Student Government Association
Undergraduate Student Congress

Standing Rules of Order

RULE 1: Purpose and Authority

Section 1. These Standing Rules complement the Bylaws of the Congress, providing for specifics of procedure, motions, and officer and member roles in the meetings of the Undergraduate Student Congress (Congress) and establishing general administrative procedures of the Congress.

Section 2. These Rules shall govern the procedure of all meetings, general and committee, of the Undergraduate Student Congress (Congress) except where in conflict with the Bylaws of the Undergraduate Student Congress, the SGA Code Annotated, the SGA Constitution, or other higher document or duly passed legislation.

Section 3. These Standing Rules are established, remain effective, and may be amended as specified in Section 9.1 of the Undergraduate Student Congress Bylaws.

Section 4: For the purpose of the SGA Undergraduate Student Congress meetings, the following definitions shall be regarded as the official definitions for the following items:
   - Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
   - Appeal Decision of the Chair: Appeal for the assembly to decide- must be made before other business is resumed. This is not debatable if the motion relates to decorum, violation of rules, or order of business.
   - Commit/Refer to Committee: The Chair will state the committee to receive the act or resolution.
   - Committee of the Whole: The assembly as a whole moves into a committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. Committee of the Whole is often used to see bills that may have been missed in committee but should, for some emergency or specific reason, be seen in that general meeting.
   - Consent: A motion by the body to adopt an act or resolution by unanimous consent. If an objection is heard, consent is withdrawn.
   - Dilatory: Tactics used to delay or obstruct business, annoy the deliberative assembly, or delay consideration of a subject. Reasonableness is often used as a criterion deciding whether a motion is dilatory.
   - Divide the Question: Divides a motion into two or more separate motions (these motions must be able to stand alone as motions).
   - Long Title: Description of the legislation’s purpose and effects. This may include things such as the short title, providing for an effective date.
- Main Motion: Brings the next item on the agenda before the assembly. Main motions are made while no other motion is pending.
- On information: Generally a question to the chair which can be redirected to the appropriate person to answer.
- Orders of the Day: A call to adhere to the agenda (deviation from the agenda requires a suspension of the rules).
- Parliamentary Inquiry: Inquire as to the correct motion-to accomplish a desired result, or raise a point of order.
- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- Point of Privilege: Pertains to noise, personal comfort, etc- may interrupt only if necessary!
- Previous Question: Closes debate and moves directly into a roll call vote on the item being debated.
- Providing for codification: A mandatory clause within the long title that authorizes amendments to governing documents to be integrated into the document.
- Providing for distribution: A mandatory clause within the long title that allowing for copies of resolutions and acts to be sent beyond the body.
- Providing for an effective date: A mandatory clause within the long title specifying the date at which an act shall be implemented.
- Providing for a short title: A mandatory clause within the long title authorizing a title by which an act shall be known.
- Scrivener’s error: Mistake by preparer of a document that results in intent of the parties being thwarted.
- Short title: Formal name by which a piece of primary legislation may be cited.
- Suspend the Rules: Allows a violation of the assembly’s own rules (except SGA Constitution); the motion must include the reason for the suspension.
- Table to a Certain Time: State the time the motion or agenda item will be next seen.
- Table Indefinitely: Kills the question/resolution for this session.

**RULE 2: Order of Business for Meetings**

Section 1. Orders of Business in the General Meetings of the Congress shall be conducted in the following order:

A. Call to Order and Opening Roll Call
B. Approval of the Minutes
   1. These minutes shall contain the voting record of the respective meeting.
C. Officer Reports
   1. Congress Chair, Vice-Chair, and Secretary
D. Committee Reports
   1. Committee Chair or ranking member present
   2. Must include recommendations on all legislation, and summary of any action taken by the committee since its last report, and must be limited to the business of the respective committee.
   3. Minority Reports
      a. Should any two (2) members of any standing committee not concur with conclusive action taken on any business considered by the committee and said
members submit a written and signed report to the Congress Vice-Chair before the general meeting in which they wish to present their report.

b. Minority reports are presented immediately following the respective committee report.

E. Liaison Reports
   1. Must include a summary of all meetings attended and other activity or business performed as a liaison since the last report.
   2. This report is not required if the above necessity does not exist.

F. Special Orders
   1. Committee of the Whole is in order and shall be led by the Vice Chair as specified in the Bylaws.
   2. Members may speak at this time on topics not pending before Congress but within its purview.
   3. Outside presentations or other special events scheduled through officers of Congress may be presented at this time.
   4. Special elections within the body will also be held during Special Orders.

