

## ARTICLE 3. MEETINGS

### 3.1. Presiding Officer

1. The presiding officer over all Governing Body meetings shall be the President, who shall have the authority to create, manage, and set Governing Body meeting agendas. If the President is unable to serve as the presiding officer, the Vice President shall be empowered to serve as the presiding officer.
2. The designated chair of any committee or subcommittee formed under these Bylaws shall be empowered to act as the presiding officer of such committee or subcommittee.

### 3.2. Quorum

A quorum shall be established as a simple majority of the Governing Body. In any committee, a quorum shall be established as a simple majority of such committee members.

### 3.3. Agenda and Notice of Meetings

1. The meeting agenda shall be set and distributed by the President forty-eight hours prior to the scheduled meeting time, unless the Governing Body is notified in advance of a delayed publication. If publication of the agenda is delayed, the distribution of the meeting agenda shall be delivered to the Governing Body no later than twenty-four hours in advance of the meeting.
2. The Governing Body shall hold meetings at least once every week at a designated time and place during the Fall and Spring terms, unless determined otherwise by the President in their sole discretion.
3. Notice of regularly scheduled meeting will be given to all WSBA members by email and made public on the events calendar no later than forty-eight hours prior to any set meeting. Notice of special called meeting shall be given no later than twelve hours in advance.
4. Committee meetings may be scheduled at the discretion of the committee's chair, who is responsible for giving reasonable advanced notice to members and the President.

### 3.4. Meeting Procedure

1. Foundational Rules.
  1. Where these procedural rules of order are silent, the WSBA shall use the procedural rules of order as outlined in the most recent edition of Robert's Rules of Order.
  2. The President, or the party acting on the President's behalf, shall preside over all Governing Body meetings as Chair.

3. The President, or the party acting on the President's behalf, shall have decision-making authority over meeting procedure.
4. All appeals of the President's procedural decisions must be appealed to the Parliamentarian.
5. Any discretionary decisions by the President shall only be overruled by a simple majority vote of the Governing Body.
6. These rules of order shall also apply to WSBA Committees. Committee Chairs shall have the same authority given to the President when presiding over committee meetings.
7. No member may speak longer than three minutes on any given item, unless this rule is temporarily suspended by a two-thirds affirmative voice vote of the Governing Body. Such temporary suspension shall not require legislation and shall last exclusively for the discussion or debate period of the particular item. Nothing in this section shall be construed to restrict the speaking time of the President, Chair, or Acting Chair.
2. Roll Call. The President, or a designated officer, shall take attendance of all Governing Body members present at the start of the meeting. The Secretary shall conduct the roll call of any roll call motion.
3. Reports. The President has the discretion to allow or require verbal or written reports from the elected members of the Governing Body and Chairs of Committees.
4. Old Business and New Business. The President retains discretion over the allotted time and number of speakers on the agenda item. Reasonable time at the discretion of the President will be allowed for Council members to speak on the agenda item being considered.
5. Public Comment. The President retains discretion over the allotted time and number of speakers on any issue brought to the floor.
6. Adjournment.
  1. The Presidents may call adjournment of the meeting without a motion or vote if all agenda items have been addressed.
  2. If all agenda items have not been addressed, a meeting shall only adjourn by motion, with a second, and requires a majority vote.

### 3.5. Order of Debate

Matters presented to the Governing Body that require a vote, or other procedural action, shall be managed by the following process:

1. Presentation. The presiding officer shall read the matter or item aloud to the Governing Body for consideration. The presiding officer shall clarify or address any confusion or concerns relating to the matter or item. The presiding officer, in their sole discretion, shall be able to recognize other Governing Body members or guests to speak on the presentation of the matter

or item, and the presiding officer may abdicate their authority to clarify or address confusion or concerns on the matter or item.

2. Questions. The presiding officer, author of the legislative matter, appointee, or guest shall submit to orderly questioning from the Governing Body relating to the matter or item.
3. Discussion and Debate. The Governing Body shall discuss and debate the merits of the matter or item. Governing Body members who do not participate in the debate or discussion waive their right to debate or discussion on the matter or item.
4. Voting or Procedural Action. The Governing Body shall vote or procedurally act on the matter or item.

### 3.6 Oath of Office

The oath of office for WSBA Governing Body members shall be:

“I, [STATE YOUR NAME], do solemnly swear or affirm that I shall faithfully execute the duties and responsibilities entrusted to me by virtue of this office in the Washburn Student Bar Association. To the best of my abilities, I shall act in the best interest of the Washburn Law student body, shall act as a fiduciary of this organization’s funds, and shall preserve, protect, and enforce the Constitution and Bylaws of the Washburn Student Bar Association.”

### 3.7. Awards

### 3.8. Proxy Voting

All Governing Body members unable to attend any meeting in which a vote is called may submit a proxy vote. A proxy vote shall be submitted in writing to the Secretary or President two days prior to a regularly scheduled meeting or within one day after a special meeting. A proxy vote shall include the member’s name, date of the vote to be proxied, the member’s vote, and the member’s signature. Proxy voting may be submitted in an accessible and standardized form. A Governing Body member who votes by proxy shall be considered absent but voting.

### 3.9. Email Meetings and Email Voting

1. Authority to President. At the President’s discretion, unless otherwise restricted by the Constitution or Bylaws, the President may send an inquiry to the Governing Body members by electronic mail for limited and specific scope and purpose, such as inquiring about a meeting time or date. No financial decisions are permitted by electronic mail.
2. Authority to Committee Chairs. At a committee chair’s discretion, unless otherwise restricted by the Constitution or Bylaws, committees may conduct a meeting and vote through electronic

mail. Such meetings must be limited and specific in scope and purpose and shall be limited to one action item.

3. Discussion Period. Any meeting, vote, or inquiry held by electronic mail shall have a discussion period of at least 24 hours and no longer than 48 hours. During a discussion period, members are permitted to submit questions to the President or Chair.
4. Voting Period. After the closure of the discussion period, any vote or inquiry held by electronic mail shall have a voting period of at least 24 hours and no longer than 48 hours.
5. Motion for In-Person or Virtual Meeting. At any point prior to the voting period, a member may make a motion to remove the discussion, vote, or inquiry from electronic mail to an in-person or virtual meeting. Such motion must be made to the entire Governing Body or committee and must receive a second. Upon receiving a second, the motion shall succeed.
6. Closure of Discussion or Voting Period. Upon the closure of the discussion or voting period, the President or Chair shall provide the Governing Body or committee with notice of its closure.
7. Failure to Participate is an Abstention. A member waives their right to cast their vote or make a motion if the member fails to participate. An abstention is entered on record for such members.
8. Entry Into Record. Any meeting or vote held pursuant to this Bylaw shall be entered into the WSBA records by attaching such records to the WSBA's Minutes.

### 3.10. Meeting Minutes

The meeting minutes of this organization shall be publicly accessible upon request and posted on the WSBA website. At a minimum, the organization's meeting minutes shall contain the date and time of the meeting; the names of the participants; whether the meeting was regularly scheduled or special meeting call by the President; the agenda items or topics discussed; key discussion points on items or topics; decisions, votes, or motions made by participants, the scheduled date and time of the next meeting, and any documents or committee reports attached as supplements, addenda, or appendices.