Chapter 1. Assembly Bylaws

Item 1. Purpose

A. The Assembly of Student Government Board shall gather and exchange information, author statements and resolutions, and review bills and resolutions on behalf of the student body and student organizations of the University of Pittsburgh, Pittsburgh Campus.

Item 2. Functions

A. The Assembly of Student Government Board shall function as the lower legislative body of Student Government Board and shall advise and communicate with the Board on matters of importance to students at Pitt.

B. The Assembly shall have the ability to:

1. Draft statements on behalf of the Assembly.
2. Draft resolutions on behalf of students.
   a. These would require final approval from the Board by a simple majority vote.
3. Review any Bill and share a statement.
4. Review any document produced by any body within SGB, and share a statement with the respective body.

C. In a timely manner, the Assembly must review all BBs and may review any other Bill types.

Article 2. Composition

Section 1. Delegates

Item 1. Membership

A. The Assembly will be composed of the following:

1. Two (2) Delegates from each grade, and one (1) Delegate from fifth-year and beyond
   i. All must be non-CGS undergrads
   b. First-year
   c. Second-year
   d. Third-year
   e. Fourth-year
f. Fifth-year and beyond

2. One (1) Delegate from each governance group
   a. Academically-based:
      i. Engineering Student Council
      ii. Nursing Student Association
   b. Co-curricular:
      i. Asian Students Alliance
      ii. Black Action Society
      iii. Inter-Fraternity Council
      iv. National Pan-Hellenic Council
      v. Panhellenic Conference
      vi. Resident Student Association

B. Delegates shall be selected as follows:

1. The first-year Delegates shall be members of First Year Council elected within their body by majority vote.
2. Delegates from second-year and above shall be elected at regular SGB Elections by the students in their respective year.
3. Delegates for Governance Groups shall be anyone in a 'formal leadership role' from each organization, though it is requested that the organization’s President be the Delegate whenever possible.

C. Delegates are not considered “SGB members” and are responsible only to their represented constituency.

Item 2. Vacancies

A. To fill a vacancy:
   ● Grade representative: an appointment process by SGB will occur, led by the Vice President for Governance.
   ● Governance Group: another student in a ‘formal leadership role’ will take their place, chosen by that organization.

Item 3. Duties and Responsibilities

A. Delegates shall provide advice to the Board when requested, and may bring any topic to the attention of the Board.
B. As non-“SGB members” within an SGB body, Delegates are only bound by Title 6 of the governing code within their role as members of the Assembly.
C. Delegates shall attend all Public Meetings.
a. In the event the delegate cannot make the meeting, they shall notify the Vice President for Governance as soon as possible and send another member in a 'formal leadership role.'

D. Delegates shall attend all Assembly meetings.
   a. In the event the delegate cannot make the meeting, they shall notify the Vice President for Governance as soon as possible and send another member in a 'formal leadership role.'

Item 4. Speaker Pro Tempore

A. The Speaker Pro Tempore shall be selected from the Delegates of the Assembly by a simple majority vote of the Assembly and shall act as the official representative to the Board.

B. The Speaker Pro Tempore shall
   1. Carry out the roles and responsibilities of the Speaker in their absence.
   2. Attend Public Meeting and be responsible for the following:
      a. Giving an official student leader report during Public Meeting
      b. Sharing any comments, concerns, sentiments, or similar of the Assembly with the Board and the public.

Section 2. Ex Officio Member

Item 1. Speaker

A. The Vice President for Governance shall be an ex officio member and Speaker of the Assembly.
   a. As Speaker of the Assembly, the Vice President for Governance may only vote in the event of a tie.

B. The Speaker will be responsible for calling and conducting meetings of the Assembly.

C. The Vice President for Governance may call on any Delegate to perform the duties of the Speaker.
   a. The Vice President for Governance may reclaim the role of the Speaker of the Assembly at any time.

Item 2. President

A. The Student Government Board President shall be an ex officio member and is allowed to attend any meeting of the Assembly.

Chapter 2. Meetings and Procedures

Article 1. Meetings
**Item 1. Regular Meetings**

A. The Assembly shall meet on a regular basis, as determined by a simple majority vote at the first meeting of the term.

   1. This may be modified at any time by the Speaker or by a majority vote of Assembly Delegates.

B. At the discretion of the Speaker, meetings shall be open to public viewing only but not public comment.

**Item 2. Special Meetings**

A. A special meeting shall be any meeting of the Assembly other than the regularly scheduled meetings.

B. Special meetings shall not be subject to the constraints or structure of a Regular Meeting.

C. Special meetings shall be convened:
   a. At the discretion of the Speaker.
   b. Upon the request by at least one-half (½) of the Assembly.

**Item 3. Quorum**

A. Quorum shall consist of two-thirds (⅔) of the total number of delegates.

Section 2. Procedure

**Item 1. Meeting Procedure**

A. Unless extenuating circumstances apply, the Speaker shall provide an agenda, including all discussion items, for each Assembly meeting to each delegate at least 36 hours before the meeting.

B. Unless otherwise specified by the Speaker or at least one-half (½) of the Assembly, the agenda and order of business shall be as follows:

   1. Call to Order
   2. Attendance
   3. Speaker’s Report
   4. Speaker Pro Tempore’s Report
   5. Delegate Reports
   6. New Business
      a. Goal updates and discussion
b. Resolution drafting

c. Bill drafting

d. Legislation review
   i. BB
   ii. Other

e. Other relevant dialogue

7. Upcoming Business

8. Speaker's Remarks

9. Adjournment