



— OHIO UNIVERSITY —
GRADUATE STUDENT SENATE

RULES AND PROCEDURES

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Chapter 1

General Rules and Procedures

1.01 Definitions

1.02 Amendments to the Constitution

1.03 Suspension of the Rules and Procedures

1.04 Rules of Order

1.01 Definitions

- (a) Graduate Student Senate shall also be called GSS.
- (b) The term “voting members” refers to the Executive Officers, Senators, Commissioners, and Department Representatives.
- (c) This document, Rules and Procedures of Graduate Student Senate, shall also be referred to as the R&P.

1.02 Amendments to the Constitution

- (a) Amendments to the Constitution must follow Article X Section A of the Constitution.
- (b) Graduate Student Senate shall examine and reaffirm this Constitution every five years, beginning in the 2005-2006 academic year.
- (c) Amendments to the Constitution shall be initiated by the GSS or by petition of at least one hundred Athens-campus Ohio University graduate students.
- (d) Proposed amendments shall be presented via resolution and posted for public review at least four days prior to the meeting at which they are to be considered.
- (e) Proposed amendments shall be adopted by a concurrence of two-thirds of the total voting membership of the GSS.

1.03 Suspension of the Rules and Procedures

- (a) With the approval of the voting members, the Senate may suspend a portion of the Rules and Procedures for a period lasting not more than one full academic term. A proposal to suspend a portion of the Rules and Procedures shall be presented in writing to the Chair of the Rules and Procedures Committee. With the assent of a majority of the committee, a resolution to adopt the proposal shall be presented at a general body meeting for

consideration. The resolution shall be considered adopted with the consent of two-thirds of voting members.

(b) For suspension of any part of the R&P for a single meeting, a call may be made by anybody member and seconded to call for a roll call vote for a suspension for part of the R&P to last for the duration of a single general body meeting.

(c) If the rules are suspended for 9.02, then 9.05 (a) and (e) will automatically be suspended for the same duration of time.

1.04 Rules of Order

(a) Meetings of the GSS shall be conducted with reference to the most recent edition of Robert's Rules of Order Newly Revised as interpreted by the presiding officer and consistent with the GSS Constitution and R&P.

(b) A basic guide to Robert's Rules is located at the end of this document under Appendix A.

(c) Upon concurrence of two-thirds of voting members, voting during the second meeting of the academic year, Senate shall designate a parliamentary guide other than the most current Robert's Rules of Order.

(d) An agenda shall be created and distributed for each meeting by whoever presides over the meeting the agenda addresses.

Chapter 2

Executives

2.01 Definitions

2.02 Executives (in General)

2.03 Duties of the President

2.04 Duties of the Vice President for Legislative Affairs

2.05 Duties of the Vice President for Finance

2.06 Duties of the Vice President for Communication

2.07 Executive Council

2.08 Executive Staff

2.09 Vacancy of the Presidency

2.10 Vacancy of a Vice President

2.01 Definitions

- (a) Executive Officers of the GSS shall refer to the elected positions of President, Vice President for Legislative Affairs, Vice President for Finance, and Vice President for Communications.
- (b) The Executive Council shall consist of all Executive Officers.
- (c) The Vice President for Legislative Affairs shall also be referred to as VPLA.
- (d) The Vice President for Finance shall also be referred to as VPF.
- (e) The Vice President for Communication shall also be referred to as VPC.
- (f) The Presiding Officer is the President, except when the President is absent from the meeting or when there is a conflict of interest, such as when they are the primary sponsor of a resolution currently under consideration.

2.02 Executives (in General)

- (a) The Executive Council shall hold the executive powers and responsibilities of the GSS.
- (b) Minimum eligibility for Executive Officers shall be determined by Article IV of the Constitution.
- (c) No Executive Officer may simultaneously hold Senator, Commissioner, or Department Representative positions in the GSS body.

- (d) Executive Officers, excluding the President, may serve as Chairs of special and standing committees as needed.
- (e) All Executive Officers shall attend all meetings of the general body.
- (f) Executives shall serve for a period of no more than one academic year beginning and ending at the last regular meeting of the GSS in the spring semester unless elected to another term.
- (g) All executives must hold at least four office hours per week.
- (h) Executive Officers shall hold mandatory trainings for all new and returning members of Graduate Student Senate when such need arises.

2.03 Duties of the President

- (a) Oversee the effective and efficient functioning of the GSS as well as the enforcement of the GSS Constitution and Rules and Procedures.
- (b) Serve as the official spokesperson of the GSS.
- (c) Preside over general meetings of the GSS.
- (d) Carry out and report on all presidential actions in accordance with the Constitution and R&P and as directed by GSS resolutions.
- (e) Establish and dissolve special committees in accordance with the Constitution and R&P.
- (f) Oversee the appointment of GSS representatives to appropriate university standing committees.
- (g) Serve on the following university committees: Committee on Committees, Graduate Council, Budget Planning Council, Facilities Planning Advisory Council, and other committees as deemed appropriate by the Executive Council.
- (h) Attend meetings of the Ohio University Board of Trustees in person or online and attend other meetings pertinent to graduate life at Ohio University.
- (i) Serve as a non-voting member on all award recognition and research grant funding committees.
- (j) Record and distribute resolutions and agendas of each GSS general meeting and make these records available to the public.

