University of Oklahoma
Environmental Concerns Committee
Bylaws

Article I – Name
The name of this organization shall be the Environmental Concerns Committee

Article II – Purpose
The Environmental Concerns Committee shall be a public awareness organization. Its primary goals shall be:
A. To advise the President of the University concerning environmental issues.
B. To promote awareness of energy and other resources conservation, recycling, and personal and environmental well being and safety.

Article III – Membership
The voting members are comprised of two groups. The first group is composed of rotating members of which there will three faculty, three staff, and three students. Two faculty members are appointed by the Faculty Senate and one is appointed by the President of the University. Each faculty member serves for three years and the terms are staggered. Two staff members are appointed by the Staff Senate and one is appointed by the President of the University. Each staff member serves for two years and the terms are staggered. Two student members are appointed by the UOSA and one by the President of the University. Student members have a term of one year. Rotating members who do not attend three consecutive meetings can be removed by a simple majority vote of all members.

The second group of members will be ex-officio. The makeup of this group shall include a representative from the President's office and staff members representing University Refuse and Recycling, Environmental Health and Safety, Physical Plant Engineering (energy conservation), and the Interdisciplinary Perspectives on the Environment Program, as well as any other campus representative deemed necessary or appropriate. There is no expiration date for terms of the ex-officio members. The makeup of this group of ex-officio members can be modified by a 2/3 vote of the entire membership.

The Environmental Concerns Committee shall not discriminate with regard to creed, gender, race/ethnicity, religion, or sexual orientation. No membership dues shall be required.

Article IV – Officers
Any voting member of the ECC is eligible to hold committee office. The officers of the organization and their respective duties shall be as follows:
A. Chair – calls meetings and presides over them.
B. Chair-Elect – serves as the Chair in his/her absence.
C. Secretary/Treasurer – takes notes of the meetings and distributes them to the membership prior to the beginning of the next meeting and maintains membership data.
The officers shall be elected to one-year terms as prescribed in Article X. Officers can be removed by a vote of a majority of all registered members. Petitions to remove an officer shall be submitted to either the Chair or the Chair-Elect and shall contain the reason for the request and any supporting information.

Article V – Meetings
Meetings shall be held at a time and place that is convenient for the members. Five meetings will be held each academic year. Special meetings shall be called upon the request of a member with the
consent of the Executive Committee. Requests for special meetings shall be directed to the Chair or Chair-Elect.

The standard agenda for a meeting shall be:
Meetings call by the Chair
Approval of minutes of previous meetings
Discussion Items
Action Items
Tabled Items
New Business/Agenda Additions
Informational Items
Adjournment by Chair

Fifty percent of the voting membership shall constitute a quorum. One more than half of the quorum shall be a majority. The Secretary/Treasurer shall keep the minutes of each meeting and make them available to Environmental Concerns Committee members prior to the start of the next meeting.

**Article VI – Administration**
The Officers of the Environmental Concerns Committee shall constitute the Executive Council. The Executive Council is entrusted with administrative authority and responsibilities. Meetings of the Executive Council shall be at the call of the Chair when business warrants such a meeting.

**Article VII – Subcommittees**
The Executive Council comprises the primary subcommittee of the Environmental Concerns Committee. Other subcommittees may include outreach, research, and energy conservation.

**Article VIII – Parliamentary Authority**
In all cases not clarified by this constitution or its Bylaws, Roberts Rules of Order (Manual of Parliamentary Procedure) shall prevail.

**Article IX – Amendments**
The procedure for amendments to the Bylaws shall be as follows:
A. All voting and Ex-Officio members shall be notified in advance.
B. The proposed changes will be read at one meeting of the Environmental Concerns Committee.
C. A majority vote of all voting members if required for amendments to be adopted.

**Article X – Elections**
Elections for the Officers of the Environmental Concerns Committee will be held at the first meeting of the Fall semester. Elections shall be conducted by secret ballot with a majority of votes of the voting members present at the meeting required to fill an officer position. Any voting member is eligible to hold an Officer’s position. Candidates for the Officer positions can nominate themselves or be nominated by another member at the elections meeting.