

# Student Government Association Undergraduate Student Congress

# Bylaws

## MISSION

The mission of the University of Oklahoma Student Government Association Undergraduate Student Congress is to represent the interests of undergraduate students in their pursuit of academic and individual achievement. The Undergraduate Student Congress is committed to building a strong campus community, promoting civic engagement, and enhancing the quality of the undergraduate experience at the University of Oklahoma.

## Section 1: INDEX

These Bylaws shall be organized as follows:

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## Section 2: RULES GOVERNING THESE BYLAWS

### Section 2.1: APPLICATION

1. From the time of their adoption, these Bylaws shall govern the conduct of the University of Oklahoma Student Government Association (hereafter “SGA”) Undergraduate Student Congress (hereafter “Congress”).

### Section 2.2: PURPOSE

1. These Bylaws shall provide Congress with uniform, reasonable, and easily understood procedures. They shall balance the need to expedite business with the individual representative's responsibility to adequately represent constituents. They shall seek to be as economical, clear, and useful as possible within their purpose.

### **Section 2.3: INTERPRETATION**

1. The interpretation of ambiguities in these Bylaws by the presiding officer of a general meeting or committee meeting shall be binding except as overturned by a successful appeal by a majority of the representatives of Student Congress present and voting at a general meeting or a majority of the members of said committee present and voting at a committee meeting.

### **Section 2.4: AMENDMENT**

1. These Bylaws may be amended by an act of procedure upon a two-thirds (2/3) vote of the representatives present and voting.
2. The Congress Chair shall preserve the original and all subsequently amended editions of these Bylaws.
3. Authors of amendments to these Bylaws shall adapt the form and structure of any amendment so that it conforms to the existing form and structure of these Bylaws, as to avoid conflict or complication of the substance, structure, interpretation, or use of these Bylaws.
4. The Congress Vice Chair shall be responsible for updating these bylaws upon successful amendment.

## **Section 3: CONGRESSIONAL MEMBERSHIP**

### **Section 3.1: STUDENT CONGRESS DISTRICTS**

1. Pursuant to Article III, Section 2 of the SGA Constitution, Student Congress is divided into sixteen (16) districts apportioned on the basis of academic interest. Changes to these districts must be approved by a three fourths (3/4) majority of the total membership of Congress. In the circumstances that a new major or department is added between redistricting cycles, it shall be the Congress Chair's responsibility to decide where it will be sorted until the next even number year.
2. The districts and their compositions are as follows:
  - a. ARCHITECTURE District: Shall consist of all students in the College of Architecture. This district has one (1) seat.
  - b. ATMOSPHERIC AND GEOGRAPHIC SCIENCE District: Shall consist of all students in the College of Atmospheric and Geographic Science, and all students with declared majors in the following Arts and Sciences Departments: Interdisciplinary Perspectives on the Environment Program. This district has one seat.
  - c. BUSINESS District: Shall consist of all students with declared majors in the Price College of Business except for Finance and Accounting majors. This district has four (4) seats.
  - d. FINANCE AND ACCOUNTING District: Shall consist of all students with declared majors in Finance and Accounting. This district has four (4) seats.
  - e. COMMUNICATION District: Shall consist of all students with the declared majors in the Gaylord College of Journalism and Mass Communication (including pre-Journalism) and declared majors in the following Arts and Sciences Departments: Communication. This district has three (3) seats.
  - f. EARTH AND ENERGY District: Shall consist of all students in the Mewbourne College of Earth and Energy. This district has one (1) seat.
  - g. INTERPERSONAL STUDIES District: Shall consist of all students in the College of Education and all students with declared majors in the following Arts and Sciences

- Departments: Human Relations, Social Work (including pre-Social Work), and all students in the University Outreach College of Continuing Education. This district has one (1) seat.
- h. ENGINEERING District: Shall consist of all students in the Gallogly College of Engineering. This district has five (5) seats.
  - i. FINE ARTS District: Shall consist of all students in the College of Fine Arts and all students with declared majors in the following Arts and Sciences Departments: Film and Media Studies. This district has one (1) seat.
  - j. HUMANITIES District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: African and African American Studies, Anthropology, Classics and Letters, English, History, History of Science, Linguistics, Literature, Modern Languages, Native American Studies, Philosophy, Religious Studies, Women's and Gender Studies, and Information Studies. This district has four (4) seats.
  - k. INTERNATIONAL STUDIES District: Shall consist of all students with declared majors in the College of International Studies. This district has one (1) seat.
  - l. LIFE SCIENCE District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: Microbiology and Plant Biology, Health and Exercise Science, Biology, and Public Health. This district has four (4) seats.
  - m. PHYSICAL SCIENCE District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: Astronomy, Chemistry/Biochemistry, Mathematics, and Physics. This district has two (2) seats.
  - n. SOCIAL SCIENCE District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: Economics, Political Science, Psychology, Sociology, and The College of Liberal Studies. This district has four (4) seats.
  - o. UNIVERSITY COLLEGE District: Shall consist of all students in the University College, including second year pre-Health Science Center students, Early Entry Students, and all students with declared majors in the following Arts and Sciences Departments: Multidisciplinary Studies. This district has twelve (12) seats.
3. Representatives shall vacate their seat when they become ineligible to run or vote their district.
    - a. Exceptions:
      - i. Students elected to represent the University College District during their freshman year may retain their seat until the end of their electoral mandate.

### **Section 3.2: QUALIFICATIONS FOR AND CLASSES OF MEMBERSHIP**

1. The membership of Congress shall include representatives and associates. Representatives and associates must be currently enrolled undergraduate students at the University of Oklahoma Norman Campus. Members shall have speaking privileges at general meetings.
2. Each member of Congress shall have and maintain a cumulative GPA of 2.0 or higher and the SGA Undergraduate Student Congress Chair, Vice Chair and Secretary shall have and maintain a cumulative GPA of a 2.5 or higher.
  - a. A full-time SGA Staff Member shall perform enrollment and grade checks at the beginning of each academic semester for representatives and associates. If a member is appointed after the beginning of an academic semester, an enrollment and grade check will be performed at that time. These status checks are confidential and are only used for the purpose of membership qualifications.
  - b. If a member is found not to meet the enrollment and/or grade requirements for membership in Congress, that member will be notified by the Congress Chair and their position will be declared vacant.
3. MEMBERSHIP