- (k) Make all necessary arrangements and reservations for general meetings and announce the times, locations, and agendas of meetings to all members of the GSS.
- (l) Maintain records of all email, paper, or any other correspondence pertaining to GSS.
- (m) Perform additional duties consistent with the office of the President as directed by the Executive Council and the GSS body.
- (n) Propose candidates for all GSS standing and special committee Chairs.
- (o) Keep a record of the VPLA's attendance at general body and Executive Council meetings and administer the GSS attendance policy in regards to the VPLA's attendance.
- (p) Cover the duties of any Vice President if there is a vacancy.

2.04 Duties of the Vice President for Legislative Affairs

- (a) Coordinate and preside over all Executive Council meetings as a non-voting member.
- (b) Oversee activities of the body as directed by the Executive Council, including but not limited to coordination of Senator, Department Representative, and Commissioner recruitment, training of all Senators, Department Representatives, and Commissioners in collaboration with the Vice President for Communications, and overseeing the filling of vacancies.
- (c) Coordinate and oversee GSS standing and special committee activities.
- (d) Ensure that all members of GSS are informed of the GSS Constitution and R&P.
- (e) Keep a record of attendance at general meetings, administer the GSS attendance policy, and conduct roll call votes.
- (f) Keep track of office hours held by all Senate members.
- (g) Perform additional duties consistent with the office of VPLA as directed by the Executive Council and the GSS body.

2.05 Duties of the Vice President for Finance

- (a) Oversee all financial matters of the GSS and provide reports at all GSS Executive Council and General Meetings.
- (b) Coordinate, with the Budget Manager of the Graduate College, the drafting and submission of a yearly budget.

- (c) Solicit funds from the Student Activities Commission (SAC) of the Student Senate and/or other sources when needed for the operation of the GSS.
- (d) Perform additional duties consistent with the office of VPF as directed by the Executive Council and the GSS body.
- (e) The VPF shall provide the current budget balance as part of their report at every general body meeting. The VPF must state, “The remaining balance of our budget is (the remaining amount) and that number is true and accurate to the best of my knowledge.”

2.06 Duties of the Vice President for Communication

- (a) Oversee the coordination of all official communications of the GSS including but not limited to printed and electronic media and maintenance of the GSS website.
- (b) Ensure that university offices and related organizations have updated GSS contact information.
- (c) Annually compile a list of all graduate student organizations and maintain regular communication with those organizations.
- (d) Record and distribute minutes for general body meetings.
- (e) Organize a regular program of social events designed to bring graduate students together and highlight GSS programs, policy initiatives, and other matters that may be of interest to the wider community.
- (f) Work to foster a sense of graduate community by increasing the profile and relevance of GSS to the graduate student body through social programming.
- (g) Perform additional duties consistent with the office of VPC as directed by the Executive Council and the GSS body.

2.07 Executive Council

- (a) The Executive Council shall be chaired by the Vice President for Legislative Affairs as a nonvoting member.
- (b) The Executive Council shall:
 - (i) Notify the graduate student body of vacant positions within ten days of vacancy.
 - (ii) Evaluate and endorse applications for vacant positions of College Senators, Commissioners, standing committee Chairs, and Department Representatives.
 - (iii) Sponsor resolutions to ratify membership positions in the GSS body.

- (iv) Create staff positions necessary to aid in the operation and administration of GSS.
- (v) Assist the President in formation and dissolution of special committees.
- (vi) Appoint GSS members to various GSS and/or Ohio University committees.
- (vii) Determine the dates, times, and locations of general meetings of the GSS body for each semester at least one calendar month prior to the beginning of each semester.
- (viii) Evaluate, either directly or through a special committee, accusations of misconduct by GSS members and recommend sanction(s) where appropriate.

2.08 Executive Staff

- (a) Executive Staff shall refer to the positions created and appointed by the Executive Council as needed to aid in the operation and administration of the GSS.

2.09 Vacancy of the Presidency

- (a) If there is a vacancy in the office of President, the order of succession shall be: Vice President for Legislative Affairs, Vice President for Finance, Vice President for Communications.
- (b) If no Vice President is able or willing to fill the vacancy, the Vice President of Legislative Affairs of the GSS shall conduct an election to select a Senator, Commissioner, or Department Representative by a plurality of ballots cast by the general body of the GSS. The elected member will be inducted and immediately assume the responsibilities of the office of President.
- (c) If no Senator, Commissioner, or Department Representative is able or willing to fill the vacancy, an appointed member of the GSS shall send official notification to the entire graduate student population within ten days of the vacancy and seek appropriate candidates in accordance with Article IV of the Constitution.
- (d) Candidates for the vacant position shall be selected in accordance with Article IV Section A of the Constitution and shall immediately assume the responsibilities of the respective office.

