



SBA

LEWIS & CLARK LAW

BYLAWS
OF THE
STUDENT BAR ASSOCIATION
OF
LEWIS & CLARK
LAW SCHOOL

QUICK-REFERENCE GUIDE

SBA BYLAWS

Quorum Requirements

- **General Assembly Meetings:** A quorum consists of at least 51% of the elected representatives. (Section 6.01)

Voting Procedures

- **Majority Vote:** Passage of any motion requires a majority of all voting members, including proxies. (Section 6.03)
- **Removal from Office:** Requires a two-thirds ($\frac{2}{3}$) majority vote of members in attendance. (Section 1.09)
- **Election of Officers:** A plurality of votes is sufficient to elect. (Section 2.06)
- **Amendments to Bylaws:** Ratified with a simple majority vote of the SBA. (Section 8.02)

Proxy Votes

- **Conditions:** Members may vote by proxy if they authorize another member in writing before the meeting. Proxy votes do not count towards attendance. (Section 6.02)

Attendance Policies

- **General Assembly Members:** Allowed two excused absences and one unexcused absence per academic year. (Section 1.06)
- **Executive Board Officers:** Allowed two excused absences; zero unexcused absences. (Section 1.06)
- **Internal Committees:** Must meet at least twice per semester. Chair has discretion over attendance. (Section 4.02)

Budget & Funding

- **General Reserve Fund:** The SBA shall withhold 7.5% of total available funds as a reserve. Requests over \$75 must be approved by a majority of the General Assembly. (Section 5.04)
- **President's Discretionary Fund:** No more than \$1,000 for administrative expenses and immediate needs. (Section 5.04)
- **Travel Fund Requests:** Must include a detailed cost breakdown and rationale for the trip. (Section 5.03)

Elections

- **Fall Elections:** Includes first-year representatives and any vacated spring-elected positions. (Section 2.02)
- **Spring Elections:** For Executive Board Officers, Faculty Committee representatives, and Board Representatives. (Section 2.04)
- **Run-off Elections:** Conducted in case of a tie, within the first week after the election. (Section 2.09)

Amendment Procedures

- **Proposing Amendments:** Can be proposed by any member, the Rules Committee, or by initiative petition. (Section 8.01)
- **Voting on Amendments:** Considered at the next General Assembly Meeting and requires a simple majority for ratification. (Section 8.02)

ROBERT'S RULES OF ORDER

Meeting Structure

- **Call to Order:** The meeting officially begins when the Chair (usually the President) calls it to order.
- **Approval of Minutes:** The previous meeting's minutes are reviewed and approved by a motion.

Making Motions

- **How to Make a Motion:**
 1. Obtain the floor by addressing the Chair.
 2. State your motion: "I move that..."
 3. Another member must second the motion: "I second the motion."
- **Debating a Motion:**
 - Once a motion is made and seconded, the Chair opens the floor for debate.
 - Members must be recognized by the Chair before speaking.
 - Speakers should address their remarks to the Chair.

Amending a Motion

1. Obtain the floor and state the amendment: "I move to amend the motion by..."
2. The amendment must be seconded and then debated.
3. The amendment is voted on before the main motion.

Voting Procedures

- **Voice Vote:** The Chair asks for those in favor to say "aye" and those opposed to say "no."
- **Show of Hands/Rising Vote:** Used if a more precise count is needed.
- **Roll Call Vote:** Each member states their vote aloud.
- **Majority Vote:** More than half of those voting (including proxies) must approve.
- **Two-Thirds Vote:** Required for motions that limit or extend debate, amend the bylaws, or expel members.

Types of Motions

- **Main Motion:** Proposes a new action or decision.
- **Amend:** Changes the wording of a main motion.
- **Table:** Delays consideration of a motion until a later time.
- **Postpone Indefinitely:** Ends discussion without a vote on the main motion.
- **Call the Question:** Ends debate and forces an immediate vote. Requires a second and a two-thirds vote.

Special Motions

- **Point of Order:** Used to address a breach of rules. Can interrupt a speaker.
- **Point of Information:** Request for clarification or information.
- **Point of Privilege:** Deals with the rights or comfort of members (e.g., room temperature, noise). Can interrupt.
- **Adjourn:** Ends the meeting. Requires a second and a majority vote.

Debate Guidelines

- **Speaking Order:** Members speak in the order they are recognized by the Chair.
- **Time Limits:** The Chair may impose time limits on speakers.
- **Relevance:** Remarks must be related to the motion under discussion.

Closing the Meeting

- **Adjournment:** The meeting is officially closed by a motion to adjourn, seconded, and approved by a majority vote.