

THE UNIVERSITY OF SOUTHWESTERN LOUISIANA

Section 7: Student Government Association Secretary

A. Duties

1. Shall take the minutes of every meeting.
2. Shall provide minutes via email one week after the meeting.

ARTICLE 2: Meetings

Section 1:

All meetings of the Council are closed except when a two-thirds (2/3) vote of the Council deems it necessary to go into a public session. Guests are allowed admittance with a two-thirds (2/3) vote of the Council.

Section 2:

Meeting times shall be determined at the beginning of each semester. Meetings are to be held at least once a month.

Section 3: Quorum

A quorum of the Council shall consist of the fifty- percent plus one of those Council seats filled.

Section 4: Parliamentary Authority

All meetings of the STEP Council shall be conducted according to parliamentary laws as set forth by Robert's Rules of Order, Revised Edition, unless otherwise stipulated.

ARTICLE 3: Amending the By-laws

A two-thirds vote of the membership, including the Chair, shall be necessary to amend the By-laws of the STEP Council.