2.10 Vacancy of a Vice President

- (a) If there is a vacancy in any office(s) of Vice President, a voting member shall be elected by a plurality of ballots cast by the general body of the GSS to fill each Vice President position and shall immediately assume the responsibilities of the respective office of Vice President.
- (b) If no voting member is able or willing to fill the vacancy, the Executive Council shall send official notification to the entire graduate student population within ten days of the vacancy and seek appropriate candidates.

(c) A candidate shall then be elected by a plurality of ballots cast by the general body of the GSS and shall immediately assume the responsibilities of the respective office of Vice President.

(d) If an official vacancy of a Vice President occurs prior to the first meeting of the academic school year, the person who received the second most votes for that position in the election shall receive the duties. If no person from the election cycle can fill the role, then refer to rule 2.10(a).

Chapter 3

Senators

3.01 Definitions

3.02 Term Length

3.03 General Duties

3.04 Vacancies

3.01 Definitions

- (a) There shall be one elected Senator position (referred to as “Senator for...”) for each college.
- (b) Colleges shall refer to any Graduate Degree Granting Responsibility Center as recognized by the Responsibility Center Management (RCM) funding model.

3.02 Term Length

- (a) Senators shall serve for no more than one academic year depending on their interest on GSS and their commitment to work on the GSS on a renewable basis either through a college-wide election process, recommendation by the college dean or a concurrence of votes at a GSS General Body Meeting.
- (b) Heritage College of Osteopathic Medicine holds a special selection process to select their College Senator. Therefore, the GSS will respect their selection and term length without the need to elect or provide a resolution to elect the Senator.

3.03 General Duties

- (a) Ensure open and timely communication of interests, concerns, and needs of their constituents with the GSS and among their fellow Senators, Commissioners, and Department Representatives.
- (b) Act in accordance with the Constitution and R&P.
- (c) Attend all general meetings of the GSS in person or by appropriate proxy.
- (d) Attend all committee meetings to which they have been assigned.
- (e) Coordinate communications among their departments.

- (f) Serve on at least two GSS committees or Ohio University standing committees as determined by the Executive Council.
- (g) No Senator shall have more than one vote for any reason.
- (h) Hold at least three office hours per week.
- (i) Keep OrgSync updated.
- (j) Attend all trainings as mandated by the Executive Council.

3.04 Vacancies

- (a) College Senator positions left vacant after the election shall be available beginning the day after the last meeting of spring semester.
- (b) College Deans shall be contacted by the VPLA in the event of a vacancy.
- (c) Applications for vacant College Senator positions shall be submitted to the VPLA and evaluated and endorsed by the Executive Council.
- (d) Individuals seeking candidacy for Senator positions must be enrolled in a graduate degree granting program offered by a department from within the college for which they are candidates.
- (e) Minimum eligibility shall be determined by Article IV of the Constitution.
- (f) After a decision to endorse candidacy of an applicant for a College Senator position, an Executive Officer shall submit via resolution the candidate for position of College Senator. Upon concurrence of a majority of voting members present, the candidate shall be confirmed as College Senator for their respective college.

Chapter 4

Commissioners

4.01 Definitions

4.02 Appointment

4.03 Term Length

4.04 General Duties

4.01 Definitions

(a) There shall be appointed members (referred to as "Commissioners for...") to advocate for issues deemed necessary by graduate students. Commissioners shall put together events and/or initiatives in support of the identified issue, serve on a specific committee, and/or do further research to effectively advocate for a specific issue.

4.02 Appointment

- (a) Commissioner positions shall be available beginning the day after the last general body meeting of spring semester.
- (b) Applications for Commissioner positions shall be submitted to the VPLA and evaluated by the Executive Council. The Executive Council shall be the sole entity to appoint Commissioners to their respected positions.
- (c) Minimum eligibility shall be determined by Article IV of the Constitution.

4.03 Term Length

(a) Commissioners shall serve for more than one academic year depending on their interested in continuing service on GSS, if in good standing, and if the work of the Commission to which they are appointed is relevant for a continuing term appointment. The terms are renewable with a concurrence of votes in the Executive Council, or concurrence of votes in Executive Council and the Senators, or a concurrence of votes in Executive Council and the Senators, or a concurrence of votes at a GSS General Body Meeting.

4.04 General Duties

(a) Ensure open and timely communication of interests, concerns, and needs of their constituents with the GSS and among their fellow Senators, Commissioners, and Department Representatives.

- (b) Act in accordance with the Constitution and R&P.
- (c) Attend all general meetings of the GSS in person or by appropriate proxy.
- (d) Attend all committee meetings to which they have been assigned.
- (e) Serve on at least two GSS committees or Ohio University standing committees as determined by the Executive Council.
- (f) No Commissioner shall have more than one vote for any reason.
- (g) Hold at least three office hours per week.
- (h) Keep an OrgSync updated.
- (i) All commissions shall host at least one event or program in the name of the commission per semester
- (j) Commissioners are encouraged to make contact and collaborate with campus and community offices and departments relevant to their positions.
- (k) Attend all trainings as mandated by the Executive Council.