- a. APPOINTMENT. All members not elected according to the most current provisions of Title VI of the Code Annotated shall be appointed by the following procedure:
- i. The Congressional Administration Committee shall conduct the appointment procedure.
  - ii. All appointed Representatives shall serve until the end of the current congressional session, with exception for special elections.
  - iii. The Congressional Administration Committee shall write the application for membership.
    1. Within a month of the end of a session, the Congressional Administration Chair shall consult with the Vice-Chair and the Secretary of the Congressional Administration Committee, along with the Chair, Vice Chair, and Secretary of Congress, to create a rubric for evaluating both candidate applications and interviews during that semester. This rubric, pending approval from the Congressional Administration Committee of that same session, shall be used to adjudicate all applicants during the following session.
  - iv. Applications for membership shall be made available no later than the start of the business day on Monday immediately following the Chair of Student Congress' notice of a vacated seat. In the event that the Chair receives notice of resignation, according to Bylaws section 4.2.3c, the application window shall be set at the pleasure of the Chair, allowing for appropriate appointment proceedings to occur prior to the effective date of the resignation. The Chair of Student Congress shall set the application deadline in consultation with the Congressional Administration Committee Chair.
  - v. After the close of the application period, the Congressional Administration Committee shall interview membership applicants at the committee's discretion.
    1. All interviewers must have completed some form of selection-bias training prior to conducting interviews.
  - vi. Should a candidate not be able to attend general meetings as defined in these Bylaws, they will solely be considered for associateship until they are able to attend these meetings again.
  - vii. The Congressional Administration Committee shall author an act of procedure appointing members of Student Congress. This act shall be on the Items to be Considered agenda of the next general meeting following candidate interviews.
    1. Final deliberations concerning the creation of the bill appointing representatives and associates shall only occur among interviewers who have been present for the entire session of interviews.
    2. The Congressional Administration Committee shall fill vacant seats, according to academic district, as specified by the SGA Constitution.
    3. Should the number of applicants in an academic district exceed the number of vacant seats in said district, applicants not appointed to be a representative may be appointed to associateship, at the discretion of the Congressional Administration Committee. The only exception being a candidate who is unable to attend general meetings as a Representative
    4. Upon receiving a "Do Pass" or a "No Recommendation" recommendation from the Congressional Administration Committee, the act shall be posted conspicuously in the SGA offices as well as on the SGA Congress website.
    5. The Congressional Administration Committee shall make all reasonable effort to contact all applicants concerning their appointment status at the contact information on their applications and in university records.
    6. After the initial application process, a majority vote of the Executive Committee or a decision by the Congressional Administration Committee

Chair shall cause the Congressional Administration Committee to accept appointment applications on a rolling basis. The appointment process shall proceed in the manner described above.

b. AFFIRMATION

- i. Upon becoming members, elected and appointed membership candidates shall take the following affirmation, administered by the Student Congress Chair, if one has been elected, or else by the most recent former Chair: "I, (insert name) do solemnly affirm to uphold the University of Oklahoma Student Government Association Constitution and perform those responsibilities and duties required of me by the Student Government Association Undergraduate Student Congress Bylaws."
- ii. Failure to take the membership affirmation within three general meetings of election or appointment shall result in automatic forfeiture of elected or appointed membership.
- iii. The membership affirmation need not be taken during a general meeting. If taken during a general meeting, the membership affirmation shall be in order during Special Orders.
- iv. The Student Congress Chair shall announce, in their report during the following general meeting, the names of any members who have taken the membership affirmation since the previous general meeting.

c. RESIGNATION

- i. Members may resign in person or by electronic mail. In either case, the resignation must be submitted in writing to the Student Congress Chair.
- ii. Oral resignations shall not be accepted.
- iii. Non-electronic resignations shall be signed.
- iv. The Student Congress Chair shall not accept electronic resignations until verifying their legitimacy.
- v. Resignations shall become effective when submitted to the Student Congress Chair and deemed legitimate.
- vi. At the first Executive Committee meeting following an effective resignation, the Student Congress Chair must announce the resignation.

4. REPRESENTATIVE. Representatives shall be those elected or appointed members who represent an academic district, in accordance with SGA Code Annotated.

5. ASSOCIATESHIP

- a. APPOINTMENT. All associates shall be appointed by the Congressional Administration Committee's appointment procedure until the end of the next odd-numbered session, but for no more than two sessions, unless they are elected to a Representative position, are removed from Congress, or they resign.
- b. EXECUTIVE COMMITTEE. All members of the executive committee shall automatically be considered associates for the duration of their term, unless they are representatives.
- c. RESPONSIBILITY TO UNDERGRADUATE STUDENT BODY. The constituency of associates shall be the entire undergraduate population of the University of Oklahoma, Norman Campus.
- d. GENERAL MEETINGS
  - i. As members, duly appointed associates have automatic speaking privileges, except as temporarily suspended.
  - ii. No associate may vote in a general meeting except during Committee of the Whole. No associate may make any motion in a general meeting except during Committee of the Whole. No associates may object to motions in general meetings except during Committee of the Whole
  - iii. All associates, unless they have a previously mentioned longstanding time conflict, will be required to attend one general meeting every month.
- e. COMMITTEE OF THE WHOLE

- i. Associates have automatic speaking privileges during Committee of the Whole, except as temporarily suspended.
  - ii. Associates may vote on all questions in Committee of the Whole except as voting privileges are temporarily suspended. The request of any one representative with the second of another shall temporarily suspend voting privileges of associates for a vote on a recommendation of “Do Fail.”
- f. COMMITTEE MEETINGS
  - i. Associates have automatic speaking privileges at committee meetings, except as temporarily suspended.
  - ii. Associates may vote on all questions in committee except as voting privileges are temporarily suspended.
  - iii. Associates may make any motion otherwise in order in committee

### Section 3.3: RESPONSIBILITIES OF MEMBERSHIP

1. GENERAL MEETINGS. Representatives shall attend general meetings. A Representative shall accrue an absence for failure to notify the Student Congress Secretary of their presence within fifteen (15) minutes of the call to order of a general meeting or for failure to answer to the final roll call of a general meeting, held in compliance with the Oklahoma Open Meeting Act. Members shall not accrue an absence for failure to attend a general meeting on a day that classes are not held.
2. COMMITTEE MEETINGS. Members shall attend meetings of committees of which they are members. Whether said member is a member of said committee in the context of his or her membership of Student Congress, a member shall accrue an absence for failure to attend a meeting, held in compliance with the Oklahoma Open Meeting Act, of a committee of which they are a member, regardless of whether such a meeting makes quorum.
  - a. Representatives and officers of the Congress have speaking privileges at all committee meetings. Associates have speaking privileges except as temporarily suspended. All individuals recognized for presentations in Special Orders, authors of past legislation during follow-up reports, and authors of currently moved legislation during author’s explanation, questions to the author, and author’s summation have speaking privileges at the respective times. All other individuals present may be granted speaking privileges at a committee meeting with the consent of a majority of members present and voting.
  - b. In no case shall any bill or resolution that has received a “Do Fail” recommendation in committee be placed in the Order of Business, or be recognized, in any general meeting.
  - c. In the case of the Chair assigning a bill or resolution to more than one (1) standing committee, if the legislation receives a “Do Fail” recommendation in either committee it shall not be placed in the Order of Business or be recognized in any general meeting.
  - d. A roll call vote must be held for final passage of any legislation which allocates funding to either a registered student organization or an administrative organization. Final passage may not be moved by unanimous consent.
3. CONGRESSIONAL SERVICE REQUIREMENT
  - a. Definitions:
    - i. **Bonus Point** – The equivalence of one (1) point that a member shall receive for attending an activity, event, meeting, or training within their academic district or college.
    - ii. **Congressional Involvement Activity** – Any activity, event, meeting, or training that a member attends to connect with the OU Community.
    - iii. **Congressional Involvement Requirement** – The requirement for a member to accumulate a minimum of one point during each month that the Student Congress holds a general meeting.
    - iv. **Point** – The value per hour that a member spends attending an activity, event, meeting, or training (1:1 equivalence).

