

Rules of Order

Section 1 Calling the Body to Session

- 1) The Body shall be called in session by the President, or the Presidents pro Tempore, using e-mail.
- 2) Each representative shall provide the President with an e-mail address they check regularly. Shall they obtain a new address, it shall be required that they inform the President about such change without unnecessary ado.
- 3) Notices about the Body being called in session shall be sent at least 5 days before the session shall take place, except Sundays.
- 4) After all proposed resolutions are submitted, the President, or the Presidents pro Tempore, shall distribute thereof to the rest of the Body.

Section 2 Proposing Resolutions

- 1) In order to propose a resolution, a representative shall request that such resolution be discussed in session no later than 3 days before the session shall take place, except Sundays. Requests shall be delivered to the President, or the Presidents pro Tempore.
- 2) The President, or the Presidents pro Tempore, shall include discussion of such proposed resolution in the agenda of the session the discussion is requested to take place in.

Section 3 Journal of Proceedings

- 1) The Body shall enter each session to the Journal and publish the same after such session shall end.
- 2) Entries in the Journal shall follow a template attached to these Rules of Order.

Section 4 Organization of Sessions

- 1) Sessions shall follow an agenda set by the President, or the Presidents pro Tempore.
- 2) Sessions shall be completed in one day, or they shall be split into multiple days. For each new day of a session, the Body shall agree on a day and time and confirm such with simple majority.
- 3) For each day of a session, the President, or the Presidents pro Tempore, shall choose, from amongst the representatives, one who shall preside over the session.
- 4) Representative presiding a day of session shall choose, from amongst the representatives, a clerk who shall be solely responsible for reporting for the Journal of Proceedings.
- 5) Before a discussion about a resolution shall take place, the representative proposing shall present the resolution and deliver their opening argument. Representatives shall then ask the representative presiding over the session to deliver their arguments.
- 6) After discussion regarding a resolution shall take place, voting on such resolution shall be scheduled for another day of a session or a new session, so that changes can be made.

Section 5 Resolutions

- 1) All passed resolutions shall be published in the Journal of Proceedings.
- 2) Resolutions shall follow a template attached to these Rules of Order.

Section 6 First Session

- 1) The Chair of the Department of Social studies shall call the Body into the first session in the academic year.
- 2) In thereof, the President and the Presidents pro Tempore shall be elected. No other affairs shall be discussed.
- 3) A report thereof shall be published in the Journal of Proceedings.

Section 7 Appendix: Journal Entry Template

Session Report for the Journal of Proceedings

_ [st/nd/rd/th] Session of the Body, held from the _ day of _ until the _ day of _, in the academic year _

On the _ day of this session, presided by the Honorable Rep. _, the following resolutions were discussed:

- ASB Res. _ regarding _, proposed by the Honorable Rep. _,
- and the following polls took place:

- A poll regarding the ASB Res. _, with _ Yeas and _ Nays
- A poll regarding _, with _ Yeas and _ Nays.

These facts shall also be noted:

- _.

In Student Body Assembled on _

_, presiding over this session

_, Clerk

Section 8 Appendix: Resolution Template

Assembled Student Body Resolution N^o _

A resolution regarding _

_ [introduction]: Now, therefore, be it

Resolved, That it is the sense of the Assembled Student body, that –

–

Passed with _ Yeas and _ Nays.

Yeas

Nays

The Honorable Rep. _

The Honorable Rep. _

Done in the Student Body Assembled on the _ day of _ in the year _.

We have witnessed that the Body has thoughtfully and justly considered this issue, and in witness whereof We hereunto subscribe our names:

__, President [or President pro Tempore]
__, Clerk

Done in Convention by the Unanimous Consent of the Persons present on the fifteenth day of October in the Year two thousand and nineteen.

In witness whereof We have hereunto subscribed our Names,

PhDr. Václav Adámek

Marek Blažek

Mgr. Bc. David Chlumský