Chapter 5

Department Representatives

5.01 Definitions

5.02 Appointment

5.03 Term Length

5.04 General Duties

5.01 Definitions

(a) There shall be one position (referred to as “Representative for...”) for each graduate degree granting department.

5.02 Appointment

(a) Positions shall be available for the next year’s senate beginning the day after the last general body meeting of the spring semester and are not elected positions.

(b) Applications for Department Representative positions shall be submitted to the VPLA and evaluated and endorsed by the Executive Council.

(c) Individuals seeking candidacy for Department Representative positions shall be enrolled in a graduate degree granting program offered by the department for which they are a candidate.

(d) Minimum eligibility shall be determined by Article IV of the Constitution.

(e) After the endorsement of an applicant for a Department Representative position, a member of the Executive Council shall submit via resolution the candidate for position of Department Representative. Upon concurrence of a majority of voting members present, the candidate shall be confirmed as Department Representative.

5.03 Term Length

(a) Department Representatives shall serve on GSS beyond one academic year depending on their interest in continuing their service on GSS and if in good standing on a renewable basis either through a department-wide election process, or a recommendation of department chair or graduate chair in their respective department, or a concurrence of votes at a GSS General Body Meeting.

(b) Certain departments follow a different selection process and term length. The GSS will respect this process. Those departments will tell the GSS who their representative will be and their term limit. Therefore, there will be no need to review applications for the position.

5.04 General Duties

(a) Ensure open and timely communication of interests, concerns, and needs of their constituents with the GSS and among their fellow Senators, Commissioners, and Department Representatives.

(b) Act in accordance with the Constitution and R&P.

(c) Attend all general meetings of the GSS in person or by appropriate proxy.

(d) Attend all committee meetings to which they have been assigned.

(e) Serve on at least one GSS committee or Ohio University standing committee as determined by the Executive Council.

(f) No Department Representative shall have more than one vote for any reason.

(g) Hold at least two office hours per week.

(h) Attend all trainings as mandated by the Executive Council.

Chapter 6

Advisor

6.01 Definitions

6.02 Eligibility

6.03 General Duties

6.01 Definitions

(a) The GSS shall have an Advisor as stated by the Constitution.

6.02 Eligibility

(a) The Advisor to the GSS shall be the Dean of the Graduate College.

6.03 General Duties

(a) The GSS Advisor shall:

- (i) Assume a responsible position in the eyes of Ohio University and the local, state, and federal legal system.
- (ii) Provide final approval for all financial transactions.
- (iii) Serve as a co-signer for financial obligations, which are assumed by the GSS as required by agencies outside of Ohio University.
- (iv) Sign legal instruments in financial transactions as the duly authorized representative of the organization, as necessary.

Chapter 7

External Committees

7.01 Definitions

7.02 Appointments

7.03 Reports

7.01 Definitions

- (a) External committees shall be any official university committee not created by the GSS but of which a graduate student is a member.
- (b) Non-GSS members may sit on external committees as long as a report is submitted to the GSS President updating them on the committee's activities.
- (c) External committees may include but are not limited to university presidential committees, student affairs committees, and Graduate College committees.

7.02 Appointments

- (a) All nominations and appointments to external committees shall be executed by the GSS President.

7.03 Reports

- (a) Any documents attained at an external committee shall be uploaded to OrgSync for general GSS information.
- (b) Each committee member must submit a final report of the committee's actions at the end of each semester.

Chapter 8

Internal Committees

8.01 Definitions

8.02 Selection of Internal Committee Members

8.03 Committee on Rules and Procedures

8.04 Committee on Budget Requests

8.05 Committee on Conduct and Discipline

8.06 Committee for the Outstanding Graduate Faculty Award (OFA Committee)

8.07 Senator Emeritus Committee

8.01 Definitions

(a) Internal committees shall refer to the following official GSS committees:

- (i) Committee on Rules and Procedures
- (ii) Committee on Budget Requests
- (iii) Committee on Conduct and Discipline
- (iv) Committee for the Outstanding Graduate Faculty Award (OFA Committee) (v) Senator Emeritus Committee

8.02 Selection of Internal Committee Members

- (a) Members are appointed by the Executive Council.
- (b) The number of committee members of each internal committee shall be set by the executives.

8.03 Committee on Rules and Procedures

- (a) The committee shall be chaired by the VPLA.
- (b) The Chair shall not have a vote unless a tie needs to be broken.
- (c) The committee shall enforce the regulations set forth in Chapter 16.
- (d) The committee shall keep an updated Rules and Procedures Binder in the GSS office at all times.
- (e) The committee shall interpret all Rules and Procedures of GSS.

8.04 Committee on Budget Requests

- (a) The committee shall be chaired by the VPF.
- (b) The Chair shall not have a vote unless a tie needs to be broken.
- (c) The committee shall enforce the regulations set forth in Chapter 11.