- b. Each member shall meet the Congressional Involvement Requirement each month that the Student Congress holds a general meeting. Newly elected or appointed members need not meet the Congressional Involvement Requirement during their first month of membership. Members shall submit Congressional Involvement Activities to the Student Congress Secretary.
- c. The Congressional Involvement program shall be fulfilled as outlined by the following:
  - I. Point System:
    - 1. To calculate the point value of a Congressional Involvement Activity, the Congress Secretary shall take the number of hours spent attending an activity and convert the number to points (1). (e.g., Thirty minutes equals 0.5 points, One hour equals 1 point, One hour and thirty minutes equals 1.5 points, Two hours equals 2 points)
    - 2. The Congress Secretary may only assign point values of whole-number or half-integers.
    - 3. To receive a bonus point, a Representative must attend an activity within their academic district, and an Associate must attend an activity within their academic college. A member shall receive one (1) bonus point for each unique Registered Student Organization's activity the member attends within their academic district or college.
    - 4. To calculate the point total for the month, the Congress Secretary shall add up points and bonus points accumulated during the period.
  - II. A List of Congressional Involvement Activities includes but is not limited to:
    - 1. Meeting of a Registered Student Organization; Diversity, Equity, and Inclusion (DEI) Training; Gender and Equality Center (GEC) Trainings; Code Club; Light Walk; Trash Walk; University-Sponsored Community Service Project; Scoring an 90 Percent or Higher on the Bylaws Test; Oklahoma Votes Sponsored Event.
  - III. A List of Congressional Involvement Activities does not include:
    - 1. Congressional General Meeting, a Congressional Committee Meeting, or office hours
- d. Congressional Involvement Requirements include:
  - I. Representatives and Associates must accumulate a minimum of one (1) point each month that Congress holds a general meeting. This requirement shall be waived at the discretion of the Congress Secretary.
  - II. All Congressional Involvement Activities must be submitted via Engage or another online platform with contact information pertaining to the activity. Additionally, members must give a liaison report during a general meeting or submit photographic documentation relating to the activity. The Congress Secretary will then either approve or deny the form if the activity completed satisfies the requirement.
  - III. Members shall accrue an absence for failure to meet their Congressional Involvement Requirement or submit proper documentation to the Student Congress Secretary by the final day of the month at 11:59 p.m.
- e. Recognition:
  - I. The Congress Secretary or Congressional Administration Committee shall draft a resolution, congratulating members who accumulate at least fifteen (15) points after each month.

- f. The following shall be excused from their Congressional Involvement Requirement:
    - i. Members of the Ways and Means Committee, during Primary Funding budgetary periods.
    - ii. Members of the Congressional Administration Committee, during the month of the fall interview period.
    - iii. All members following a vote to select the Student Congress Executive Committee.
  - g. Governing Documents Test
    - i. Upon the completion of their first session, members shall take the governing documents test.
      - A. Proper accommodations shall be made for members who request them
    - ii. Members who score 70 percent or higher on the test will be congratulated via a congressional resolution.
4. ORIENTATION
- a. Members shall attend the orientation, as discussed elsewhere in these Bylaws.
  - b. Members shall accrue an absence for failure to attend the orientation or for failure to submit proper documentation detailing the circumstances of their absence to the Student Congress Secretary.

### **Section 3.4: REMOVAL FROM MEMBERSHIP**

- 1. ATTENDANCE RECORDS
  - a. Attendance is ultimately the responsibility of each individual member.
  - b. In order to assist members with keeping track of their attendance and to inform constituents, the Student Congress Secretary shall weekly publish a list with the number of excused and unexcused absences each member has accrued.
- 2. EXPULSION FROM STUDENT CONGRESS
  - a. A member or committee officer may accrue three (3) unexcused absences without being eligible for expulsion for excessive unexcused absences.
  - b. Absences may be excused at the discretion of the Secretary. All absences not excused shall be recorded as unexcused.
  - c. In the case of foreseeable, repetitive absences a member may petition the executive committee of Undergraduate Student Congress for an attendance waiver.
  - d. In the event that a member or committee officer accrues at least four (4) unexcused absences in the current legislative session, said member may be expelled from Student Congress.
  - e. Upon accruing a fourth absence, the Student Congress Secretary shall prepare an act of procedure to expel any member or committee officer who has accrued excessive unexcused absences.
  - f. This act of expulsion shall be brought before the Executive Committee at its most immediate meeting. If the act receives a “Do Pass” or “No Recommendation” recommendation, it shall appear before Student Congress on the agenda at the next regular general meeting.
  - g. While inclusion of the act of expulsion on the agenda shall be considered notice of pending expulsion, the Student Congress Secretary shall notify the member or committee officer in question the pending legislation by an electronic mail to said member or committee officer’s university sponsored electronic mail account.
  - h. A two-thirds (2/3) vote of representatives present and voting is required to expel a member.
    - i. If an act of expulsion of a member or committee officer fails, that member or committee officer must accrue two (2) additional unexcused absences before they are again eligible for expulsion by the above procedure.



- ii. If a committee officer is successfully expelled, that committee officer is removed from their position and loses their seat if they possess one. If a member is successfully expelled, that member loses their seat.

#### **Section 4: CONGRESS OFFICERS**

##### **Section 4.1: CONGRESS CHAIR**

1. The Chair is the highest-ranking officer of Student Congress. The Chair shall strive to facilitate the execution of Student Congress' mission.
2. The Chair shall preside over general meetings and Executive Committee meetings.
3. The Chair shall not vote, except as necessary to break a tie.
4. The Chair shall interview Committee Chair candidates. Committee Chairs shall be appointed by a majority vote of the Student Congress Chair, Vice-Chair, and Secretary, with the advice and consent of Student Congress.
5. The Chair shall appoint voting members of committees in accordance with Section 7.2 of these bylaws.
6. The Chair shall appoint other positions with the advice and consent of Student Congress as directed by these Bylaws.
7. The Chair shall report to Student Congress all pertinent communication addressed to Student Congress.
8. The Chair shall guide members in the preparation and research of legislation.
9. The Chair shall make the initial referral to committee of legislation and shall file and catalog legislation as specified elsewhere in these Bylaws.
10. The Chair shall strive to ensure each election for a representative seat has more candidates than vacancies.
11. The Chair shall be required to complete no less than 10 hours of "office hours" per week in accordance with the monthly stipend awarded to the position. Should the stipend change, this section shall be amended to reflect the new stipend.
12. The Chair shall perform all other responsibilities and duties required of them by the SGA Code Annotated

##### **Section 4.2: CONGRESS VICE CHAIR**

1. The Vice Chair is the second-highest ranking officer of Student Congress. The Vice Chair shall strive to facilitate the execution of Student Congress' mission.
2. The Vice Chair shall advise and assist the Student Congress Chair on matters pertaining to the Congress.
3. The Vice Chair shall preside over general meetings and Executive Committee meetings in the absence of the Student Congress Chair and shall preside over the Committee of the Whole.
4. The Vice Chair shall organize and direct the orientation, as specified elsewhere in these Bylaws.
5. The Vice Chair shall write, organize, maintain, and update a Student Congress Handbook of resources as specified within these Bylaws.
6. The Vice Chair shall serve as the Associate Coordinator and shall work towards the successful integration of newly-appointed associates into Student Congress.
7. The Vice Chair shall be a voting ex-officio member of all committees. The Vice Chair shall guide, advise, and assist the appointed Chairs of all established committees in their duties and responsibilities to the best of their ability. The Vice Chair shall report on committees as necessary to the Student Congress Chair.
8. The Vice Chair shall oversee matters of morale and personnel not otherwise specified within these Bylaws, including, but not limited to, logistics for food and transportation for Student Congress events.

9. The Vice Chair shall be responsible for updating and maintaining an updated version of the Student Congress Bylaws, as well as forwarding updated versions to the Student Congress Secretary to be posted on the Congress website.
10. The Vice Chair shall be required to complete no less than 8 hours of “office hours” per week in accordance with the monthly stipend awarded to the position. Should the stipend change, this section shall be amended to reflect the new stipend.
11. The Vice Chair shall be responsible for advising the Chair on all matters of communications and public relations on any of the Undergraduate Student Congress’s activities with or to the public.
12. The Vice chair shall be responsible for ensuring that the Undergraduate Student Congress provides its members with at least two (2) Congressional Service opportunities occurring on at least two separate days of the week during the months wherein Congressional Service requirements exist.
13. The Vice Chair can request assistance from members of the body for matters regarding Communications, Public Relations, and event programming.