G. Student Concerns
   1. Any student of the University of Oklahoma may freely address Congress with concerns about the university or any matter pertaining to students so long as they maintain decorum.
   2. Remarks are limited to five (5) minutes to members of the SGA or Registered Student Organizations.
   3. Time unused for remarks shall be yielded to questions.
   4. Student concerns shall then be referred by the Chair to committee for further Discussion.

H. Old Business
   1. Items which have been on the Items To Be Considered agenda and moved at a previous meeting of the current session of Congress.

I. Items To Be Considered
   1. All items having received a recommendation other than “Do Fail” through a committee of Congress and which has not been moved at a previous general meeting of the current session.
   2. Items having been discharged from committee by a discharge petition (see Bylaws, Section 8.2 – 5).

J. New Business
   1. All items having received a recommendation other than “Do Fail” through a committee of Congress which has not been moved at a previous meeting of the current session but which was not foreseen at the time the agenda was posted in compliance with the Open Meeting Act, Title 25, Chapter 8 of the Oklahoma Statutes Citationized.

K. Items for Future Agenda
   1. To facilitate the adequate preparation of Congress, the author of a bill to be considered in the future is encouraged to read the title of the bill. This bill shall be assigned to a committee by the presiding officer.

L. Follow-up Reports
   1. Authors of previously passed legislation are to give reports on developments resulting from the legislation passed.

M. Announcements and Comments
   1. All matters not addressed elsewhere in the Order of Business.
N. Final Roll Call

Section 2. Orders of Business in the Committee Meetings of the Congress shall be conducted in the following order. Unless defined differently, definitions are the same as for General Meetings.
A. Call to Order and Opening Roll Call
B. Approval of the Minutes
C. Officer Reports
   1. Committee Chair, Vice-Chair, and Secretary
D. Special Orders
   1. Members may speak at this time on topics not pending before the committee but within its purview.
   2. Outside presentations or other special events scheduled through officers of the committee may be presented at this time.
E. Old Business
   1. Items which have been on the Items To Be Considered agenda and moved at a previous meeting of the committee during the current session of Congress.
F. Items To Be Considered
   1. All legislative items assigned to the committee by the chair of Congress or by a motion to commit legislation to the committee during a general meeting.
G. New Business
   1. All items not foreseen at the time the agenda was posted in compliance with the Open Meeting Act, Title 25, Chapter 8 of the Oklahoma Statutes Citationized.
H. Follow-up Reports
   1. Authors of previously passed legislation are to give reports on developments resulting from the legislation passed.
I. Constituent Service Reports
J. Announcements and Comments
K. Final Roll Call

Section 3. Orders of Business in the Executive Committee Meetings of the Congress shall be conducted in the following order. Unless defined differently, definitions are the same as for General Meetings. The Executive Committee shall consist of the officers specified in the Bylaws.
A. Call to Order and Opening Roll Call
B. Approval of the Minutes
C. Reports
   1. Congress Chair, Congress Vice-Chair, Congress Secretary, Academic Affairs, Congressional Administration, External Affairs, Problems and Projects, Public Relations, and Ways and Means.
D. Special Orders
   1. Members may speak at this time on topics not pending before the committee but within its purview.
   2. Outside presentations or other special events scheduled through officers of the committee may be presented at this time.
E. Old Business
   1. Items which have been on the Items To Be Considered agenda and moved at a previous meeting of the committee during the current session of Congress.
F. Items To Be Considered
   1. All legislative items assigned to the committee by the chair of Congress or by a motion to commit legislation to the committee during a general meeting.
G. New Business
   1. All items not foreseen at the time the agenda was posted in compliance with the Open
      Meeting Act, Title 25, Chapter 8 of the Oklahoma Statutes Citationized.
H. Follow-up Reports
   1. Authors of previously passed legislation are to give reports on developments resulting
      from the legislation passed.
I. General Discussion
J. Adjourn

RULE 3: Speaking Privileges and Recognition to Speak

Section 1. The Presiding Officer must recognize all motions and speakers before they may speak. Anyone
            not recognized will be considered out of order. During questions to the author, it remains the
            Presiding Officer’s duty to recognize members for questions and motions.

Section 2. Representatives and officers of the Congress have speaking privileges at general meetings.
            Associates have speaking privileges except as temporarily suspended. All individuals
            recognized for presentations in Special Orders, committee officers during their respective
            Committee Reports, liaisons during their respective liaison reports, 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 general
            meeting with the consent of a majority of representatives present.