8.05 Committee on Conduct and Discipline

- (a) The committee shall be chaired by the VPLA.
- (b) The Chair shall not have a vote unless a tie needs to be broken.
- (c) The committee shall enforce the regulations set forth in Chapter 12.

8.06 Committee for the Outstanding Graduate Faculty Award (OFA Committee)

- (a) The committee shall be chaired by a graduating member of GSS.
- (b) The Chair shall not have a vote unless a tie needs to be broken.
- (c) The Chair and committee shall be selected by the Executive Council no later than the second week of the spring semester.
- (d) The committee shall create, review, and finalize an application for candidates for the Outstanding Graduate Faculty Award. The committee shall use the application from previous years for guidance.
- (e) The committee shall make the application available to the public no later than week four of spring semester.
- (f) The application shall be due no later than week seven, and a decision by the committee shall be made and reported to the Graduate College no later than week eight.
- (g) The committee members shall not submit an application.

8.07 Senator Emeritus Committee

- (a) A committee shall be selected in the first week of spring semester by the Executive Council. The committee shall have a Chair and four additional members. All committee members must be current GSS members and not graduating that same spring semester.
- (b) The committee shall have the authority to make recommendations for the Senator Emeritus and Graduating Senator awards.

- (c) The committee shall have the authority to determine the number of award recipients.
- (d) The committee shall issue applications for the awards during the sixth week of spring semester.
- (e) Applications are due no later than week ten of spring semester.
- (f) The committee shall use the time period between week ten and the Friday before the last meeting to analyze and create the resolutions for the awards.

Chapter 9

Meetings

- 9.01 Definitions**
 - 9.02 Frequency**
 - 9.03 Notification**
 - 9.04 Rights of Persons Attending**
 - 9.05 Attendance**
 - 9.06 Proxies**
 - 9.07 Quorum**
 - 9.08 Agenda**
 - 9.09 Reports**
 - 9.10 Minutes**
 - 9.11 Legislation**
 - 9.12 Executive Session**
-

9.01 Definitions

- (a) A suitable proxy shall be any Ohio University student. Undergrads may serve as a proxy. Proxies cannot be another voting member. All proxies should have a note from the voting member stating their stance on issues on the agenda.
- (b) Excusable absences shall be determined by the VPLA. These include but are not limited to: class, a teaching assignment, etc. The President shall be responsible for determining whether the VPLA's absences are excusable.
- (c) An executive session shall be a closed session of the GSS where only voting members, the Advisor, or their proxies may be present.

9.02 Frequency

- (a) The date, time, and location of general meetings for each semester shall be determined by the Executive Council in accordance with the Constitution at least two weeks prior to the beginning of the semester with no less than six meetings per semester. Meetings will be kept under one and one half hours, unless a majority vote of the body requests an extension. One extension of fifteen minutes will be allowable upon an affirmative vote. Upon adjournment of the meeting, all unfinished business will be tabled for consideration at the next meeting.
- (b) Summer semester Executive Council meetings shall be held at the discretion of the Executive Council.

(c) Special meetings shall be convened at the discretion of the Executive Council or via petition of a majority of the total voting membership of the GSS.

9.03 Notification

(a) Notification of a meeting shall be distributed by the VPC via the GSS listserv at least four days prior to each general and special meeting.

9.04 Rights of Persons Attending

(a) All general and special meetings shall be open to the public except when a concurrence of two-thirds of voting members of the GSS in attendance vote to enter into executive session for the explicit purpose of discussing personnel matters or matters involving litigation or potential litigation. The Presiding Officer may allow selected individuals to remain present.

(b) Only voting Executive Officers, Senators, Commissioners, or Department Representatives or their respective proxies may address the GSS during consideration of legislation.

(c) The Presiding Officer shall recognize and allow non-voting individuals in attendance to speak during a designated time in the agenda, termed "Speak Out."

9.05 Attendance

(a) Attendance at scheduled general meetings is mandatory for all voting Executive Officers, Senators, Commissioners, and Department Representatives. Failure to answer during roll call shall be considered an absence for that meeting unless a suitable proxy has been secured or the absence has been approved prior to the meeting. To be accounted as present, members must stay in attendance until adjournment is called. Attendance at scheduled Executive Council meetings is mandatory for voting Executive Officers.

(b) Voting members shall send written notification, which may take the form of email, of their absence to the VPLA in advance and designate a suitable proxy in accordance with 9.06.

(c) If the VPLA must be absent, they shall send written notification, which may take the form of email, of their absence to the President in advance and designate a suitable proxy in accordance with 9.06.

(d) A senate member shall not be permitted to use a proxy more than three times a semester.

(e) No voting Executive Officer, Senator, Commissioner, or Department Representative shall have more than three unexcused absences per one-year of service from scheduled general

meetings, or, for Executive Officers, from either scheduled general meetings or scheduled Executive Council meetings. In the event of a fourth unexcused absence, said member shall be notified by the VPLA of their immediate dismissal from GSS and all internal duties. If the VPLA has a fourth unexcused absence, the President shall be responsible for notifying the VPLA of their immediate dismissal from GSS and all internal duties. No member dismissed in the course of an academic year due to unexcused absences may re-apply to body membership within the same academic year.