#### **Section 4.3: CONGRESS SECRETARY**

1. The Secretary is the third-highest ranking officer of Student Congress. The Secretary shall strive to facilitate the execution of Student Congress’ mission.
2. The Secretary shall preside over general meetings and Executive Committee meetings in the absence of the Student Congress Chair and Student Congress Vice-Chair.
3. The Secretary shall be responsible for all records of Student Congress not otherwise specified in these Bylaws. The Secretary shall be responsible for conspicuously posting, in the SGA offices as well as on the SGA Congress website, a printed agenda for each general meeting and each meeting of the Executive Committee.
4. The Secretary shall take minutes at general meetings.
5. The Secretary shall be responsible for recording and reading all submitted amendments to legislation pending before Student Congress.
6. The Secretary shall be responsible for roll calls of Student Congress and for taking roll call votes.
7. The Secretary shall be a voting member of the Congressional Administration standing committee.
8. The Secretary shall keep a record of the terms of districts and offices held by all members and must publish a review of updated membership, no later than the last academic day of every month in which Congress is in session, to be reviewed by the Executive Committee. Upon review, the record shall be posted to the SGA website.
9. The Secretary shall keep a record of all attendance, including general meetings, committee meetings, office hours and constituent service. The Secretary must weekly post this record.
10. The Secretary shall keep a record of all votes cast in general meetings by all representatives. The Secretary shall weekly post conspicuously in the SGA offices as well as on the SGA Congress website a record of all votes cast in general meetings on legislation, amendments to legislation, or elections and on any other questions deemed appropriate by the Secretary or higher-ranking officer of Student Congress.
11. The Secretary shall keep a record of all associates and representatives of the body who have been expelled from congress. This record will be saved to an online storage system at the chair’s discretion.
12. The Secretary shall be ultimately responsible for maintaining and updating all records and documents which are required to be posted on the website of Student Congress.
13. The Student Congress Secretary shall forward all documents which are required to be posted on the SGA Student Congress website to the Student Congress Webmaster, which will in turn, post all said documents on the SGA Student Congress website.
14. The Secretary shall have the sole right to author any acts of procedure expelling a member for excessive absences. The Secretary shall do so in a timely manner upon the accrual of excessive absences by a member, as specified elsewhere in these Bylaws.

15. The Secretary shall be required to complete no less than 8 hours of “office hours” per week in accordance with the monthly stipend awarded to the position. Should the stipend change, this section shall be amended to reflect the new stipend.

#### **Section 4.4: OFFICER ELECTIONS**

1. The Congress Chair, Vice Chair, and Secretary shall be elected in a two-week procedure. At each general meeting, election activities shall occur from the highest to the lowest ranking office to be filled.
  - a. **REGULAR ELECTIONS.** Regular elections of officers of Student Congress shall be held each even-numbered legislative session. Officers elected in regular elections, the process beginning with the first regular general meeting of the legislative session, shall serve a term of one (1) year, except in cases of legal removal from office or resignation.
  - b. **VACANCIES.** Vacancies in previously filled officer positions shall be filled by this same two-week procedure. Nomination shall be held during special orders during the most immediate regular general meeting. Speaking, questioning, and balloting shall occur during the immediately following regular general meeting. An officer elected to a vacant position shall serve only until the completion of the term to which his or her predecessor was elected in the immediately prior regular elections.
    - i. The duties of any vacant office shall be performed by the next-highest ranking officer in addition to said officer’s regular duties. This procedure shall only apply to vacancies in the top three officer positions: Chair, Vice Chair, and Secretary. No officer shall serve as a substitute in this context for more than one office in addition to his or her regular duties at any one time.
    - ii. Should there be a vacancy below the top three officer positions, the Vice Chair shall assume the vacancy until a new officer may be appointed and approved by the body.
    - iii. The line of succession of Congressional officers shall be as follows:
      1. Chair of Congress
      2. Vice Chair of Congress
      3. Secretary of Congress
      4. Congressional Administration Committee Chair
      5. Ways and Means Committee Chair
      6. The remaining Executive Committee members by seniority
        - a. In the event no committee officers have been appointed or the regular system of ranking is otherwise insufficient to fill vacancies, rank shall be determined by seniority of representative. Wherein this ranking is insufficient, the presiding officer shall determine a fair method of random adjudication. This ad hoc ranking shall only be employed for the purpose of substitute performance of the duties of vacant offices.
  - c. **NOMINATION.** Officer nominations shall be held in Special Orders during the first regular general meeting of each even-numbered session.
    - i. A motion approved by a majority of present Representatives or Associates or shall open officer nominations.
    - ii. The presiding officer shall only accept nominations made by representatives.
    - iii. A nominator must be present at the Congress Meeting at the time when nominations occur. Nominations may not be made on behalf of another person.
    - iv. A motion approved by a majority of present and voting representatives shall close officer nominations.
    - v. Nominators need specify an officer position at this time.
  - d. **SPEAKING AND QUESTIONS.** Speeches and questions to candidates shall be held in Special Orders during the second regular general meeting of each even-numbered session.

- i. Immediately prior to the determination of the speaking order of nominators of candidates for a specific office, the presiding officer shall ask said nominators which of the candidates nominated at the previous regular general meeting shall be candidates for said office.
  - ii. Each nominator shall be allowed to speak for two (2) minutes, with the order being determined randomly among the candidates for each office. Should a nominator be unable to attend the General Meeting where officer elections occur, the nominator speech shall not be delivered by another and shall be forfeit.
  - iii. Each candidate shall be allowed to speak for five (5) minutes immediately following the speech of their nominator.
  - iv. After all candidates have spoken, questions may be directed to all candidates for ten (10) minutes. Candidates shall be limited to two (2) minutes per answer.
  - v. Follow-up questions shall not be granted.
- e. ROLL CALL VOTE. When the time for questions has expired the Student Congress Secretary shall hold a roll call vote. A candidate must receive a majority vote of representatives present and voting to be elected.
- f. RUN-OFF VOTE. In the case of no candidate receiving a majority vote, a run-off roll call vote between the two candidates receiving the greatest numbers of votes shall immediately commence, the candidate receiving the majority vote of those representatives present and voting being elected.
- g. RESTRICTION. No person shall simultaneously run for more than one office.
- h. RESTRICTION. No person shall nominate a candidate to an office for which they are also running, due to conflict of interest.
- i. CAMPAIGN RESTRICTIONS. Campaigning for the offices of Chair, Vice Chair, and Secretary shall comply with the OU SGA Code Annotated, Title VI, where applicable.
  - i. The SGA Election Commissioner shall be able to determine the applicability of the Code Annotated to Congress officer elections.
  - ii. Candidates for officer positions shall have campaign spending limits of \$100 for each candidate.
  - iii. All candidates for all officer positions are required to file a campaign expense report to the SGA Election Commissioner.
  - iv. Candidates shall not send unsolicited electronic messages.
  - v. Candidates shall not utilize property of the OU SGA for the purpose of campaigning.
  - vi. All disputes or conflicts arising from these regulations may be appealed to the SGA Election Commissioner exclusively and heard at their discretion. Outgoing officers are charged to regulate Congress elections in an unbiased manner.
- j. ELECTION ABSENCES. Should a candidate be unable to attend either the nomination meeting or the election meeting for a reason other than a conflict with a campus organization or activity, the following rules shall apply:
  - i. Should a candidate be absent at the time of nominations, the Chair of Congress will notify the nominee of the position they were nominated for as well as the name of their nominator. The nominee must submit in writing to the Chair whether they accept or reject the nomination to be a candidate within 24 hours of the General Meeting when nomination occurred.
  - ii. Should a candidate have an immovable conflict with the election meeting, the Chair of Congress shall decide which of the following three categories the conflict falls into.
    - 1. SCHOOL CONFLICT. A conflict relating to an academic obligation that cannot be rescheduled, is an event, and is academically required at the University of Oklahoma in which a candidate is currently enrolled in shall be automatically approved by the Chair, on the condition that the candidate

provide the Chair with either a course schedule or proof that the event is required. Candidates who have a scheduled conflict relating to said academic obligation shall be allowed to give their nomination speech, election speech, and be questioned by the body at the meeting directly before the election meeting.

