declaration: The formal written document expressing a view or sentiment of ASBSU on matters that concern the student body, and may request action on the part of ASBSU or the University. Declarations are considered non-binding.

B. Resolution: The formal written document that contains the opinion of ASBSU on matters that concern the student body, and that directs action on the part of ASBSU or the University. Resolutions are considered binding.

C. Bill: The formal written document with spending power that withdraws, relocates, or otherwise expends funds to be used for various student initiatives, programs, or events. Bills are considered binding.

D. Code Changes: The formal written document that alters, edits, or otherwise amends an existing ASBSU Code Document. Code Changes are considered binding.

1. Code Changes may be proposed by any member of the General Assembly or Academic Senate, or by the Associate Vice President of Ethics Affairs.

i. Assembly and Senate members wishing to propose Code Changes must submit their legislation to the Associate Vice President of Ethics Affairs for a Required Review before the legislation can be considered under New Business. If a Required Review is not completed within five business days, the legislation may be added to the Agenda without a review.

ii. The Associate Vice President of Ethics Affairs, in a Required Review, will circulate the Code Change among affected parties and produce a report that provides expert feedback to the Assembly or Senate Member. This feedback is not considered binding. The Associate Vice President of Ethics Affairs will present the Required Review report alongside the proposed Code Change during discussion.

2. Code Changes require a two-thirds ($\frac{2}{3}$) majority vote to pass. Certain sections of code may require higher voting thresholds in order to be changed.

3. The associate Vice President of Ethics Affairs is responsible for maintaining a complete record of all Code Changes passed by the Legislature.

4. Code Change documents will consist of: the name of the code document being changed, the major themes in the document being changed, the impact it has on ASBSU and the student body, and the rationale behind why it is being changed. These documents will be communicated to University Administrators, and will be kept on public record.

E. Code Regulations: Temporary or short-term changes to specify and govern actions of any ASBSU officer or body. They supersede Code but not the Constitution. Code Regulations are considered binding for the specified duration of their effective dates.

1. Code Regulations may be proposed by any member of the General Assembly or Academic Senate, or by the Associate Vice President of Ethics Affairs.

i. Assembly and Senate members wishing to propose Code Regulations must submit their legislation to the Associate Vice President of Ethics Affairs for a Required Review before the legislation can be considered under New Business.

ii. The Associate Vice President of Ethics Affairs, in a Required Review, will circulate the Code Regulations among affected parties and produce a report that provides expert feedback to the Assembly or Senate Member. This feedback is not considered binding. The Associate Vice President of Ethics Affairs will present the Required Review report alongside the proposed Code Regulations during discussion.

2. Code Regulation documents will consist of: the purpose for the regulation, the specific Code or position the regulation pertains to, the changes or additions the Regulation entails, and the duration of time the regulation is in effect.

F. The ASBSU President may veto legislation. The Legislative Branch may override a veto with a two-thirds (2/3) majority vote in both the Assembly and Senate. All types of Legislation approved by the Assembly and Senate with a two-thirds (2/3) majority vote or greater may not be vetoed by the President, as the vote already constitutes a veto-proof majority.

VIII. Legislative Committees

A. Standing Committees

1. In order to ensure that certain functions of student government are reliably attended to, five standing committees are authorized by the Legislative Branch. These committees will exist year-to-year and will be chaired by a member of the Executive Cabinet. The following is a complete list of standing committees:

a. The Government Relations Committee, chaired by the Government Relations Officer.

b. The Academic Affairs Committee, chaired by the Associate Vice President of Academic Affairs.

c. The Communications Committee, chaired by the Associate Vice President of Student Relations.

d. The Inclusive Excellence Committee, chaired by the Associate Vice President of Inclusive Excellence.

e. The Legislative Assistance Committee, chaired by the Associate Vice President of Ethics Affairs.

2. The Committee chairs may report on legislation and other matters under consideration by their committees to the Executive Cabinet.

B. Forming and Staffing Committees

1. Legislative committees are meant to address specific topics or issues on campus (i.e. mental health, academic affairs, government relations, etc). Any member of the Assembly or Senate may form a legislative committee.

2. Assembly and Senate members who desire to form a committee will fill out a formal request to be sent to the Assembly or Senate Leader. Members who wish to join the committee as members may sign on to these requests.

3. Once a committee has been approved, the Assembly Leader, Senate Leader, or Vice President (whichever is applicable) will identify a chairman, prioritizing Executive Cabinet members with relevant experience.

4. Once a committee chairman has been identified, the Assembly Leader, Senate Leader, or Vice President (whichever is applicable) will appoint members to the committee, prioritizing members who signed onto the request for formation.

C. Single-chamber Committees

1. To form a single-chamber committee, an Assembly or Senate member must fill out a request and submit it to the Assembly Leader or Senate Leader, who may approve or deny the request.

D. Joint Committees

1. To form a Joint Committee, at least one Assembly and one Senate member must jointly fill out a request and submit it to the Vice President, who may approve or deny the request.

2. The Assembly Leader will appoint a Joint Committee's Assembly membership, and the Senate leader will appoint the Joint Committee's Senate membership.