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:

Section 1......Pg 1......Index
Section 2.......Pg 2.......Functions of the Bylaws
Section 3.......Pg 3.......Membership
Section 4.......Pg 11......Officers, Liaisons, and Other Positions
Section 5.......Pg 19......General Meetings
Section 6.......Pg 20......Committees
Section 7.......Pg 24......Legislation
Section 8.......Pg 27......Legislative Session
Section 9.......Pg 28......Standing Rules
Section 10......Pg 28......Statutory and Parliamentary Authority
Section 11......Pg 28......SGA Student Congress Website Requirements
Section 2.1: APPLICATION

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 “Student Congress”).

Section 2.2: PURPOSE

These Bylaws shall provide Student 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: 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 Student 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 conform 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.

Section 2.4: INTERPRETATION

1) FUNCTION OF THE PRESIDING OFFICER. 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.

2) APPEAL. Student Congress shall make the final interpretation of an ambiguity in these Bylaws by an appeal of a ruling of the presiding officer.

   a) RIGHT TO APPEAL. Any two representatives have the right to appeal a decision of the presiding officer by a motion and second.

   b) TIME LIMIT. The appeal must be made at the time of the ruling.

   c) DEBATE. An appeal is debatable unless it relates to indecorum or transgression of the rules of speaking, relates to the priority of business, or is made while the immediately pending question is not debatable.

      i) Even when the appeal is not debatable, the presiding officer may give the reasons for his or her ruling from the chair.

      ii) No member shall be allowed to speak more than once except for the presiding officer.
iii) The first time the presiding officer speaks in debate on the appeal, he or she is entitled to preference in seeking recognition.

iv) At the end of debate, there shall be no author’s explanation. This time shall be accorded to the presiding officer for a final rebuttal.

d) VOTING. A vote shall be held on whether the ruling of the presiding officer shall be sustained. A majority or tie vote sustains the decision of the presiding officer. If the presiding officer is a representative, he or she may vote to create a tie and sustain the ruling.

Section 2.5: SUSPENSION OF MEMBERSHIP PRIVILEGES OF ASSOCIATES

1) MOTION. A motion to suspend the membership privileges of associates shall pass upon a majority vote of representatives present and voting at a general meeting or committee meeting.

2) PRECEDENCE. A motion to suspend the membership privileges of associates shall take precedence over all other legislation, motions, business, speeches, or activity of Student Congress. A representative need not be recognized to make a motion to suspend the membership privileges of associates. This motion may be made at any time.

3) EFFECT. Upon passage of said motion, all membership privileges of associates, including but not limited to motion making, voting on procedural questions, and automatic recognition to speak, shall be temporarily suspended.

4) GENERALITY. Suspension may not be limited to a subset of associates smaller than the complete set of associates. Suspension may not be limited to a subset of privileges lesser than the complete set of membership privileges.

5) RESTORATION OF PRIVILEGES. Suspended membership privileges of associates shall be restored upon a majority vote of representatives present and voting at a general meeting or committee meeting.

6) DEFAULT TIME LIMIT. Unless a time is otherwise specified by the motion to suspend the membership privileges of associates or said privileges are restored by a later motion, said privileges shall be restored at the completion of the general meeting or committee meeting in which said motion to suspend the membership privileges of associates was made.

7) RESTRICTION. Suspension shall be limited to privileges accorded by these Bylaws.

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.

2) The districts and their compositions are as follows:
   a) ARCHITECTURE District: Shall consist of all students in the College of Architecture.
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.

c) **BUSINESS District:** Shall consist of all students with declared majors in the Price College of Business.

d) **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 and Human Relations.

e) **CONTINUING EDUCATION DISTRICT:** Shall consist of all students in the University Outreach College of Continuing Education and the College of Liberal Studies.

f) **EARTH AND ENERGY District:** Shall consist of all students in the College of Earth and Energy.

g) **EDUCATION District:** Shall consist of all students in the College of Education and all students with declared majors in the following Arts and Sciences Departments: Library and Information Studies.

h) **ENGINEERING District:** Shall consist of all students in the College of Engineering.

