

Special Rules of Order
of the
Student Advisory Board
to the
Oklahoma State Regents for Higher Education

Section 1. Main Motions

- 1.1. The Chair shall consider business before the SAB in order when it has been placed on the agenda in accordance with the Oklahoma Open Meeting Act [25 O.S., § 301 et seq.]
- 1.2. Any SAB member may move or second business before the SAB.

Section 2. Author's Explanation

- 2.1. An author(s) shall receive ten (10) minutes to explain a proposal and provide evidence or research.
- 2.2. An author(s) may yield speaking time to any other present in any fashion desired.

Section 3. Questions to the Author

- 3.1. Twenty (20) minutes shall be allotted for questions to the author.
- 3.2. Only questions germane to the proposal shall be in order.
- 3.3. No limit shall be placed on the number of questions per SAB member.
- 3.4. Guests at SAB meetings may be permitted to ask questions if recognized by the Chair.
- 3.5. An author(s) may defer questions to any other present for purposes of answering questions or providing clarity to answered questions.
- 3.6. Friendly amendments to proposals shall be in order during questions to the author, and there shall be no limit on the number of friendly amendments that may be offered.

Section 4. Debate

- 4.1. Each SAB member shall be allotted two (2) minutes to debate.
 - 4.1.1. A member may speak and then reserve the remainder of their time for speaking for after other members have spoken.
 - 4.1.2. No more than one (1) minute of a member's allotted debate time may be yielded to another member(s).
- 4.2. The Chair shall be permitted to participate in debate but must speak only after all other members, excluding the author(s), wishing to debate have spoken once.
- 4.3. The author(s) shall be permitted to debate last which closes debate.

Section 5. Amendments

- 5.1. An amendment may be offered at any time during questions to the author by submitting an amendment in written form to the Vice-Chair, who shall number the amendment based on order of submission and submit it to the Chair, who shall retain the amendment until it is disposed of.
- 5.2. All amendments submitted shall be considered in the order of submission.
- 5.3. Any SAB member may move or second an amendment.
- 5.4. Consideration of amendments shall be similar to main motions on proposals with the author receiving two (2) minutes for explanation, three (3) minutes allotted for questions to the author, and one (1) minute allotted for each member to debate.

Section 6. Disposal

- 6.1. At the conclusion of consideration of all amendments, the Chair shall read the proposal as it currently stands with all amendments noted.
- 6.2. The SAB shall then have the opportunity to make any motion relating to the proposal save previous question, which shall be out of order at this time; if there are none, the SAB shall proceed directly to a roll call vote on the proposal.
- 6.3. The Vice-Chair shall call the roll, and once the roll call is complete, the Chair shall declare the vote final with the proposal disposed.

Section 7. Participation by Members of the Public

- 7.1 At the Chair's discretion, members of the audience may be invited to speak or provide comments during an SAB meeting. Any person wishing to address the SAB who is not a current member of the Student Advisory Board or a State Regent's advisor may be recognized for comments at the end of each SAB meeting. The length of such comments shall be determined by the Chair.

Section 8. Parliamentary Authority

- 8.1 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the proceedings of the SAB in all cases to which they are applicable and in which they are not inconsistent with superior authorities such as these Special Rules of Order, Guidelines adopted by the SAB, or OSRHE policies and procedures.

Section 9. Amendment of Special Rules of Order

- 9.1 These rules may be amended at any time by the SAB with a majority vote.

Section 10. Notes on Rules of Order (Procedure)

- 10.1 The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
- 10.2 Parliamentary procedure is based on the consideration of the rights:
 - 10.2.1 of the majority,
 - 10.2.2 of the minority (especially a large minority greater than one-third),
 - 10.2.3 of individual members,
 - 10.2.4 of absentee members,
 - 10.2.5 of all of these groups taken together.
- 10.3 *"The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion." (RONR, 10th ed., p. xlviii)*