

University of Oklahoma
Environmental Concerns Committee
Bylaws

Article I – Name

The name of this organization shall be the Environmental Concerns Committee (ECC).

Article II – Purpose

The ECC shall be a public awareness organization. Its primary functions shall be to:

- A. Advise the President of the University concerning environmental and sustainability issues.
- B. Promote awareness and implementation of all facets of environmental well-being, safety, and sustainability.

Article III – Membership

To facilitate the practical execution of the ECC's deliberations and endeavors its membership comprises two groups.

The first group is made up of nine voting members: three faculty, three staff, and three students.

- Two faculty members are appointed by the Faculty Senate; one is appointed by the President of the University. Each faculty member serves for three years; the terms are staggered.
- Two staff members are appointed by the Staff Senate; one is appointed by the President of the University. Each staff member serves for two years; the terms are staggered.
- Two student members are appointed by the University of Oklahoma Student Association (UOSA); one is appointed by the President of the University. Each student member serves for one year; terms are staggered.

Members who do not attend three consecutive meetings can be removed by a simple majority vote of all voting members.

Members of the second group serve ex-officio and do not vote. This group is made up of representatives from the following University departments: Administration & Finance, Facilities Management, Environmental Health and Safety, Architecture and Engineering Services, Housing & Food, Parking & Transportation, and any other campus department or organization the representation of which is deemed necessary or appropriate for the ECC's purpose and functions. The makeup of this group can be modified by a 2/3 majority of all voting members.

The ECC shall not discriminate with regard to creed, gender, race/ethnicity, religion, or sexual orientation. No membership dues shall be required.

Article IV – Officers and Elections

Any voting member of the ECC is eligible to serve as an officer. Officers and their respective duties shall be as follows:

- A. Chair – calls and presides over meetings.
- B. Chair-Elect – serves as the Chair in his/her absence.
- C. Secretary/Treasurer – maintains membership data, takes minutes of ECC meetings and timely distributes them.

Officers shall be elected to one-year terms. Officers can be removed by a vote of a majority of all voting members. Petitions to remove an officer shall be submitted to either the Chair or the Chair-Elect and shall contain the reason for the request and any supporting information.

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Elections for officers will be held at the first meeting of the Fall semester and shall be conducted by secret ballot. Officer positions are filled by simple majority of the voting members present. Candidates for officer positions may nominate themselves or be nominated by another member at the elections meeting.

Article V – Meetings

Meetings shall be held times and places convenient for the members. At least five meetings should be held each academic year. Any member may submit a request to the Chair or Chair-Elect to call a special meeting, which may be held only upon the approval of the Executive Council.

The standard agenda for a meeting shall be:

- Meetings call by the Chair
- Approval of minutes of previous meetings
- Discussion Items
- Action Items
- Tabled Items
- New Business/Agenda Additions
- Informational Items
- Adjournment by Chair

Fifty percent of the voting membership shall constitute a quorum. For purposes of voting, one more than half of the quorum shall constitute a majority. The Secretary/Treasurer shall keep the minutes of each meeting as set forth in Article IV.

Article VI – Administration

The officers (see Article IV) of the ECC shall constitute the Executive Council. The Executive Council is entrusted with administrative authority and responsibilities. Meetings of the Executive Council shall be at the call of the Chair.

Article VII – Subcommittees

In addition to the Executive Council, other subcommittees (e.g., outreach, research, energy conservation) may be formed and/or dissolved at the direction of the Chair or Chair-Elect.

Article VIII – Parliamentary Authority

In all cases not clarified by these Bylaws, Roberts Rules of Order (Manual of Parliamentary Procedure) shall govern.

Article IX - Amendments

The procedure for amendments to the Bylaws shall be as follows:

- A. An officer shall provide written notification to all members of any proposed amendment. Such notice shall be provided in advance of any action to be taken.
- B. Proposed changes will then be read at a duly convened meeting (regular or special) of the ECC.
- C. A majority vote of all voting members is required for an amendment to be adopted.