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.

j) **HUMANITIES District:** Shall consist of all students with declared majors of Undecided and declared majors in the following Arts and Sciences Departments: African and African American Studies, Anthropology, Classics and Letters, English, History, History of Science, Native American Studies, Philosophy, Religious Studies, and Women’s and Gender Studies.

k) **INTERNATIONAL STUDIES District:** Shall consist of all students with declared majors in the College of International Studies and all students with declared majors in the following Arts and Sciences Departments: Interdisciplinary Studies of International Relations Program.

l) **LANGUAGE District:** Shall consist of all students with declared majors in the following Arts and Sciences Departments: Modern Languages, Literature, and Linguistics.

m) **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, and Biology.

n) **PHYSICAL SCIENCE District:** Shall consist of all students with declared majors in the following Arts and Sciences Departments: Astronomy, Chemistry/Biochemistry, Mathematics, and Physics.

o) **SOCIAL SCIENCE District:** Shall consist of all students with declared majors in the following
Arts and Sciences Departments: Economics, Political Science, Psychology, Social Work (including pre-Social Work), and Sociology.

p) UNIVERSITY COLLEGE District: Shall consist of all students in the University College, including 2 year pre-Health Science Center students, Early Entry Students and Special Students as defined by University College, and all students with declared majors in the following Arts and Sciences Departments: Multidisciplinary Studies.

Section 3.2: QUALIFICATION FOR AND CLASSES OF MEMBERSHIP

1) The membership of Student 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 Student 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 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, associates and liaisons. 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 SGA Student Congress, that member will be notified by the Student Congress Chair and their position will be declared vacant.

3) MEMBERSHIP

   a) APPOINTMENT. All members not elected according to the most current Election Procedures Act 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.

      iv) Applications for membership shall be made available no later than the start of the business day on Monday of the second week of the semester. The Congressional Administration Committee shall set the application deadline.

      v) After the close of the application period, the Congressional Administration Committee shall interview membership applicants at the committee’s discretion.
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) The Congressional Administration Committee shall fill vacant seats, according to academic district, as specified by the SGA Constitution.

(2) Should the number of applicants in an academic district exceed the number of vacant seats in said district, applicants not appointed to representativeship 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 (Section 3.2, 3, a, iv).

(3) 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.

viii) 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.

ix) 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 his or her 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, regular, general meeting following an effective resignation, the Student Congress Chair must announce the resignation.

4) REPRESENTATIVESHIP. 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 elected to a Representative position, removed from Congress, or he or she resigns.
   
   b) RESPONSIBILITY TO UNDERGRADUATE STUDENT BODY. The constituency of associates shall be the entire undergraduate population of the University of Oklahoma, Norman Campus.
   
   c) 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.
      
      iii) No associate may make any motion in a general meeting.

   d) 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. The request of any one representative who is a member of said committee shall temporarily suspend voting privileges of associates for a vote on a
iii) Associates may make any motion otherwise in order in committee except for a motion of recommendation of “Do Fail.”

iv) Associates may accrue a total of 3 unexcused absences from committee meetings before becoming eligible for expulsion from the committee.

v) All associates, unless they have a previously mentioned longstanding time conflict, will be required to attend one general meeting every month.

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 his or her 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 he or she is a member, regardless of whether such a meeting makes quorum.

3) CONSTITUENT SERVICE

a) Each member shall meet his or her constituent service requirement each month that Student Congress holds a general meeting. Newly elected or appointed members need not meet a constituent service requirement during their first week of membership. For constituent service responsibilities, constituent service is expected to be fulfilled as listed below. Constituent service shall be submitted to the Student Congress Secretary.

b) Members shall accrue an absence for failure to meet a constituent service requirement or for failure to submit proper documentation to the Student Congress Secretary by beginning of the Tuesday General Meeting.