Section 3. Representatives and officers of the Congress have speaking privileges at all committee
            meetings. Committee officers have speaking privileges in their respective committees.
            Associates and committee Delegates 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.

Section 4. The right of recognized speakers to be heard and of members to hear recognizes speakers shall
            not be infringed without just cause. Members have the right and responsibility to rise to a
            question of privilege if unable to hear recognizes speakers. The presiding officer has the right
            and responsibility to effectively address the situation.

Section 5. Questions shall be limited to only one question at a time; all other questions pertaining to the
            initial question shall be postponed to follow-up questions. Follow-up questions shall be limited
            to two per speaker so long as there are other representatives or associates who are waiting to
            ask a question.

RULE 4: General Procedures

Section 1. Quorum
   A. If at any time during a meeting, a question shall be raised by any member as to the
      presence of a quorum, the Presiding Officer shall, without debate, forthwith direct the
secretary to determine the presence or absence of a quorum, and shall announce the result.

B. Whenever it is ascertained that a quorum is not present, the members present may, by motion adopted by a majority of those voting, direct the Vice-Chair to contact absent members and request their presence.

C. Until a quorum is present, only debate and procedural motions may be conducted. Main motions are out of order.

Section 2. Parliamentary Guidelines

A. Any representative shall have the right to object to debate. A 2/3 vote of the body is required to prohibit debate at this time.

B. Any member may rise to a Point of Order, Personal Privilege, or Information, pursuant to these Rules, the Bylaws of the Undergraduate Student Congress, Robert’s Rules of Order Newly Revised (2000), but a member may not be so recognized for any purpose other than that for which he or she is recognized, nor may a member yield on such an occasion or make any main or subsidiary motion.

C. Any Representative shall have the right to appeal the decision of the chair should he or she consider himself or herself, or the Congress, aggrieved by such a decision. Such appeal must be seconded by a Representative. An appeal shall be non-debatable, save for one (1) minute to that member appealing to state the reasons for the appeal, and one (1) minute to the Chair to respond to the reasons as well as his or her reasons for making the ruling. The question of an appeal shall be put in the following form: “The question is, ‘Shall the decision of the Chair be the decision of the body?’ A majority vote in favor sustains the ruling of the chair.

D. If a bill or resolution is to be considered and there are not sufficient copies of said bill for the representatives of the Congress, the next order of business shall be considered and the initial bill or resolution shall be considered as soon as copies are available.

E. At no time before, during, or after any voting procedure will the meeting room be closed to any voting member of the Congress.

Section 3. Debate

A. Debate is in line following the Author’s explanation and questioning. Any representative can call for debate in the general meetings, and all members can call for debate in committee meetings.

B. Associates and Representatives, as defined in the Bylaws, may participate in all debate in general meetings and committee meetings.

C. Any member participating in debate shall refrain from partisan statements during this previous time and shall be out of order and as penalty will forfeit any remaining time to the opposing side if this rule is violated.

D. Those wishing to be recognized to debate shall indicate whether they wish to speak for or against the measure. Debate shall, whenever possible, alternate between opponents and proponents of the measure.

E. All speakers recognized in debate are limited to two (2) minutes. There shall be no limits on time for debate or number of speakers, except with a suspension of the rules.

F. A member who has the floor may yield at any time to any member at his or her own discretion, on his or her own terms or waive his or her time entirely under the guidelines of the Presiding Officer.

G. A motion for previous question can be heard during debate. Previous Question requires a 2/3 vote of all members present and shall move the body directly into the author’s summation.

H. Speeches in debate shall be confined to the question under consideration.

I. Hostile amendments are in order only during debate, unless accepted as friendly amendments during questions to the author. Amendments shall be considered by the following procedure:
a. The hostile amendment is submitted in writing to the secretary prior to debate on the amendment in question.

b. A recognized speaker moves the hostile amendment to the floor to be debated. Once seconded without objection, solely the merits of the addition of this hostile amendment are in question and shall be considered.

c. The secretary reads the hostile amendment.

d. Three (3) minutes shall be granted for amendment author’s explanation.

e. Following amendment author’s explanation, five (5) minutes shall be granted for those present and recognized to ask questions to the author of the amendment.

f. Debate on the amendment shall follow the same debate procedure outlined above in Sections A-G, except that it shall not exceed ten (10) minutes, unless the rules are suspended.

g. Following debate, three (3) minutes shall be granted for the amendment author’s summation.

h. A roll call vote shall be held on the amendment following a final reading by the secretary. The chair shall remind the body that the roll call vote will determine whether or not the amendment is to be adopted and will not determine the passage of the bill as a whole.

i. After the roll call vote determining the adoption of a hostile amendment, debate on the piece of legislation as a whole will be in line, and shall follow the procedure outlined above in Sections A-G.