- i. Any absence not related to an approved university activity (Athletic events, class, teaching, etc.) Any absence related to illness that does not have an official medical note from a physician.
- ii. All other absences will be deemed excused or unexcused by the Executive Council.
- iii. If a member resigns, and is not removed from office, they will be allowed to re-apply to the body within the same year.

(e) The executive council shall reserve the right to call a second roll before adjournment.

9.06 Proxies

- (a) A voting Executive Officer, Senator, Commissioner, or Department Representative may designate an individual to serve as a proxy.
- (b) An individual serving as a proxy shall have the same rights and privileges afforded to the voting member during a general or special meeting of the GSS. All actions and statements made by the proxy are the responsibility of the voting member for whom the individual is serving as proxy.
- (c) Proxies must be in attendance at the general or special meeting to vote on behalf of the voting member. Voting by written proxy shall be prohibited.

9.07 Quorum

- (a) A quorum of the total voting membership of the GSS shall be in attendance at any general or special meeting in order to transact official business of the GSS.
- (b) Quorum shall be half of the voting Executive Officers, Commissioners, Senators, and Department Representatives, except for the first meeting of each academic year during which quorum shall be half of all elected members.
- (c) Quorum shall be determined by calling the roll at the beginning of each general or special meeting.

9.08 Agenda

- (a) The agenda for general and special meetings shall be proposed prior to the meeting by the President upon consultation with the Executive Council.
- (b) The agenda shall be posted no later than 5:00 p.m. the day before the Graduate Student Senate meeting.
- (c) Individuals wishing to have items placed on the agenda shall make such a request of the President prior to the meeting being called to order; items may be added to the agenda after the beginning of the meeting by a majority vote.
- (d) All meetings shall follow the same agenda format, except for the last meeting, which shall proceed according to 15.05 of the R&P.

9.09 Reports

- (a) Reports shall be presented during each general meeting by the Executive Officers or their respective proxies.
- (b) Advisors, College Senators, Commissioners, committee Chairs, and Department Representatives may, but are not required to, present reports during general meetings.
- (c) All reports shall be submitted to the VPC in writing no later than 5:00 p.m. the day following the report being given.

9.10 Minutes

- (a) An official record shall be kept of all proceedings during general and special meetings.
- (b) All minutes shall be adopted at the next general meeting upon concurrence of a majority of voting members in attendance.

9.11 Legislation

- (a) All proposed legislation and amendments shall be presented in the form of a resolution, which must have at least two sponsors.
- (b) Resolutions must be posted for public review at least twenty-four hours prior to the meeting at which they are to be considered, except as required in the case of Constitution and R&P amendments.

- (c) Resolutions may be proposed with less than twenty-four hours' notice. If this is the case, the membership has the choice to consider the legislation or to leave it on the table for the next general meeting.
- (d) Resolutions shall be adopted upon concurrence of a majority of voting members in attendance, except as required in the case of Constitution and R&P amendments.
- (e) The primary sponsor of any adopted resolution shall be required to submit the resolution, and a letter of explanation (if appropriate).

9.12 Executive Session

- (a) A call to move into executive session can be made by:
 - (i) Any Executive Council member calling for it prior to the meeting. The "call" shall be a verbal or written notification given to the other Executive Council members. The call shall contain the reason for the executive session and the point of the meeting at which it will take place.
 - (ii) A motion by a voting member and concurrence of two-thirds of the voting members in attendance.
- (b) The GSS must follow all state laws regarding executive sessions and shall consider itself a public body.
- (c) The body must announce reasoning to the public before moving into executive session.
- (d) Executive Council members are the sole members able to suspend the rules in executive session.
- (e) No member may speak to the specifics of what was said or who spoke during the session to anyone outside of the session.
- (f) Permissible discussion topics in executive session are limited as defined by Ohio Revised Code 121.22, which can be found on the website of the Ohio Legislature.

9.13 Electronic Voting on Time-Sensitive Resolutions

- (a) The Executive Council, upon a unanimous vote, reserves the right to draft a time-sensitive resolution and call for a vote from the general body at any time through a form of digital communication decided on at the beginning of each academic year by the Executive Council.
- (b) This procedure is only to be used in response to extemporaneous and extraordinary events and/or circumstances that directly impact the lives of graduate students with actions that would require approval from the general body.

- (c) Votes will be collected over a time frame of forty-eight hours.
- (d) In order to pass, a time-sensitive resolution must receive a concurrence of two-thirds of the entire voting membership.
- (e) If a time-sensitive resolution fails to pass, the Executive Council can place the resolution on the agenda of the next general body meeting. A vote on a time-sensitive resolution shall not replace a general body meeting.

Chapter 10

Resolutions

10.01 Definitions

10.02 Resolutions (in General)

10.03 Resolutions, Sponsors

10.04 Resolutions, Form

10.05 Resolutions, Adoption

10.06 Resolutions, Debate

10.07 Debate for First Readings Resolutions

10.08 Appointment Resolutions

10.01 Definitions

(a) Resolutions shall be one method of the Graduate Student Senate to communicate its message internally and externally.