c) Constituent service requirements include:

i. Representatives and Associates must be present biweekly for one (1) hour of office hours to be held between 9am and 5pm Monday thru Friday in the Conoco Leadership Wing or be present at an information booth in a conspicuous and accessible place on campus for one (1) hour. This is a requirement for February, March, April, September, October, and November.

ii. All Representatives and Associates must ensure the Secretary gets their biography (including name, major, year, and goals/legislative ideas for the session) within the first 2 weeks of their election or appointment.
iii. If a Representative or Associate authors a bill seen in a General Meeting they shall be excused from office hours for the next month.

iv. Monthly constituent service requirements also include:

a. January: All representatives and associates must send to the Secretary a list consisting of five (5) registered student organizations (RSOs) and their email address and planned meeting times for the semester. The Secretary shall compile the lists of RSOs, their email addresses, and meeting times sent during the month and email said compilation to all representative and associate members of Undergraduate Student Congress at the end of the month.

b. February: All representatives and associates are required to visit at least two (2) approved organization meetings (these may include college town hall meeting, Norman City Council meeting, open meetings of other branches of SGA, and registered student organization (RSO) meetings) and introduce themselves and SGA at these meetings. The Secretary must be informed prior to the meeting and receive confirmation of attendance and any student concerns discovered at the meeting.

c. March: All representatives and associates are required to visit at least two (2) approved organization meetings (these may include college town hall meeting, Norman City Council meeting, open meetings of other branches of SGA, and registered student organization (RSO) meetings) and introduce themselves and SGA at these meetings. The Secretary must be informed prior to the meeting and receive confirmation of attendance and any student concerns discovered at the meeting.

d. April: [April constituent service only applies to members who are not newly elected, this does not include members who are re-elected.] All representatives and associates are required to visit at least two (2) approved organization meetings (these may include college town hall meeting, Norman City Council meeting, open meetings of other branches of SGA, and registered student organization (RSO) meetings) and introduce themselves and SGA at these meetings. The Secretary must be informed prior to the meeting and receive confirmation of attendance and any student concerns discovered at the meeting.

e. August: No additional requirements, other than office hours.

f. September: All representatives and associates must send to the Secretary a list consisting of five (5) registered student organizations (RSOs) and their email address and planned meeting times for the semester. The Secretary shall compile the lists of RSOs, their email addresses, and meeting times sent during the month
and email said compilation to all representative and associate members of Undergraduate Student Congress at the end of the month.

g. October: All representatives and associates are required to visit at least two (2) approved organization meetings (these may include college town hall meeting, Norman City Council meeting, open meetings of other branches of SGA, and registered student organization (RSO) meetings) and introduce themselves and SGA at these meetings. The Secretary must be informed prior to the meeting and receive confirmation of attendance and any student concerns discovered at the meeting.

h. November: [November constituent service only applies to members who are not newly elected; this does not include members who are re-elected.] All representatives and associates are required to visit at least two (2) approved organization meetings (these may include college town hall meeting, Norman City Council meeting, open meetings of other branches of SGA, and registered student organization (RSO) meetings) and introduce themselves and SGA at these meetings. The Secretary must be informed prior to the meeting and receive confirmation of attendance and any student concerns discovered at the meeting.

c) The following shall be excused from their constituent service responsibility:

i) Members of the Ways and Means Committee, during budget interviews and budgetary periods.

ii) Members of the Congressional Administration Committee, following an interview period.

iii) All members following a vote of the Student Congress Executive Committee.

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 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) A member or committee officer may accrue two (2) excused absences. Further 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 or committee officer 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 or committee officer 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 of 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 or committee officer.