2. **EMERGENCY CONFLICT.** A conflict relating to an immediate or unforeseeable emergency or scheduled medical conflict on either the part of a candidate, or what the candidate considers to be a close family member, shall be referred to as an emergency conflict. If the emergency conflict is scheduled, the candidate shall be given the opportunity to give their nomination speech, election speech, and be questioned by the body at the meeting directly before the election meeting. If the emergency conflict is unforeseen and the candidate has not yet had the opportunity to give their election speech and be questioned by the body, as long as the candidate is able to provide proof of the emergency, the candidate may write a speech to be read by any member of the body of the candidates choosing, subject to the time restraints outlined in the previous sections of these bylaws.
3. **OTHER CONFLICT.** Any other immovable conflict shall be presented to the body for final consideration regarding the validity of the absence. The candidate shall have three (3) minutes to present and explain their cause for absence to the body. The candidate shall be allowed to run if the vote passes through the body with a two-third majority vote in favor of allowing the absence. Candidates who have a scheduled conflict that is approved by the body shall be given the opportunity to speak and be questioned during the meeting directly before the election meeting, according to the rules outlined in the previous sections of these bylaws.

- iii. The body must be made aware of scheduled conflicts at the nomination meeting

#### **Section 4.5: VOTES OF NO CONFIDENCE IN OFFICERS**

1. **REGULAR VOTES OF NO CONFIDENCE.** At the second meeting of each odd-numbered session, Student Congress representatives shall hold a no-confidence vote on its incumbent officers.
2. The agenda for this meeting shall include planned Executive Session during the no confidence item of Special Orders, in accordance with the Oklahoma Open Meeting Act.
3. **PROCEDURE FOR VOTES OF NO CONFIDENCE.**
  - a. Ten (10) minutes shall be allowed for questions from members and the gallery. No follow-up questions shall be granted.
  - b. Ten (10) minutes shall be allowed for debate.
  - c. The officer being voted upon shall not be allowed in the chamber during debate, through a form of Executive Session in which all additional non-essential personnel shall be ordered to leave the room.
  - d. The Student Congress Secretary, or the Congressional Administration Committee Chair if the Student Congress Secretary is the officer in question, shall hold a roll call vote on whether the officer in question shall be removed.
  - e. An officer who is also a representative shall be permitted to vote on the no confidence decision.
4. **EFFECT OF VOTES OF NO CONFIDENCE.**
  - a. Officers shall retain their offices upon the failure of the no-confidence vote.
  - b. If a no-confidence vote passes upon approval by a majority of the representatives present and voting, the office shall become vacant and nominations for that office shall be opened immediately.

#### **Section 4.6: OFFICER IMPEACHMENT**

1. **IMPEACHMENT.** Upon hearing Presentation of Charges for Impeachment any stipend, paid, or otherwise compensated Student Congress officer may be impeached by a majority of representatives present and voting.
2. **DEFENSE.** An impeached officer shall answer all questions and accusations presented, and may give such defense as said officer desires.
3. **CONVICTION.** Immediately following impeachment of an officer, Congress shall hold a vote to convict an impeached officer. It shall require a two-thirds (2/3) vote of representatives to convict an impeached officer of fraud, corruption, abuse of power, or other violations of the SGA Constitution or higher document. Judgment in such cases shall not extend further than removal from office and disbarment from future office-holding.
4. **REMOVAL.** Upon impeachment and conviction, an officer shall be removed from office. Said office shall become vacant, and nominations for that office shall be opened immediately.
5. **RESTRICTION.** No officer may preside or vote during his or her own impeachment proceedings, except in the case of officers who are also representatives and shall be allowed to vote.
6. **PRESENTATION OF CHARGES.** Any representative pursuing impeachment of an officer shall present notice of the charges at a meeting during Special Orders. Presentation of Charges requires a majority vote of representatives present and voting and will be placed on the Special Orders section of the agenda for the following meeting.
7. **EXECUTIVE SESSION.** The Congress officer being voted upon during a Conviction vote shall not be allowed in the chamber through a form of Executive Session. All additional non-essential personnel shall be ordered to leave the room. An officer shall be permitted into the chamber only to cast their vote if the officer is also a representative.
8. **REGULATION.** Congress shall regulate by a majority of representatives present and voting the timing for questions and accusations.

## **Section 5 GENERAL MEETINGS**

### **Section 5.1: TIME AND PLACE OF GENERAL MEETINGS**

1. Student Congress shall hold regular general meetings at 7:00 p.m. each Tuesday night of the spring and fall academic semesters, with the exception of the first week of the semester, the week before finals week, finals week, the week of Spring Break, and the week of Thanksgiving. Student Congress may hold special general meetings in accordance with the most current Oklahoma Open Meeting Act.

### **Section 5.2: ORDER OF BUSINESS FOR GENERAL MEETINGS**

Orders of Business in General Meetings of the Congress shall be determined by the Congress Standing Rules of Order.

## **Section 6: COMMITTEES**

### **Section 6.1: STANDING COMMITTEE ESTABLISHMENT**

The seven (7) standing committees (also referenced in these Bylaws as “committees”) and their responsibilities shall be as follows:

1. **CONGRESSIONAL ADMINISTRATION.**
  - a. **COMMITTEE PURPOSE** The Congressional Administration Committee shall address matters concerning the internal affairs of the Student Congress and the SGA, including all proposed changes to the Undergraduate Student Congress Bylaws, the SGA Code Annotated, and the SGA Constitution. It shall strive to make the Student Congress more effective in fulfilling its role within the SGA. In the fall of even-numbered years, it shall be responsible for reapportioning the seats within the Student Congress, pursuant to the SGA Constitution. The Congressional Administration Committee shall be responsible for filling

vacant Representative seats and appointing Associates through the processes outlined within these bylaws. The Congressional Administration Committee shall, also, be responsible for revising the Standing Rules of Order with the advice and consent of the Executive Committee at the beginning of each even numbered session

b. COMMITTEE CHAIR

i. The Congressional Administration Committee Chair shall serve as the Parliamentarian.

1. The Parliamentarian shall assist the Student Congress Chair in bringing to the attention of the body the proper procedure as outlined in the SGA Constitution, SGA Code Annotated, Student Congress Bylaws, and Robert's Rules of Order.

2. In the event that there is a question over the legality of a procedure, the Parliamentarian shall be entrusted to immediately research the issue using all immediately available resources and report the findings to the chair.

