

13.03. Meetings.

- A. **Meeting notification.** As specified by Wisconsin State Statutes, meeting notification and the agenda will be posted. Posting sites will include Bascom Hall and other locations as designated by the ASEC to ensure broad notification.
- B. **Regular meetings.** The Assembly will hold regular meetings at 3:30 p.m. on the second Monday of each month during the academic year. If the second Monday of the month falls on a legal holiday, the meeting is held on the first subsequent Monday that is not a legal holiday. The announced day, time and place of the meeting may be changed at the discretion of the ASEC with the consent of the chancellor or provost. Regular meetings may be canceled by the chancellor or provost with consent of the ASEC if there is no significant business to be transacted.
- C. **Place of meeting.** The Assembly shall meet in a room designated annually, unless some other place is specified in the notice of the meeting.
- D. **Special meetings.** Special meetings of the Assembly shall be held at the call of the chancellor or provost, or the ASEC, by written petition to the ASEC by 15 Assembly representatives, or upon written petition to the ASEC by at least 100 members of the academic staff holding a paid appointment at UW-Madison. Notice of a special meeting shall be sent to each representative so as to be received at her or his office at least 24 hours prior to the meeting.
- E. **Quorum.** A Quorum is a majority of the members of the Assembly as defined in 13.02.B.
- F. **Parliamentarian.** The Secretary of the Academic Staff will provide a parliamentarian for the Assembly.
- G. **Agenda.**
 - 1. Preparation. The ASEC and the Secretary of the Academic Staff, in conjunction with the Chancellor or Provost, shall prepare the agenda for meetings of the Assembly. ~~The agenda will contain the following items, in the order determined by ASEC: Call to Order, Approval of the Minutes, Announcements, Informational Reports by the ASEC and Committees, Opportunity to ask questions of (a) the Chancellor or Provost or Designee and (b) the ASEC chair, Old Business, and New Business. Opportunity to ask questions of (a) the Chancellor or Provost and (b) the ASEC chair will be included.~~
 - 2. Distribution. The Secretary of the Academic Staff will distribute the notice of every regular or special meeting of the Assembly to all members of the Academic Staff Assembly and their alternates, the University Committee Chair, the Associated Students of Madison, and the Secretary of the Faculty. For regular meetings the notice, the meeting agenda and related documents, including the text of any proposed Assembly legislation, will be sent to all representatives, their alternates, ASEC members, and the chancellor or provost at least seven days before the meeting.
 - 3. Additions to Agenda. Items for consideration will be added to the agenda upon written request of any representative or on written request of any 15 members of the academic staff having a paid appointment at UW-Madison. The deadline for submitting such requests to the ASEC shall be ten working days prior to the Assembly meeting.
- H. ~~Order of Business.~~

- I. **Opportunity to Ask Questions of the Chancellor, Provost (or Designee), or ASEC Chair Period.**
 1. ~~Questions for the Chancellor or Provost. Representatives and other members of the academic staff may address questions to the chancellor or provost.~~
 - a. ~~The ASEC Chair (or designee) shall preside during the questions to the chancellor or provost, and the amount of time will vary at the discretion of the ASEC Chair.~~
 2. **Questions for Leadership.** All members of the University community may submit questions for (a) the Chancellor or Provost **or Designee** and (b) ASEC Chair. ~~Questions for the ASEC Chair.~~
 3. **Filing of Questions.** Assembly representatives, other members of the academic staff, members of the University Committee, and other members of the University community (i.e., faculty, classified staff, and students) may file questions with the ASEC at least three working days prior to the Assembly meeting.
 4. **Order of Questions.** Questions shall be listed in order of their delivery to the ASEC, with questions from the academic staff given priority. A document containing these questions shall be available for each member of the Assembly at the beginning of the meeting.
 5. **Supplementary Questions.** Any member of the Assembly may ask supplementary questions arising out of the ~~reply to the principal question.~~ **It shall be the duty of the presiding officer to prevent the presentation of supplementary questions from becoming a debate.**
 6. **Questions from the Floor.** Assembly representatives may raise questions from the floor. ~~Time permitting, the presiding officer may allow questions from the floor by~~