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 he or she is again eligible for expulsion by the above procedure.

j) 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 4.1: STUDENT CONGRESS OFFICERS

1) RESPONSIBILITIES OF OFFICERS

a) STUDENT CONGRESS CHAIR

i) The Chair is the highest ranking officer of Student Congress. The Chair shall strive to facilitate the execution of Student Congress’ mission.
ii) The Chair shall preside over general meetings and Executive Committee meetings.

iii) The Chair shall not vote, except as necessary to break a tie.

iv) 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.

v) The Chair shall appoint voting members of committees with the advice and consent of Student Congress.

vi) The Chair shall appoint other positions with the advice and consent of Student Congress as directed by these Bylaws.

vii) The Chair shall report to Student Congress all pertinent communication addressed to Student Congress.

viii) The Chair shall guide members in the preparation and research of legislation.

ix) The Chair shall make the initial referral to committee of legislation and shall file and catalog legislation as specified elsewhere in these Bylaws.

x) The Chair shall ensure that accurate copies of these Bylaws and all Standing Rules are available.

xi) The Chair shall register meetings with the Cleveland County Clerk pursuant to the Oklahoma Open Meeting Act.

xii) The Chair shall strive to ensure each election for a representative seat has more candidates than vacancies.

xiii) 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.

b) STUDENT CONGRESS VICE-CHAIR

i) 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.

ii) 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.

iii) The Vice-Chair shall organize and direct the orientation, as specified elsewhere in these Bylaws.

iv) The Vice Chair shall serve as the Associate Coordinator, and shall work towards the successful integration of newly-appointed associates into Student Congress.
v) The Vice-Chair shall be a voting ex-officio member of all committees. The Vice-Chair shall oversee the performance and guidance of committees. The Vice-Chair shall report on committees as necessary to the Student Congress Chair.

vi) The Vice-Chair shall be present at as many committee meetings as possible for no less than two hours on Sundays and shall assist in the collection of attendance records for purpose of recording committee attendance on the master attendance sheet. The attendance of the Committee Chairs shall be under the discretion of the Vice Chair. The Vice Chair may give as many excusals as he or she considers necessary.

vii) The Vice-Chair shall monitor and serve as administrator for the legislative forum by ensuring the civility of all member discourse, removing anonymous posts, addressing members whose posts may not be reflective of the purpose, mission, and governing documents of the Undergraduate Student Congress and the Student Government Association.

viii) 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.

ix) 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.

c) STUDENT CONGRESS SECRETARY

i) The Secretary is the third-highest ranking officer of Student Congress. The Secretary shall strive to facilitate the execution of Student Congress’ mission.

ii) The Secretary shall preside over general meetings and Executive Committee meetings in the absence of the Student Congress Chair and Student Congress Vice-Chair.

iii) The Secretary shall be responsible for all records of Student Congress not otherwise specified in these Bylaws.

iv) 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.

v) The Secretary shall take minutes at general meetings and be responsible for recording, via electronic media, the audio of all general Congress meetings, excluding executive session.

vi) The Secretary shall be responsible for recording and reading all submitted amendments to legislation pending before Student Congress.

vii) The Secretary shall be responsible for roll calls of Student Congress and for taking roll call votes.
viii) The Secretary shall be a voting member of the Congressional Administration standing committee.

ix) The Secretary shall keep a record of the terms of districts and offices held by all members.

x) The Secretary shall keep a record of all attendance, including general meetings and constituent service. The Secretary shall weekly post this record conspicuously in the SGA offices as well as on the SGA Congress website.

xi) 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.

xii) 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.

xiii) The Student Congress Secretary may choose to either post all documents which are required to be posted on the SGA Student Congress website, or forward all said documents to the Student Congress Webmaster, which will in turn, post all said documents on the SGA Student Congress website.

xiv) 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.

xv) 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.

2) OFFICER ELECTIONS. Officers 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.

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. 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) The Congressional Administration Committee Chair is the fourth-highest ranking Student Congress officer. The Ways and Means Committee Chair is the fifth-highest ranking Student Congress officer.

iii) 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 representativeship. 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 and voting representatives 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) Should a nominee not be present 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 nominations occurred.

v) A motion approved by a majority of present and voting representatives shall close officer nominations.

vi) 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 his or her 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.

c) 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.

d) 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 be simultaneously elected to 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 VII, where applicable.

   i. The SGA Election Chair 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 Chair.

   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 Chair exclusively and heard at their discretion. Outgoing officers are charged to regulate Congress elections in an unbiased manner.