3. The Parliamentarian shall not be empowered to overturn any decisions made by the Student Congress Chair, and shall only be utilized as a parliamentary resource as the Student Congress Chair deems necessary.

ii. The Congressional Administration Committee Chair shall work with the Congress Chair during the process of redistricting and reapportionment.

iii. The Congressional Administration Chair shall have the power to determine what training satisfies the selection-bias training under Section 4.1.3 of these Bylaws

iv. The Congressional Administration Chair shall conduct a selection-bias training prior to the first round of interviews of any given session

v. The Congressional Administration Committee Chair shall appoint a member of their committee as the Ex-Officio Officer in the Election Commission for one (1) academic semester. If the Chair is not running for election/re-election, they may appoint themselves as the Ex-Officio Officer. This appointment shall be by a supermajority of the members of the Committee and shall be seen in Executive Session.

2. EXTERNAL AFFAIRS

a. COMMITTEE PURPOSE The External Affairs Committee shall address issues concerning the local, state, and federal levels of government. The Committee shall strive to improve the relationship of SGA and of the University with the city and state governments. The Committee shall aim to improve civic engagement among the undergraduate student body.

b. COMMITTEE CHAIR The Committee Chair shall work with the Director of the Department of the Exterior in the Executive branch to coordinate SGA-wide programs and events including but not limited to Higher Education Day and voter registration drives.

3. HUMAN DIVERSITY

a. COMMITTEE PURPOSE The Human Diversity Committee shall address any and all issues related to diversity issues within the University of Oklahoma. The Committee shall advocate for policies within the University and within SGA that promote inclusivity and equality.

b. COMMITTEE CHAIR The Committee Chair shall work with the Director of the Department of Inclusivity in the Executive branch to coordinate SGA-wide efforts related to Inclusivity.

4. CAMPUS OUTREACH, SAFETY, AND CONCERNS

a. COMMITTEE PURPOSE The Campus Outreach, Safety, and Concerns Committee shall use the Student Congress's resources to resolve all concerns regarding university infrastructure, student experience, and all other student concerns that the committee mandates itself to address. The Campus Outreach Safety and Concerns Committee must plan a light walk each month congress has a general body meeting and classes are held on campus.

- b. **COMMITTEE CHAIR** The Committee Chair shall be charged with maintaining and following up with the Undergraduate Student Congress electronic suggestion box. The Committee Chair shall coordinate with the Congress Chair to refer suggestion box submissions to other committees, should they more appropriately fall under another committee's responsibilities.
- 5. **SUSTAINABILITY**
  - a. **COMMITTEE PURPOSE** The Sustainability Committee shall address any and all issues environmental sustainability within SGA, at the University, or among the undergraduate student body. The Committee shall strive to improve environmental consciousness among the undergraduate student body and shall advocate for environmentally conscious policies at the University.
  - b. **COMMITTEE CHAIR** The Sustainability Committee Chair shall be required to attend monthly Student Environmental Council Meetings. If the Sustainability Committee Chair cannot attend, they shall find a member of the Sustainability Committee to attend in their place.
- 6. **UNIVERSITY POLICY**
  - a. **COMMITTEE PURPOSE** The University Policy Committee shall address all student concerns arising from University policies, programs or initiatives, or the lack thereof. The committee shall research best practices employed by peer institutions, innovative solutions, and the latest scientific and social science research to draft resolutions to the University administration recommending new policies or reforms of existing policies.
  - b. **COMMITTEE CHAIR** The Committee Chair shall coordinate efforts with the Director of the Department of the Interior in the Executive Branch and shall stay up to date on the projects and initiatives of peer institutions' student governments.
- 7. **WAYS AND MEANS**
  - a. **COMMITTEE PURPOSE** The Ways and Means Committee shall address all matters concerning the expenditure or appropriation of student funds in accordance with the most current Budgetary Procedures Act. provisions of the SGA Code Annotated.
  - b. **COMMITTEE RESPONSIBILITIES/RULES**
    - i. Members of the Ways and Means committee shall inform the Committee Chair of any potential conflicts of interest in funding decisions including: a. Membership in the Registered Student Organization that has requested funding b. Having filled out the funding application being reviewed by the Committee c. Having a close personal relationship with the person who filled out the funding application
    - ii. The Chair shall determine whether the potential conflict of interest constitutes a legitimate conflict of interest.
    - iii. If the Chair determines that it is a legitimate conflict of interest, the committee member shall not participate in the deliberations that determine said RSO's funding amount.
    - iv. This rule shall exempt any funding request coming from any branch of the SGA.
    - v. Should quorum, including the Vice Chair of Congress, be unable to be met due to the implementations of this rule, the requests shall be seen by the Ways and Means Committee and it shall be the responsibility of the Committee Chair to ensure a fair response to the request.
  - c. **COMMITTEE CHAIR** The Ways and Means Committee Chair, in their dual role as the SGA Budgetary Chair, shall be required to complete no less than 8 hours of "office hours" per week in accordance with the monthly stipend awarded to the position.

## **Section 6.2: COMMITTEE MEMBERSHIP**

- 1. Committee membership shall consist of duly appointed members of Student Congress, officers, and, in the case of the Congressional Administration Committee, the Student Congress Secretary.



2. MEMBERS. Each member of Student Congress shall be appointed to one standing committee.
3. MEMBERSHIP DURATION. Committee members shall remain in a committee until they request to change committees, resign, or are removed. Committee membership shall transcend the end of a session, unless a member requests to change committees.
4. PROCEDURES. Legislation is not needed to establish or amend committee membership, except for each Committee Chair. Membership should be at the advice and consent of the Executive Committee. The Congress Chair must publish a document reflecting the most up to date committee membership.

### **Section 6.3: ORDER OF BUSINESS FOR STANDING COMMITTEE MEETINGS**

Orders of the Business in the Committee Meetings of the Congress shall be determined by the Congress Standing Rules of Order.

### **Section 6.4: COMMITTEE OFFICERS**

1. OFFICERS ESTABLISHED. Each committee shall have a Chair, Vice-Chair, and Secretary as its officers.
  - a. COMMITTEE CHAIR RESPONSIBILITIES
    - i. The Committee Chair shall be the presiding officer of the committee during committee meetings.
    - ii. The Committee Chair shall represent the committee in official business and during general meetings.
    - iii. The Committee Chair shall appoint a Committee Vice-Chair and Committee Secretary with the advice and consent of the Student Congress Officers.
    - iv. The Committee Chair shall be responsible for bringing to the attention of the committee those duties and responsibilities entrusted to it and shall be responsible for setting a committee meeting time each week and notifying the committee members of the meeting at least 24 business hours before the committee meeting.
    - v. The Committee Chair shall conspicuously post a printed agenda of every scheduled meeting at the SGA offices as well as on the SGA Congress website, in accordance with the most recent Oklahoma Open Meeting Act and shall provide a digital copy of every agenda to the Student Congress Secretary.
    - vi. Provided that they are a member of Student Congress, the Committee Chair may exercise voting privileges at his or her discretion.
    - vii. The Committee Chair may, at their discretion, excuse a committee member's absence from a committee meeting. If an absence is excused, the committee chair shall inform the Student Congress Vice Chair. The Committee Chair may not excuse their own absences. Committee Chair excusals shall be under the discretion of the Congress Vice Chair.
    - viii. The Committee Chair shall provide to the Student Congress Vice Chair and Secretary digital copies of the following records: a report of attendance, minutes as recorded by the Committee Secretary and action on all business (including recommendations on legislation) following each committee meeting by noon of the following Monday.
    - ix. The Committee Chair shall attend all meetings of the Executive Committee.
  - b. COMMITTEE VICE-CHAIR RESPONSIBILITIES
    - i. The Committee Vice-Chair shall preside over the committee during committee meetings in the absence of the Committee Chair.