J. An author’s summation of three (3) minutes shall be granted after a successful motion of Previous Question, and is only in line following debate.

Section 4. Legislation receiving 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.

RULE 5: Legislation

Section 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.

Section 2. Three (3) minutes shall be granted for the author’s explanation of recognized legislation. The author may choose to yield the rest of his or her author’s explanation for questions.

Section 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.

Section 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.

Section 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.

Section 6. When there are no more questions, the motion for unanimous consent, (“Consent”), is in order. If objection is heard, questioning shall continue until time expires. The motion for unanimous consent forgoes the roll call vote.

Section 7. 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.

Section 8. Congress shall then hold a roll call vote on the legislation, the results of which shall be announced by the presiding officer.

Section 9. 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.

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.

Section 10. 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.

RULE 6: Specific Motions

Section 1. Adjourn
A. The motion to adjourn is out of order when another has the floor. Only a Representative may move to adjourn.
B. The presiding officer shall call for a reading of the titles of all bills remaining on the agenda that have yet to be acted upon by Congress. After the reading of these titles, Congress shall hold a roll call vote on adjournment, unless the motion is consented to.
C. The motion to adjourn is not debatable.
D. The motion requires a second, and a majority of representatives present and voting to pass.

Section 2. The motion to vote on all pending questions is out of order at any time.
The motion to enter executive session shall be in order only for a no confidence vote or impeachment as specified in the Bylaws and shall be consistent with the most current Oklahoma Open Meetings Act.

**RULE 7: Conduct During Voting**

Section 1. While a vote is in progress and until the completion of a vote and the announcement of the result, no member shall be recognized and no other business shall be transacted.

Section 2. No member or other person shall visit or remain by the Secretary’s desk while a vote is in progress.

Section 3. No member may vote for another member, nor may any person cast a vote for a member. A member who votes for another member may be punished in a manner the House determines.

Section 4. Any members making disruptive exclamations during a roll call vote shall be declared out of order and shall be punished at the discretion of the Congress Chair.

**RULE 8: Members and Decorum**

Section 1. The Chair shall preserve order and decorum in the Congress and shall prevent personal reflections or the impugning of the motive of any member during debate.

Section 2. Speakers shall confine remarks to the purpose for which they are recognized to speak, and speeches in debate shall be confined to the question under consideration.

Section 3. Any and all distracting electronic devices shall be on silent and/or vibrating mode so as not to disturb the proceedings of the Congress while it is in session and while committees are in session. Electronic devices shall include but not be limited to cellular, digital, mobile phones, and wireless; pagers; hand-held video games; and video and audio players and recorders. In case of an emergency, arrangements may be made with the Chair.

Section 4. Profane, obscene, and indecent language is prohibited in the Congress and in all standing or special committees of the Congress. Blatant and intentional violations of this rule may result in reprimand and suspension of speaking privileges.

Section 5. The presiding officer may refuse to recognize a member or other individual employing profanity, under the influence of liquor or illegal substances, or otherwise failing to observe decorum.

Section 6. Any member who, while under the influence of intoxicating liquor or any other substance, appears in Congress or any committee of Congress shall be in contempt and subject to reprimand, suspension, or expulsion.

**RULE 9: Rules and Procedures**

Section 1. The duties, obligations, responsibilities, rights, and privileges defined in these Rules are in addition to those specified within the Bylaws and any other higher document of SGA and do
not replace, or are replaced, by any others except where found in conflict with the Bylaws, the SGA Constitution, or other higher document or passed legislation.

Section 2. Suspension of these Standing Rules shall be given instance or purpose and shall require a two-thirds (2/3) vote of the Congress membership acting on a motion on the floor which has received a second, only if objection is heard.

Section 3. Where not provided in either these rules or the Congress Bylaws, those of Robert’s Rules of Order Newly Revised (2000) shall be the guide and the authority of the Congress in procedural and technical matters.

Edited November 7, 2011 to add content of Bill 820307
Edited November 15, 2011 to add content of Bill 860316
Edited August 27, 2012 to add content of Bill 870305
Edited February 6, 2013 to reflect UOSA name change
Edited November 4, 2014 to add content of Bill 920314
Edited November 11, 2014 to add content of Bill 920316