



Office Norms

1. Must have a spill proof water container in the office/workspace since it's important to stay hydrated throughout the day and it helps you stay awake, in addition to this it helps you avoid spilling water on important documents.
2. Support team members by offering help and constructive feedback.
3. Encourage collaboration between Senators and members of the Executive Branch.
4. Secure the space: When leaving, please close the door and windows to maintain office security.
5. Communicate openly: If you need help or have concerns, don't hesitate to ask. We're a team!
6. Respect shared supplies and space: Clean up after yourself and be mindful of the resources you use.
7. Represent with professionalism: As student leaders, we represent ASI—let's keep our language and conversations appropriate.
8. Create a welcoming space: A quick "hi" and "bye" when entering or leaving helps maintain a friendly and inclusive environment.

Senate Norms

1. Meals are not permitted in Senate, only small snacks like granola bars, and drinks like water, coffee and tea are allowed.
2. Maintain a friendly and talkative demeanor to promote open communication.
3. All members should take notes of important information discussed.
4. Dress accordingly regarding the senate meeting (Ex. Clean outfit, Polo shirt, etc.)
5. Recognize the chair before discussing an issue that another senator brought up.
6. Everyone should come prepared with a report to avoid saying "no report".