3) VOTES OF NO CONFIDENCE IN OFFICERS

a) 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. 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.

b) SPECIAL VOTES OF NO CONFIDENCE. A vote of a majority of the representatives
present and voting at a regular general meeting shall cause a vote of no confidence in any specified officer to be included in the Special Orders agenda of the following regular general meeting. 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.

c) PROCEDURE FOR VOTES OF NO CONFIDENCE.

i) Ten (10) minutes shall be allowed for questions from members and the gallery. No follow-up questions shall be granted.

ii) Ten (10) minutes shall be allowed for debate.

iii) 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.

iv) 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.

v) An officer who is also a representative shall be permitted to vote on the no confidence decision.

d) EFFECT OF VOTES OF NO CONFIDENCE.

i) Officers shall retain their offices upon the failure of the no-confidence vote.

ii) 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.

4) OFFICER IMPEACHMENT

a) 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.

b) DEFENSE. An impeached officer shall answer all questions and accusations presented, and may give such defense as said officer desires.

c) 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.

d) 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.
c) 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.

d) PRESENTATION OF CHARGES. Any Congress member 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.

e) 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.

f) REGULATION. Congress shall regulate by a majority of representatives present and voting the timing for questions and accusations.

Section 4.2: STUDENT CONGRESS LIAISONS

1) LIAISON PROGRAM

   a) At the discretion of the Chair, Liaisons may be appointed to serve as representatives of Student Congress to organizations in the campus and Norman communities. Possible organizations receiving liaisons include (but are not limited to):

      i. SGA Graduate Student Senate
      ii. SGA Executive Branch
      iii. SGA Campus Activities Council
      iv. OU Department of Housing & Food Services
      v. Housing Center Student Association
      vi. OU Information Technology
      vii. OU Faculty Senate
      viii. OU Staff Senate
      ix. Interfraternity Council
      x. Panhellenic Council
      xi. Multicultural Greek Council
      xii. National Panhellenic Council
      xiii. OU Facilities Management
xiv. City of Norman

xv. International Advisory Committee

xvi. Health Science Center Student Association

b) Liaisons are appointed by the Congress Chair with the consent of Congress, and serve at the pleasure of the Executive Committee.

c) Liaisons shall attend meetings, functions, programs, and events of the organizations or entities to which they are assigned, and report back any pertinent business or concerns during the appropriate section of the general meetings.

d) In each month, a liaison shall be excused from any one constituent service requirement, if said liaison performs his or her liaison position responsibilities, including a report during a general meeting, in said month.

Section 4.3: OTHER STUDENT CONGRESS POSITIONS

a) PARLIAMENTARIAN

i) 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 Standing Rules, and Robert’s Rules of Order.

ii) The Congressional Administration Committee Chair shall serve as the Parliamentarian.

iii) 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.

iv) INTENT. The office of 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.

b) WAYS AND MEANS COMMITTEE CHAIR

i) The Ways and Means Committee 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.

Section 5.1: TIME AND PLACE OF GENERAL MEETINGS

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: GENERAL MEETING PROCEDURES

1) QUORUM. Quorum shall be a majority of representatives currently elected or appointed to Student Congress, excluding the Student Congress Chair.

2) VOTING. No voting procedure other than a roll call vote is in order on final passage of a main motion or amendment. At the discretion of the presiding officer, a hand vote may be held on procedural questions. On such questions, a roll call vote shall be held at the request of any representative. No vote is necessary on measures that pass by consent without objection.

3) CONSIDERATION OF LEGISLATION. Legislation shall be considered in Old Business, Items to be Considered, New Business, or the Committee of the Whole.
   a) By the procedure outlined elsewhere in these bylaws for the consideration of main motions, the Student Congress Chair asks for consent on the amendment.