10.02 Resolutions (in General)

(a) A resolution shall be placed on the agenda by posting it for public inspection no later than 5:00 p.m. the day preceding a Graduate Student Senate meeting for consideration at that meeting.

(b) No amendment to the resolution other than for grammatical or technical reasons shall be allowed after 5:00 p.m. the day preceding a Graduate Student Senate meeting. If an amendment has been made after 5:00 p.m., the resolution shall be out of order. An amendment other than for grammatical or technical reasons shall be made at the meeting after the resolution has been read into the record.

(c) A resolution may require the Senate or a subdivision of the Senate to take a certain action, recommend to another entity an action, declare the opinion of the Senate, amend the Rules and Procedures in accordance with Chapter 16 or the Constitution in accordance with section 1.02, appoint Senators or others, adopt a committee report, or other purpose.

(d) Any resolution for the body can be proposed as a first reading which will be a reading of the resolution that will not be allowed to be voted on during the meeting in which it is read. A first reading must be indicated by the primary sponsor when the resolution is submitted for consideration to the agenda or can be voted into the first reading status as voted on by the body at large.

(e) To move a resolution to a first reading request from the floor would require a 2/3 vote.

10.03 Resolutions, Sponsors

- (a) A resolution shall be sponsored by at least two voting members. The voting member whose name is listed first shall be considered the primary sponsor.
- (b) In the case that the President is a primary sponsor of a resolution, the resolution shall not be considered until the President names a new, temporary Presiding Officer who is not a primary sponsor.
- (c) A resolution may be amended at any time by the primary sponsor without vote, before the Senate has voted on the resolution, including during discussion.
- (d) A voting member may add or remove their sponsorship of a resolution at any time prior to the final vote on the resolution.
- (e) In the case that the primary sponsor withdraws their name, the effect shall be the same as if the primary sponsor withdrew the resolution.
- (f) There shall be no limit on how many voting members may sponsor a resolution. If at any time after the resolution has been placed on the agenda for consideration there are no sponsors other than the primary sponsor, the effect on the resolution is the same as if it were withdrawn from consideration.
- (g) In the event of multiple co-sponsors, only the primary and first three co-sponsors shall be allotted time to speak regarding the resolution before debate, consistent with 10.06(a).
- (h) In accordance with 10.04(a), the primary sponsor of a resolution shall send the resolution and an accompanying letter of explanation to all individuals and units identified in the resolved clause of the resolution. It shall be the prerogative of the primary sponsor to send or not send the documents to additional individuals and units not named in the resolution.
- (i) It shall be the primary sponsor's duty to report any updates or results stemming from the resolution.

10.04 Resolutions, Form

- (a) A resolution shall be formatted in accordance with the requirements outlined in Appendix B.

10.05 Resolution, Adoption

(a) A resolution shall be adopted upon concurrence of a majority of voting members, except in the case that the Graduate Student Senate Constitution or these Rules and Procedures require a different number.

10.06 Resolutions, Debate

(a) At the time at which debate on a resolution is scheduled, the Presiding Officer shall order the resolution's letter of explanation to be read into the record. A call to read the unabridged resolution into the record can be made during the consideration of the resolution by the motion of a voting member and concurrence of voting members in attendance;

(b) Afterward, the primary sponsor and first three co-sponsors shall be recognized and have no more than three minutes each to address the Senate. A sponsor may yield any portion of their allotted time to another individual for the purposes of introducing the resolution.

(c) The Presiding Officer shall allow twenty minutes for debate following initial statements of the first three sponsors.

(d) Voting members may be recognized for up to 2 minutes at a time during the debate period, and will be recognized according to an official stack.

(i) The Presiding Officer shall designate an individual to administer the stack.

(ii) The stack should be made visible to all members during the meeting on the projector screen.

(iii) The method used to administer stack should prioritize individuals who have not been previously recognized during debate on an individual resolution.

(iv) Members should signal that they wish to join the stack by raising their name card.

(v) In the event that a member is unable to obtain the attention of the stack administrator in a timely fashion, they should verbally request to join the stack.

(e) Requests for direct responses should be directed to the Presiding Officer. It is at the discretion of the Presiding Officer as to whether the direct response will be allowed. Direct responses will be limited to 30 seconds.

(f) During debate of the resolution, a member can move to amend the language of the resolution.

This motion requires a second, and is debatable.

(i) The sponsor of the amendment shall have no more than four minutes, during which the debate clock shall be stopped, to address Graduate Student Senate and yield to voting members for the purpose of answering questions.

(ii) After the balance of time for discussion of the amendment has expired, the President shall ask for a motion to vote on the amendment. A majority is required to adopt the amended resolution for further debate.

1. If the motion fails the debate clock will be resumed and discussion of the original resolution will be continued.
 2. If the amended resolution is accepted, the debate clock will be resumed with no additional time allotted.
- (iii) Sponsors of the original resolution along with the member who suggested the amendment will be recognized as sponsors of the amended resolution.

