

## **Rules of Legislative Procedure**

### **Rule 1 Conduct of business**

#### **§ 1 Order of business**

- Call to order
- Roll call
- Minutes
- Executive reports
- Committee reports
- Public comments
- Pending business
- New business
- Misc.
- Adjournment

#### **§ 2 The Chair**

The Chair of Legislative Council is the Executive Vice President. The Chair shall preside at all Legislative Council sessions as provided in the Constitution. The Chair shall preserve order and decorum. Members violating the rules of order shall be called into order by the Chair. The Chair shall determine all points of order, subject to appeal. The Chair may require the member raising a point to cite relevant authority in support of the question. The Chair votes only in the case of an equally divided body.

#### **§ 3 Chair Pro Tempore**

The Pro Temp presides in the absence of the Chair. The Pro Temp shall be determined per the Constitution. A substitute may be determined to preside, but this substitution is not to extend beyond adjournment.

#### **§4 Public comment**

All persons that wish to speak during public comment must sign in prior to call to order. Persons may speak for up to five minutes. This time may be extended by a 2/3 vote of the present and voting members of Legislative Council. No visitor may comment except during public comment.

### **Rule 2 Bills and Resolutions**

**§1** All bills shall receive two readings. Resolutions, giving the statement of legislative council on a subject shall require one reading.

**§2** First reading of a bill shall be by title only. No debate or amending shall occur, but questioning of the author for information on the content of the bill shall be allowed.

**§3** second reading shall be the period for debating and amending bills. After amendments and motions have been disposed of, the question shall be the passage of the bill.

**§4** A resolution shall receive immediate consideration, unless three members object to it.

**§5** No member shall speak more than twice on legislation. No member may speak more than twice upon an amendment or motion to legislation. This limit shall apply to each reading of the legislation.

**§6** Members may speak for a period of up to three minutes per speech on a piece of legislation or one minute on an amendment or motion.

**§7** The period of time for speaking or number of times speaking for each member can be amended by a majority vote of the members present and voting.

§8 Legislation must be published and publicly posted prior to the meeting where the legislation is to read for passage to allow the public to view it and allow for public comment on the legislation.

**Rule 3 Amendment of Rules and other**

§1 the Legislative Council rules of Legislative Procedure can be amended by a majority vote of the membership of the body. Rules can be amended only once per legislative year and must be done at a meeting designated to be for rules changes.

§2 All areas of legislative procedure not governed by Legislative Council Rules of Legislative Procedure shall be governed by Robert's Rules of Order.

# **BYLAWS FOR THE OPERATION OF THE STUDENT BAR ASSOCIATION OF THE UNIVERSITY OF SOUTH CAROLINA**

## **§1 ADOPTION**

- 1.1 The following language was adopted by 1999-2000 SBA Legislative Council, on April 6, 1999, pursuant to Article III, section 8, of the Constitution of the Student Bar Association of the University of South Carolina School of Law, providing for the adoption by the Legislative Council of its own Bylaws.

## **§ EXECUTIVE COUNCIL**

### **2.1 Duties of the SBA President**

The President of the SBA shall be the chief executive officer of the SBA. The President must be available to the student body during at least 5 office hours per week. The President may work for pay up to 10 hours per week outside of the School of Law.

### **2.2 Duties of the SBA Vice-President**

The Vice-President of the SBA shall be responsible for coordinating, planning, and overseeing the orientation sessions held in May and the fall of each year. The Vice-President shall be responsible for updating and distributing a Legislative manual to the Legislative Council prior to the first regular Legislative Council meeting of the fall.

### **2.3 Duties of the SBA Treasurer**

The Treasurer of the SBA shall be responsible for the accounting and disbursement of the approved budget. The treasurer shall submit a report of the previous month's transactions to the Legislative Council at the first regular Legislative Council meeting of each month. The Treasurer's monthly report must be posted for public viewing with the minutes of the Legislative Council Meeting.

### **2.4 Duties of the SBA Secretary**

The Secretary of the SBA shall prepare the minutes and agenda of each Legislative Council meeting. The Secretary shall post the minutes for public viewing within 1 week of the Legislative Council meeting; the Secretary shall post a legislative agenda at least 3 days before each Legislative Council meeting. The Secretary shall be responsible for ordering and maintaining inventory for the SBA store, creating a schedule for Legislative and Executive Council members to work in the store, and coordinating and administering the Book Exchange program. The Secretary shall maintain an updated list of SBA dues-paying members. The Secretary shall also assist in all matters of written correspondence and shall keep a permanent record of that correspondence.

## **§3 LEGISLATIVE COUNCIL**

- 3.1 No member of the Legislative Council shall be absent, unexcused, more than twice per semester from Legislative Council meetings or his or her scheduled SBA store shift. If a Council member secures a substitute for his SBA store shift, it is not an absence. Absences may be excused at the discretion of the Executive Council. If any member's total unexcused absences exceed two, the Legislative Council has a duty to proceed with removal proceedings.

## **§4 COMMITTEES**

#### **4.1 Reports**

For each committee meeting, every SBA committee chair shall be required to submit to the President a report containing the following information prior to the next Legislative Council meeting: the attendance list, a summary of the committees' activities, and any pending plans for action by that committee. In addition, each committee chair shall also inform the Calendar Committee of the date, time, and place of all upcoming meetings and events for that committee as soon as determined.

#### **4.2 Removal of Chair**

The President has the power to remove a committee chair, subject to majority approval by the Legislative Council, for failure to submit a report required by Subsection 4.1 of the Bylaws. Additionally, if the President has reason to believe that the chair is not furthering the goals of the committee, he or she may recommend to the Legislative Council that the chair be removed and replaced. Removal shall be subject to a majority vote of the Legislative Council.

#### **4.3 Dissolution of Committees**

If the President finds that a committee is no longer necessary to the extent it ceases to serve any purpose, he or she may recommend to the Legislative Council that the committee be dissolved. Dissolution of any committee is subject to a majority vote of the Legislative Council.

### **§5 DUES**

#### **5.1 Assessment**

The Legislative Council may assess voluntary dues from the membership of the SBA. The amount of dues to be assessed shall be proposed by the Treasurer at the last Legislative Council meeting of the school year and approved by a majority vote of the Legislative Council. The amount will be effective for the following school year and may not be changed during that school year. No member who has paid in advance for that year will be subject to further assessment.

#### **5.2 Dues-paying Member Benefits and Privileges**

While no SBA member may be required to pay dues, those members who do pay dues may be entitled, at the discretion of the Executive Council, to discounts at SBA-funded events and on items in the SBA store.

### **§6 AMENDMENTS**

**6.1** Amendments to these Bylaws may be proposed by any Legislative Council member and shall be enacted in the manner prescribed for a Legislative bill.

### **§7 EXECUTIVE EMERGENCY FUND**

**7.1** The Executive Council shall not spend in excess of \$250.00 under Article III, section 11, of the Constitution of the Student Bar Association of the University of South Carolina School of Law.

### **§8 DATE IF EFFECT**

**8.1** This bill shall take effect upon approval by a majority vote of the Legislative Council.