4) COMMITTEE OF THE WHOLE
   a) Student Congress may move into Committee of the Whole to give recommendations to legislation. Said recommendations and their effect shall be identical to those of standing committees. The motion to move into Committee of the Whole for any other purpose, including, but not limited to dilatory use, circumvention of actions made by standing committees, or circumvention of majority action, shall be out of order.
   b) A motion to enter Committee of the Whole is in order only during Special Orders. This motion shall require a second and a majority to pass, and is debatable only as to the desirability of entering Committee of the Whole and to the appropriate details of the motion.
   c) The Student Congress Vice-Chair shall be the presiding officer of the Committee of the Whole.
   d) A motion to close Committee of the Whole shall require a second and a majority to pass, and is debatable only as to the desirability of rising from Committee of the Whole and to the appropriate details of the motion.

Section 6.1: COMMITTEE ESTABLISHMENT. The seven (7) standing committees (also referenced in these Bylaws as “committees”) and their responsibilities shall be as follows:

1) ACADEMIC AFFAIRS. The Academic Affairs Committee shall address academic issues that affect the university and shall strive to improve the academic quality of the university.

2) CONGRESSIONAL ADMINISTRATION. The Congressional Administration Committee shall address matters concerning the internal affairs of the Student Congress and the SGA. 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.

3) EXTERNAL AFFAIRS. The External Affairs Committee shall address issues, organizations,
and institutions either partially or entirely outside the University of Oklahoma.

4) HUMAN DIVERSITY. The Human Diversity Committee shall address any and all issues related to diversity issues within the University.

5) PROBLEMS AND PROJECTS. The Problems and Projects Committee shall address all non-academic issues concerning student life within the university.

6) PUBLIC RELATIONS. The Public Relations Committee shall be responsible for conceptualizing, planning, organizing, and executing the public relations efforts of the Student Congress.

7) WAYS AND MEANS. 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.

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) OFFICERS. Committee officers shall have the right to make motions in committee. Appointment to a committee office will not, in and of itself, grant the office-holder the right to vote in committee.

4) 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.

Section 6.3: COMMITTEE OFFICERS

1) OFFICERS ESTABLISHED. Each committee shall have a Chair, Vice-Chair, and Secretary as its officers. Committee officers shall not be required to hold membership in Student Congress.

2) 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 by
Thursday 5pm.

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 he or she is 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. The Committee Chair may give as many excusals as he or she considers
necessary. 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.

3) 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.) In the event that three weeks elapse and the author of the legislation in question has not
made any strides toward a follow-up, the Committee Vice-Chair shall recommend an
absence to the Student Congress Secretary for the authoring member.

iv.) The Committee Vice-Chair shall work with the Public Relations Committee Chair and strive
to publicize legislation presented to the committee and actions taken by the committee as
well as Student Congress as a whole.

v.) The Committee Vice-Chair shall assist the Committee Chair in bringing to the attention of
the committee those duties and responsibilities entrusted to it.

4) 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, ensures that the Committee Chair has a copy of the minutes, and keep copies thereof.

iii.) The Committee Secretary shall assist the Committee Chair in bringing to the attention of the committee those duties and responsibilities entrusted to it.

5) 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. Any committee officer may also be removed upon a two-thirds (2/3) vote of all members of a committee, including those absent or abstaining from such a vote. 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.

i.) 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.

ii.) Any committee member may make a motion to remove a given committee officer; such motion shall require a second, and a majority of present and voting members so that the vote may occur.

6) RESIGNATION. Should a committee officer choose to resign from service in this office, he or she 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.

7) 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.

8) 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.

9) 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 submit legislation at the earliest possible meeting of odd numbered sessions for individualized reauthorization of Committee Officers.

Section 6.4: COMMITTEE MEETINGS

1) QUORUM. For the sole purposes of committee meetings, quorum shall be defined as the number of individuals required for a committee to do official business as follows:

a) Quorum shall be set equal to a majority of all representatives appointed to the committee.

b) Individuals counting towards quorum shall be any and all voting members of the committee.
2) MEETING TIMES. Committees shall hold regularly scheduled meetings at least once a week on a day that falls between regularly scheduled General meetings. Sunday Committee meetings shall occur between the hours of 2:00pm and 6:00pm. The chair of each committee may, if necessary, cancel one or all Sunday meetings for said committee and reschedule a special meeting later in the week. Committee meetings shall not occur on Tuesdays, Fridays, or Saturdays except for emergency purposes as determined by the Chair of Congress. Committees shall schedule meetings that are accessible and at a reasonable time for most students. The Ways & Means Committee shall be exempt from this section during both the primary and subsidiary budgetary processes.

