

THE HOUSE RULES
Of the
BIG XII COUNCIL ON BLACK STUDENT GOVERNMENT

ARTICLE I- HOUSE RULES

SECTION HR 1

HR1.1 The Big XII Council on Black Student Government shall in the course of business, duties, responsibilities, and procedures, abide by the *House Rules* at all times, unless a two-thirds (2/3) majority of those present during a regular meeting wish to suspend such rules.

HR1.2 The organization shall abide by the procedure set forth in Robert's Rules of Order during the course of business. Final authority for interpreting Robert's Rules of Order shall be vested in the decisions of the Parliamentarian for the organization.

HR1.3 Additions or changes to the organizational *House Rules* are to be voted on at a regular meeting of the organization, having been resented at the regular meeting previous to the voting session. A two-thirds majority of the active Member Institutions are required for necessary adoption.

ARTICLE II- COUNCIL PROCEDURES

SECTION HR 1

HR1.1 The organization shall convene at the Annual Fall Transitional meeting, the Fall Planning Council meeting, and the Spring Transitional Council meeting during the academic year, and in the month of February, as designated Black History Month, during the Annual Conference.

HR1.2 The date for the Spring Transitional meeting will be announced at the Big XII Council on Black Student Government's Fall Planning meeting, and confirmed at the Council's Annual Conference on Black Student Government.

HR1.3 Each respective Executive Board member and Committee Head of the Big XII Council on Black Student Government needs to create a continuity packet, which consists of a summary of each position's responsibilities, duties, and current status acting as a transition document, to present to the new members elect of their respective positions by March 1 of every year.

HR1.4 Each respective committee submit a continuity packet entailing a general description of the committee's responsibilities, duties member institution's current president by March 1st of every year to be distributed to the new delegates.

HR1.2 The order of business as the organizational meeting shall be:

- A. Approval of the minutes of the last regular meeting.
- B. Organizational Officers Reports
- C. Committee Reports
- D. Unfinished Business/Old Business
- E. New Business

HR1.3 The minutes are to be taken at each regular meeting of the organization and distributed within three (3) weeks following the said meeting. The minutes of the organization shall contain.

- A. Absentee List
- B. Organizational Officers Reports
- C. Committee Reports
- D. Summary of Business
- E. Copies of all legislation
- F. Details of School reports or Copies of:

- 1) All school reports shall be kept to a maximum of seven (7) minutes for presentation per Member Institutions, unless motion is made to extend time.
- 2) All school reports shall be typed and submitted to the organization for review.
- 3) All school reports shall include: Table of contents, goals, strengths & weaknesses, officers & duties, budget & allocation, activities & attendance, statistical reports on number of Black students, faculty, and staff, program aim at recruitment, and retention, positive or negative issues on campus, and anything else Member Institutions see fit.

SECTION HR 2

HR2.1 The Big XII Council will allocate \$200 in the form of a check from the account of the Big XII Council to the University that will be traveling the furthest based on mileage taking the shortest realistic route, after the appropriate documentation is filled out completely and correctly.

ARTICLE III- MAIN MOTION

SECTION HR 1

HR1.1 Bills, recommendations, and resolutions shall be considered as main motions.

HR1.2 Legislation by the organization shall include:

- A. Bills – legislation in areas in which the organization has the final authority, articles of impeachment, appropriation, appropriation of funds, and all other powers granted by the organization.
- B. Recommendations – legislation recommending policy changes to any administration entity of the Member Institutions as requested by the Black Student Organization of the said Institution and decided upon by a roll call quorum vote of the active Member Institutions.
- C. Resolutions – legislation expressing the general opinions and/or concerns of the organization. A resolution must contain a mandate for action.

HR1.3 All bills, recommendations and resolutions shall be voted on by a roll call vote. A voting record of all organization shall be kept by the Executive Secretary of the organization and included in the minutes.

HR1.4 Any legislation not finalized by the end of the Spring Transitional meeting must be reintroduced as new legislation before it can be acted upon by the organization at the February Conference meeting.

ARTICLE IV- PROCEDURES FOR LEGISLATION

SECTION HR1

HR1.1 The following procedures will be ordered in the passage of any legislation:

- A. Any organizational member may introduce legislation.
- B. The Vice-Chairperson shall assign a number to all legislation. The month-year-number received will determine how the legislation will be numbered (i.e. 04-1995-01).
- C. The assigned Standing Committee(s) shall discuss and, if need be, revise any legislation in order that it may be presented in a clear, concise manner before the organization.

- D. After the legislation has been introduced to the organization, the author(s) shall read it. The author shall then be allowed up to ten (10) minutes for author's explanation and questions of the author(s).
- E. Debate on the legislation shall be limited to twenty (20) minutes unless a majority of the organizational members present wishes to extend the debate for an additional time.
- F. When the debate has ended by motion to close debate, the organization will come to an immediate vote on the legislation or amendment before the members.

HR1.2 All legislation shall appear in the minutes worded exactly as passed by the organization. Legislation removed or withdrawn shall not appear in the minutes as presented, but shall be noted as being removed or withdrawn.

ARTICLE V- RECOGNITION AND CLOSED SESSIONS

SECTION HR1

- HR1.1 Persons who are not Council members must be recognized by a Member Institution in order to speak on the floor of the Council.
- HR1.2 The Advisors of respective Black Student Organizations, Faculty, and Administrators of the Member Institutions shall be the exceptions to this rule.

ARTICLE VI – GUIDELINES FOR HOSTING A BIG XII DELEGATE MEETING

SECTION HR1

- HR1.1 The Host School must present meeting dates and details at the meeting prior to the Host School's scheduled meeting.
- HR1.2 Some form of a service project must take place during the weekend of the Delegates' meeting.
- HR1.3 When the date is set, meaning announced at the meeting prior, it can only be changed by a petition signed by 2/3 of the member institutions currently active in the Big XII Council on Black Student Government
- HR1.4 The reason for signing must be relevant to travel conflicts or reasons that are university accepted reasons for missing an examination.
- HR1.5 Host School must provide all schools with an agenda, with approximate times and locations, at least 2 weeks prior to actual meeting.

HR1.6 The Host School will be responsible for: providing contact information and ensuring hotel accommodations for all attending schools, designating print/copy facilities, preferably within close proximity to the meeting location, provide delegates with maps and other helpful information for travel and/or food around Host School's town.

HR1.7 The Host School is responsible for coordinating arrival times with pickup times from airports, bus stations, etc.

HR1.8 There should be up to two individuals responsible for the coordination of the meeting that remain in constant contact with the Chair of the Big XII Council throughout the time period between meetings, providing updated information.