- ii. The Committee Vice-Chair shall strive to ensure that all legislation receives legislative follow-up. This shall be accomplished by asking members about their legislation (following passage by the general body) during the Committee Vice-Chair report and keeping record of any action taken on all legislation that passes the committee.
  - iii. The Committee Vice-Chair shall assist the Committee Chair in bringing to the attention of the committee those duties and responsibilities entrusted to it.
- c. **COMMITTEE SECRETARY RESPONSIBILITIES**
  - i. The Committee Secretary shall preside over the committee during committee meetings in the absence of both the Committee Chair and Committee Vice-Chair.
  - ii. The Committee Secretary shall take the minutes for committee meetings and ensure that the Committee Chair, all members of the committee, and the Congress Secretary have copies of the minutes.
  - iii. The Committee Secretary shall assist the Committee Chair in bringing to the attention of the committee those duties and responsibilities entrusted to it.
- 2. **REMOVAL** Any committee officer may be removed from office upon a two-thirds (2/3) vote of representatives present and voting at a general meeting. Removable offense shall include, but are not limited to, failure to comply with all Federal, State, and Local laws and regulations and all SGA governing documents.
  - a. Any member of Student Congress may author a piece of legislation seeking the removal of a committee officer. Such legislation shall include language that specifies on what ground the officer is to be removed. Legislation is to be seen at the next general meeting and shall be places under special orders section of the agenda to be seen by committee of the whole.
- 3. **RESIGNATION.** Should a committee officer choose to resign from service in this office, they shall submit to the Student Congress Chair a written and signed resignation. Resignation from a committee office shall not imply resignation from membership, nor shall resignation from membership imply resignation from committee office.
- 4. **VACANCY.** The Student Congress Chair shall appoint a replacement officer as soon as is practicably possible following the removal or resignation of any officer with the advice and consent of the Student Congress.
- 5. **EXPULSION.** Any Committee officer shall be eligible for expulsion from the office upon accruing a number of absences that would cause a regular member of Student Congress to be eligible for expulsion or failure to perform their duties.
- 6. **TERM.** All Committee officers shall serve for a one-year term beginning in even numbered sessions, in accordance with the nomination and acceptance process previously outlined. The Congress Officers shall select and submit legislation authorizing Committee Officers at the final General Meeting of the Spring semester, one week after the Congress Officers are themselves elected. The Congress Officers shall submit legislation at the earliest possible meeting of odd numbered sessions for individualized reauthorization of Committee Officers.

## **Section 6.5: EXECUTIVE COMMITTEE**

- 1. The Executive Committee shall consist of the officers of Student Congress and the chairs of the standing committees. The Executive Committee shall be empowered to excuse absences and to make recommendations on legislation. The Executive Committee shall assist the Student Congress Chair in planning and coordinating the business of Student Congress. The Executive Committee shall, also, advice and consent of the revised Standing Rules of Order passed by the Congressional Administration Committee at the beginning of each even numbered session.
- 2. Any standing committee chair that misses an executive committee meeting without notice shall accrue an absence. The Executive Committee Chair may excuse absences in the same manner an absence would be excused from a standing committee meeting.
- 3. The Congress Chair shall serve as the chair of the Executive Committee.

4. ORDER OF BUSINESS OF THE EXECUTIVE COMMITTEE Orders of Business in the Executive Committee Meetings of the Congress shall be determined by the Congress Standing Rules of Order.

## **Section 7: LEGISLATION**

### **Section 7.1: PREPARATION OF LEGISLATION**

#### **1. AUTHORSHIP**

- a. The author(s) of a piece of legislation shall be the person(s) or group(s) that create the piece of legislation.
  - b. Any other contributors shall be known as co-authors.
  - c. Any others wishing to support legislation in writing prior to the final passage of said legislation shall be known as co-sponsors.
  - d. Listing of co-authors and co-sponsors shall be at the discretion of the author(s).
  - e. Each author shall research legislation in sufficient and reasonable depth prior to its submission.
  - f. Each author is encouraged to make legislation publicly available prior to its submission.
  - g. Any piece of legislation considered in a general meeting of Student Congress, except for advising and consenting bills presented in accordance with appointment procedures outlined in the SGA Code Annotated, shall have a member of the Undergraduate Student Congress as either an author, co-author, or co-sponsor.
2. FILING AND CATALOGING. Each piece of legislation shall receive a number four digits longer than the number of the legislative session, as follows:

- a. The first component shall reflect the nature of the piece of legislation
  - i. CB Shall denote all bills, including acts of legislation, acts of procedure, and advising and consenting bills, but excluding any bill appropriating money.
  - ii. CR shall denote all resolutions, including Congressional Resolutions, Concurrent Resolutions, and Joint Resolutions, regardless of their subject matter or intended recipients.
  - iii. AB shall denote all bills appropriating money, including all bills for Auxiliary funding, Primary funding, and Congressional Initiative funding.
- b. The second component shall be the number of the legislative session, followed by a hyphen.
- c. The third component shall reflect the order in which the legislation was received, chronologically within its subject category.

#### **3. SUBMISSION OF LEGISLATION**

- a. Legislation shall be submitted to the Student Congress Secretary.
- b. Legislation shall be submitted in identical electronic and printed form.
- c. The Student Congress Secretary may further regulate the time and procedure of submission of legislation.

## **Section 7.2: CONSIDERATION OF LEGISLATION IN COMMITTEE MEETINGS**

1. **REQUEST FOR AGENDA.** It is the responsibility of the author of a bill to inform the Committee Chair of the appropriate committee, as determined by the Congress Chair, of any legislation not named during Items for Future Agenda during a general meeting.
2. **ITEMS TO BE CONSIDERED AGENDA.** The Committee Chair shall include on the Items to Be Considered agenda of the immediately following committee meeting any legislation so assigned by the Student Congress Chair during Items for Future Agenda or by a motion to commit legislation to committee during a general meeting.
  - a. The Committee Chair may set deadlines by which legislation must be received in order to be placed on the Items to be Considered agenda, in order to comply with the Oklahoma Open Meetings Act.
3. **PRESENTATION OF LEGISLATION.** Only an author or co-author of a piece of legislation can provide authors explanations during committee meetings. If there is no author or co-author present at the time the bill is seen in committee, then the bill will not be able to be seen until an author or co-author is present. If the author or co-author of the bill is present at committee meeting, they have the ability to yield their authors explanation to a co-sponsor or to the subject of said legislation.
4. **AMENDMENT.** Committees may amend legislation. Legislation shall be placed on a general meeting agenda in the form in which the committee passed it.
5. **COMMITTEE ACTION ON LEGISLATION.** Upon considering a piece of legislation, a committee may take one (1) of the following actions:
  - a. **DO PASS.** A recommendation of "Do Pass" shall refer legislation to Student Congress with the committee's recommendation that Student Congress approve the item.
  - b. **DO NOT PASS.** A recommendation of "Do Not Pass" shall refer legislation to Student Congress with the committee's recommendation that Student Congress not approve the item.
  - c. **DO FAIL.** A recommendation of "Do Fail" prohibits the legislation from being referred to Student Congress.
  - d. **NO RECOMMENDATION.** A recommendation of "No Recommendation" shall refer the legislation to Student Congress without the committee's recommendation that Student Congress approve or fail the item.