3) ABSENCES. The Chair of each Committee shall supply the Vice Chair with a list of any members who failed to attend a Committee meeting.

4) EXCUSALS. If a member cannot attend a Committee meeting, the member may submit a written request for an excusal to his or her Committee Chair.

5) RECOMMENDATIONS. Following the consideration of legislation, a committee wishing to make conclusive action on said legislation shall upon majority vote make a motion of recommendation to Student Congress, as discussed elsewhere in these Bylaws.

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.

2) Any standing committee chair that misses an executive committee meeting without notice shall accrue an absence. In the event of the absence of a standing committee chair, that committee's vice chair may serve as a voting member in his or her place. The Executive Committee Chair may excuse absences in the same manner an absence would be excused from a standing committee meeting.

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 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 digits shall be the number of the legislative session.

b) The next two (2) digits shall reflect the subject of the legislation:

   i) (01) = Internal Acts: All acts dealing with strictly internal matters of the SGA, excluding elections and appointments.

   ii) (02) = Academic Resolutions: All legislation dealing with purely academic issues, including relations with the Faculty Senate.

   iii) (03) = Internal Non-Academic Resolutions: All resolutions concerning the SGA or university that address issues not academic in nature.

   iv) (04) = External Resolutions: All resolutions directed at entities not inside the university, including but not limited to all legislation concerning tuition, state appropriations, and the Oklahoma Student Government Association.

   v) (05) = Appropriations: All legislation concerning the allocation of SGA funds or in which SGA makes financial agreements.

   vi) (06) = Congress Appointments: All acts appointing members to the Undergraduate Student Congress.

   vii) (07) = Outside Appointments: All acts appointing members to any entity other than the Undergraduate Student Congress.


   ix) (09) = Miscellaneous.

c) The final two digits shall reflect the order in which the legislation was numbered 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.

3) AMENDMENT. Committees may amend legislation. Legislation shall be placed on a general meeting agenda in the form which the committee passed it.

4) 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 except in the case of its being moved in Committee of the Whole. A recommendation of “do fail” also recommends that Student Congress fail the item if it is considered.

   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: CONSIDERATION OF LEGISLATION IN GENERAL MEETINGS

1) EMERGENCY LEGISLATION

   a) STANDARD OF EMERGENCY. Legislation that requires timely action to accomplish its purposes and would 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, he or she may rule it out of order.

2) **RECONSIDERATION OF LEGISLATION**

a) **PURPOSE.** The purpose of reconsideration is to permit correction of a hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation. The motion to reconsider for any other purpose, including, but not limited to, dilatory use or circumvention of majority action, shall be out of order.

b) **TIME LIMIT.** This motion may only be made at the general meeting at which the original vote was taken or the immediately following general meeting.

c) **RESTRICTION.** All representatives who voted on the prevailing side may make a motion to reconsider that is in order.

d) **DEBATE.** The motion to reconsider is not debatable.

e) **PASSAGE.** A motion to reconsider requires a vote of a majority of representatives present and voting, regardless of the vote necessary to adopt the motion to be reconsidered.

3) **COMMIT LEGISLATION TO COMMITTEE**

a) **PURPOSE.** The purpose of the motion to commit legislation to committee is to send a pending piece of legislation to a committee so that said legislation may be carefully investigated and put into better condition for Student Congress to consider. The motion to commit for any other purpose, including, but not limited to, dilatory use or circumvention of majority action, shall be out of order.

b) **DEBATE.** The motion to commit legislation to committee is debatable only as to the desirability of committing the legislation and to the appropriate details of the motion to commit.

c) **PASSAGE.** The motion to commit requires a vote of a majority of representatives voting and present.

