

**TITLE 7
OPEN MEETINGS POLICY**

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SECTION 1. OPEN MEETINGS - The Open Meetings Act policy is described herein, but does not relieve of any additional obligations provided for under the State Open Meetings Act:

1.1 It is the policy of the SGA to conduct meetings open to all to facilitate the understanding of SGA, its internal workings and order, as well as its processes. For these reasons, college councils shall also strive to conduct meetings in accordance to the Open Meetings Act. As a result, this Act is to ensure that meetings are closed only in the most extremely limited circumstances. Be there any doubt of whether the meeting should be open or closed, the meeting will remain open.

SECTION 2. DEFINITIONS - are herein defined and specified:

2.1 Meeting - means the conducting of business by any SGA-affiliated group, organization, committee, or board of Senate by a majority of its members being personally together.

2.2 SGA Personnel - means any person, student, or non-student, who performs any duty, job, or task under the auspices of the SGA.

2.3 Continued or Reconvened Meeting - means a meeting that is assembled for the purpose of finishing business appearing on an agenda of a previous meeting. For the purpose of this Act, only matters on the agenda of the previous meeting at which the announcement of the continuation is made may be discussed at a continued or reconvened meeting.

2.4 Emergency Meeting - any meeting that is necessary to be called to resolve a matter that demands immediate determination. A delay in such cases would cause irreparable harm to the SGA, a person or person's reputation, or would otherwise render the matter moot. In the aforementioned situation, an emergency meeting is acceptable only if an official agenda is posted in public as soon as possible before the meeting. The agenda must state explicitly that the meeting is an Emergency Meeting. The grounds and reasons for holding the Emergency meeting must be explicitly stated at some point during the meeting, and must be recorded either the meeting agenda or in the meeting minutes.

2.5 SGA Affiliated Group - any recognized student group receiving funds from activity fees collected from the students, performing a support function to SGA, and the SGA itself.

SECTION 3. SCOPE OF POLICY - All meetings of the Senate, all committees of the Senate, the Supreme Court, the Election Agency, and similar committees or programs hereafter established are subject to the Student Open Meetings Law.

SECTION 4. NOTICE REQUIREMENTS -

4.1. "24 HOURS" RULE - Notice of any meeting, with the exception of emergency meetings or reconvened meetings, is to be filed with the SGA Assistant 24 hours (excluding weekends and holidays) prior to the set or scheduled meeting.

4.1.1. All agendas and minutes of the SGA Senate shall be posted to the SGA website. All agendas must be posted twenty-four hours before Senate convenes, and minutes must be posted following the final edit made by the SGA Assistant. [See 74 O.S. § 3106.2 (A)]

- 4.1.2. Notices shall be given to the County Clerk of all regularly scheduled meetings of the SGA Senate. [See 25 O.S. § 311 (A)(6)]
- 4.1.3. The Senate Speaker shall give notice in writing of the meeting dates, times, and places for the following calendar year by December 15 of the current year. [See 25 O.S. § 311 (A)(1)]
- 4.2 AGENDA POSTING - The agenda of such meetings, with the exception of the standing committees, must also be submitted to those entities that have submitted a written request within the preceding year. This agenda must be sent no later than 24 hours prior to the meeting. In addition, the agenda of any regular meeting must be posted inside the SGA office no later than 24 hours prior to the meeting. Any Special meeting shall require public notice no later than 48 hours prior to the meeting. Agendas of emergency meetings shall be posted as soon as possible.

SECTION 5. CIRCUMVENTION OF OPEN MEETINGS -

- 5.1 No informal gathering of the group by telephone or any other device can be called or used to circumvent this act.
- 5.2 Any gathering involving one-half of the membership of any SGA-affiliated group in which a formal vote or decision is made shall immediately trigger the Open Meetings requirements.
- 5.3 Meetings that did not follow the Open Meetings rules regarding 24-hour notice and public posting of agendas may not be declared “Emergency Meetings” after they have taken place.

SECTION 6. RECORDING VOTES - On any vote on any motion other than an incidental or privileged motion, of any of the groups specified herein, the vote must be publicly cast individually recorded and permanently made available.

SECTION 7. EXCEPTIONS - Meetings may be held in closed session only for the following exceptions:

- 7.1 Executive sessions of the executive branch where policy matters are to be discussed and no formal action or vote is to be taken.
- 7.2 Supreme Court deliberations solely between the justices on a case or matter at bar.
- 7.3 Meetings between SGA officials and the SGA Attorney General in which legal questions and/or legal strategies are being discussed and no formal action or vote is to be taken.
- 7.4 Election Agency determination of a special campaign tactic that needs to remain secret for strategic purposes of a candidate or party. The determination may remain open at the request of the candidate or party. Following the occurrence of such tactic, all information on the proceedings must be made available including how the EA voted, its written decision, and any other information that may have been accrued.
- 7.5 A motion approved by a simple majority of those present in the Senate to go into closed session to discuss the discipline, hiring, demotion, firing, or promotion of SGA personnel who are employed, works or performs any task or duty under either the authority or auspices of the SGA. The closed session must be limited to the discussion of that matter only. Stipends shall be included in this category. No votes may be taken in the closed meeting. Changes made that result in the hiring, firing, promotion, demotion, or discipline of an individual must be made public. A trial resulting from impeachment articles must be held in open session.

SECTION 8. PENALTIES FOR VIOLATION OF OPEN MEETING ACT - Any meeting violating such rules and any action taken as a consequence, are to be ruled void upon Supreme Court determination as such.

- 8.1 First offense of the Act upon conviction by the SGA Supreme Court may subject each member to a written reprimand by the Supreme Court and/or up to a \$25 fine per member.
- 8.2 Second or more offenses may result in a penalty or fine from \$25 to \$50 per member per offense.
- 8.3 Failure to pay the fine within 2 weeks after the fine is levied is automatically grounds for removal of the individual(s) by the Supreme Court or impeachment by the Senate.