## **Section 7.3: RULES REGARDING LEGISLATION IN GENERAL MEETINGS**

1. **EMERGENCY LEGISLATION**
  - a. **STANDARD OF EMERGENCY.** Legislation that requires timely action to accomplish its purposes and would thus be out of order at the next regular general meeting and that has not received a committee recommendation may be considered Emergency Legislation. The motion to consider legislation as Emergency Legislation for any other purpose, including, but not limited to, dilatory use or circumvention of committee action, shall be out of order.
  - b. **CALL FOR EMERGENCY LEGISLATION.** The call for Emergency Legislation is only in order in Committee of the Whole. The representative making the motion shall be accorded five (5) minutes to explain the existence of an emergency.
  - c. **PASSAGE.** A call for Emergency Legislation requires a vote of two-thirds (2/3) of representatives present and voting, regardless of the vote necessary to adopt the motion to be considered as Emergency Legislation.
  - d. **RECOMMENDATION.** If the Committee of the Whole gives the Emergency Legislation a recommendation of "Do Pass," "No Recommendation", or "Do Not Pass," the legislation shall be considered on the New Business agenda of the same general meeting.

- e. OPEN MEETING ACT RESPONSIBILITY. If, in the opinion of the presiding officer, consideration of a proposed piece of emergency legislation would violate the Oklahoma Open Meetings Act, they may rule it out of order.
- 2. PRESENTATION OF LEGISLATION
  - a. AUTHORSHIP. Only an author or co-author of a piece of legislation can provide authors explanations during general meetings. If there is no author or co-author present at the time the bill is seen on the floor, then the bill will not be able to be seen until an author or co-author is present. If the author or co-author of the bill is present at general meeting, they have the ability to yield to their authors explanation to a co-sponsor or to the subject of said legislation.
- 3. LEGISLATION RECEIVING A PRESIDENTIAL VETO
  - a. Should the SGA President veto any bill or resolution, such a veto shall be returned to the body of the legislation's origin.
  - b. Vetoed legislation shall be placed on the agenda for the next meeting under Old Business and shall be considered upon the appropriate motion from the floor.
  - c. There shall not be Author's explanation or questioning, nor shall any amendment be in order.
  - d. There shall be debate on the question of overriding the veto as herein provided for legislation.
  - e. The question shall require the appropriate vote as directed required by the SGA Constitution or by other law.

#### **Section 7.4: CONSIDERATION OF LEGISLATION IN GENERAL MEETINGS**

- 1. After legislation has been moved and seconded, the chair shall read the number and short title of the piece of legislation to be seen.
- 2. Three (3) minutes shall be granted for the author's explanation of recognized legislation. The author may choose to yield the rest of their author's explanation for questions.
- 3. Following the author's explanation, five (5) minutes shall be granted for those present and recognized to ask questions of the author. Debate shall not be called for until time for questions to the author has expired. Friendly amendments may be proposed. If accepted, the amendment must be submitted in writing to the Congress Secretary prior to the motion to adjourn or the final roll call.
- 4. Time for questions can only be extended twice and after they have been extended twice they can only be extended to the end of the list, unless there is a suspension of the rules.
- 5. If a member of Congress proposes an amendment which alters the title of the legislation being considered then that member must also propose, on the same form, a change in the title. If an amendment does change the title, but does not contain the proposed title changes, such an amendment shall be out of order. The Chair may, subject to the appeal of the Congress, rule as to whether a proposed amendment is dilatory. The amendment shall not change the motion's legislative intent and must be germane to the subject matter of the legislation. If a proposed amendment does change the title of the measure under consideration, it may only be adopted by a two-thirds (2/3) vote in the affirmative by those members present and voting.
- 6. If the bill or resolution enters debate, then following author's summation, the chair shall recognize the secretary for the purpose of reading the full title of the legislation and any hostile amendments made to that legislation.
- 7. A roll call vote shall be held on the question of final passage of all legislation in general body meetings.

#### **Section 8: GENERAL PROVISIONS**

##### **Section 8.1: LEGISLATIVE SESSION**

1. **DURATION.** A new legislative session shall begin immediately after the SGA Election Commission has validated sufficiently many races to have validated a majority of the representative contested in a regular election and a majority of newly elected representatives have taken the affirmation of membership, but in no case shall a legislative session continue beyond one complete academic semester.
2. **ORIENTATION.** As soon as practicable after the completion of the primary appointment process of each legislative session, Student Congress shall hold an orientation. The purpose of the orientation shall be to educate and motivate the members of Student Congress. The Congress Vice Chair shall plan and prepare orientation.
3. **BILL BOOK.** The SGA Staff Assistant shall compile a bill book at the conclusion of each legislative session that shall include copies of all legislation considered during that session. This book shall be accessible in the SGA offices.
4. **HANDBOOK.** Student Congress shall compile a member handbook at the beginning of each legislative session. A copy of this book shall be provided to all members.
5. **STANDING RULES OF ORDER:**
  - a. Congress shall adopt Standing Rules of Order to govern procedure of the body
  - b. The Congressional Administration Committee with the advice and consent of the Executive Committee shall revise the Standing Rules of Order to fit the needs of the body at the beginning of each even numbered session after Officer Elections
  - c. During the revising of the Standing Rules of Order, the Congressional Administration Committee shall restrict all bills until the revised Standing Rules of Order are passed
  - d. The Standing Rules of Order may be revised through a special revising period any time throughout a session as deemed necessary. The same procedures shall be used as in a regular revising process.

## **Section 8.2: STATUTORY AND PARLIAMENTARY AUTHORITY**

1. Student Congress shall act in accordance with all federal, state, and local guidelines, as well as any policy of the University of Oklahoma Board of Regents and the SGA Constitution. This shall include the Oklahoma Open Meeting Act and Open Records Act.
2. If any Bylaw or group of related Bylaws is for any reason in conflict with any higher authority, said Bylaw or group of related Bylaws shall be deemed separate, distinct, and independent from the rest of the Bylaws.
3. The rules contained in the most current edition of Robert's Rules of Order, Newly Revised shall govern Student Congress in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any duly passed legislation.

## **Section 8.3: CONGRESS WEBSITE REGULATIONS**

1. **REQUIRED SECTIONS ON THE SGA CONGRESS WEBSITE.** These sections must be distinctly separate.
  - a. **AGENDA AND MINUTES SECTION**
    - i. This section shall contain postings of future agendas for all meetings that are conducted in the SGA Student Congress.
    - ii. Shall contain archives of previous agendas and minutes, taken by the Secretary of either Congress or Committee, for all meetings which were conducted in the SGA Student Congress.
  - b. **MEET YOUR REPS SECTION**
    - i. This section shall contain in three separate categories: executive officers, representatives by district, and associates.
    - ii. The member list and the associate list must be up to date within 20 days of the first meeting of a new session of SGA Student Congress for elected representatives, and

- within 20 days of appointment for appointed representatives. The lists shall include contact information for all members of Congress.
  - c. **RESOURCES SECTION**
    - i. This section shall contain templates which establish the general forms for how resolutions, bills, and surveys are written in the SGA Student Congress.
    - ii. Shall contain the SGA Undergraduate Student Congress Bylaws.
  - d. **QUESTIONS AND CONCERNS SECTION**
    - i. Shall contain space to allow students to forward their questions and comments to SGA Student Congress.
- 2. **WEBMASTER'S AUTHORITY**
  - a. This section is only for specifying what is required to be on the SGA Student Congress website. It does not, in any way, prohibit the webmaster from adding additional features as they see fit. Furthermore, the webmaster shall possess the sole discretion in how the guidelines specified in this section should be met.
  - b. The SGA webmaster shall serve as the webmaster for Student Congress.
- 3. **CONGRESS' AUTHORITY**
  - a. Congress may enact legislation that pertains to any aspect of the website's design, composition, features, and the like, with a majority vote. It will then fall under the jurisdiction of the Webmaster to carry out Congress' legislation.

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