**Section 7.4: LEGISLATIVE FOLLOW-UP**

1) **FOLLOW-UP REPORTS.** Legislative follow-up is the responsibility of the primary author of a piece of legislation.
2) MONITORING OF LEGISLATIVE FOLLOW-UP. The Vice-Chair of Student Congress shall maintain a record of reports given. The Vice-Chair may further regulate the procedure for submitting follow-up reports.

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 representativeships 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.

3) BILL BOOK. Student Congress 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. Standing Rules may further regulate bill books.

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. This book shall include a copy of these Bylaws. Standing Rules may further regulate the handbook.

Section 9.1: STANDING RULES

1) Standing Rules may be established on general administrative procedures of Student Congress.

2) Student Congress shall adopt Standing Rules for any matter so relegated by these Bylaws.

3) Standing Rules shall govern Student Congress in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any duly passed legislation.

4) A Standing Rule, set of related Standing Rules, or rule amendment may be proposed through a simple main motion by any representative and passed by a majority vote of representatives voting and present at a regular general meeting.

5) Standing Rules and rule amendments passed at a general meeting shall take precedence over conflicting Rules passed by the Congressional Administration standing committee and proposed by the Chair.

6) All Standing Rules shall remain effective until amended by the aforementioned procedure.

7) The Student Congress Chair or his or her designated agent is responsible for the maintenance of a current and complete collection of Standing Rules.

Section 10.1: 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, any Standing Rules, and any duly passed legislation.

Section 11.1: SGA STUDENT CONGRESS WEBSITE REQUIREMENTS

i. REQUIRED SECTIONS ON THE SGA CONGRESS WEBSITE. These sections must be distinctly separate.

   a) AGENDA AND MINUTES SECTION

      i. 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. Members 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. 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.

      iii. Shall contain the SGA Undergraduate Student Congress Standing Rules of Order.

   d) QUESTIONS AND CONCERNS SECTION
i. Shall contain space to allow students to forward their questions and comments to SGA Student Congress.

c) WEBMASTER’S AUTHORITY

i. 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 he or she sees fit. Furthermore, the webmaster shall possess the sole discretion in how the guidelines specified in this section should be met.

ii. The SGA webmaster shall serve as the webmaster for Student Congress.

f) CONGRESS’ AUTHORITY

i. 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.

Edited July 7, 2003 to add content of Bill 700305
Edited September 1, 2004 to add content of Bills 700322, 700324, 700325, 700326, 700330, 700333, 710301, 710302, 710304, and 710306.
Edited February 15, 2005 to add content of Bill 730304.
Edited April 26, 2006 to add content of Bills 740329, 740333, 740334, 740336, 750350, 750353, 750356, 750362, 750368, 760369, 760370, 760371, and 760375 and 760376.
Edited March 21, 2008 to add content of Bills 760379 and 770303
Edited January 31, 2010 to add content of Bill 820303
Edited November 30, 2011 to add content of Bills 860312, 860317, 860318, and 860319
Edited September 10, 2012 to add content of Bills 880306, 880307, and 880311
Edited April 7, 2013 to add content of Bills 890302, 890314, 890322, and 890325
Edited November 12, 2013 to add content of Bill 900317.
Edited April 8, 2014 to add content of Bills 910302 and 910306.
Edited April 15, 2014 to add content of Bill 920301.
Edited September 30, 2014 to add content of Bill 920310.
Edited January 20, 2015 to add content of Bill 930301*.
Edited February 23, 2015 to add content of Bill 930107.
Edited March 24, 2015 to add content of Bill 930111.
Edited April 26, 2015 to add content of Bill 930117.
Edited March 23, 2016 to add content of Bill 940101.
Edited March 23, 2016 to add content of Bill 940103.
Edited March 23, 2016 to add content of Bill 940107.
Edited March 23, 2016 to add content of Bill 940111.
Edited March 23, 2016 to add content of Bill 940116.