(g) Debate may be closed at any time with the concurrence of two-thirds of voting members in attendance.

(h) After the balance of time for debate has expired, the Presiding Officer shall entertain a motion to add a single extension to debate, table the resolution, or vote for the adoption of the resolution.

10.07 Debate for First Readings Resolutions

(a) In regards to debate on first reading, the Presiding Officer will allow for ten minutes of discussion on a resolution under the first reading indication. There can be no extension of this ten minute time limit.

(b) If at the end of the debate the body determines that the resolution is ready to be voted upon, any member can motion for a vote on the resolution and would require a 2/3 vote to approve the motion from the general body.

(c) The reading cannot be interrupted unless the primary sponsor allows for the interruption

(d) No vote can be taken on a resolution indicated as being a first reading

(e) Any resolution can be put under the first reading clause if the sponsor so chooses when submitting the resolution

10.08 Appointment Resolutions

(a) All appointments proposed at a general body meeting may be presented in a single resolution with separate clauses for each appointment.

Chapter 11

Budget

11.01 Definitions

11.02 Discretionary Funds

11.03 Budget Requests

11.04 Budget Request Review Process

11.05 Conflicts of Interest

11.06 Budget Appeals Process

11.07 Budget on the Whole

11.08 Contract Management

11.01 Definitions

- (a) Discretionary funds shall refer to funds that are used without the official approval by majority of the GSS body.
- (b) A budget request shall be a document stating the following:
 - (i) For events: amount requested, date of the event, whether the event is open to all graduate students, whether the event is a social, educational, or promotional event.
 - (ii) For physical items: Amount requested, date on which the item(s) will be purchased, purpose of the item(s), how the purchase will help graduate students.

11.02 Discretionary Funds

- (a) Only the VPFA may use discretionary funds.
- (b) The VPFA may use no more than 10% or \$100 (whichever value is less) of discretionary funds in a two week period.
- (c) The VPFA may not use more than \$250 during a calendar month.
- (d) Any member of Graduate Student Senate can request to review the VPFA's budget forms in the event questions arise on spending practices.
- (e) Funding for website development and maintenance will not be included in discretionary spending and must have approval of the budget committee and the body at large.

11.03 Budget Requests

- (a) Any use of GSS funds, outside of discretionary funding, must be approved by a majority of the GSS body.

- (b) The official request of GSS funds must be through an official budget request form submitted to the VPFA no later than a week before the next GSS general body meeting.
- (c) Upon receiving a budget request, the VPFA must convene a Budget Committee meeting within five days.
- (d) Budget requests will be considered in the order they are received.
- (e) Any budget request that does not follow this process will not be considered.
- (f) The VPFA may ask the person requesting funds to be at the budget committee meeting at their discretion.
- (g) Budgets proposed under the first reading clause must still be submitted in accordance with appropriate procedures according to 11.03

11.04 Budget Request Review Process

- (a) The budget committee shall review all funding requests except for discretionary funding.
- (b) The budget committee shall review each request to determine: applicability to the graduate student population, appropriateness to the educational mission of Ohio University, and consideration to the public image of Graduate Student Senate, the Graduate College, any involved academic colleges, and Ohio University.
- (c) The budget committee reserves the right to contact any collaborative organization involved with funding requests.
- (d) The budget committee reserves the right to approve, deny, or request amendments and clarification to a budget request.
- (e) Any budget request must pass the budget committee by a simple majority for funding under \$250 and by a two-thirds majority for any funding requested above this amount.
- (f) The budget committee Chair has twenty-four hours to notify the funding requester of action taken on their request. The funding requester then has twenty-four hours to reply if amendments or clarifications are requested.
- (g) The budget committee shall follow up on allocated funding through an audit process. The fund requester has a maximum of 45 days after their funded date indicated by the budget request to submit their receipts. The budget committee will meet within 7 days of

receiving the audit form to conduct the audit process. The budget committee can make a recommendation to withdraw funding if audit shows that appropriated funding wasn't used explicitly as described in the request.

11.05 Conflicts of Interest

- (a) If any member of the budget committee is part of a funding request, they must recuse themselves from any deliberation or voting on the budget item in question so as to avoid a conflict of interest.
- (b) If the budget committee is unable to reach a quorum due to a conflict of interest, the budget item will automatically go to the general body for consideration. See 11.04(e).

11.06 Budget Appeals Process

- (a) The requester has forty-eight hours to file an appeal on a budget decision. The appeal must be emailed to gss@ohio.edu and/or the current VPFA.
- (b) The executive board may determine the merit of the grievance and request one of several actions take place:
 - (i) The budget committee reconvenes to reconsider the budget request,
 - (ii) The budget request is put to the body for a vote, or
 - (iii) The executive board denies the request.
- (c) Denial of a budget request by the executive board or the general body is final.

11.07 Budget on the Whole

- (a) The budget committee or executive board can request a budget on the whole meeting during a general body meeting for the following purposes: in response to an appeal, for an emergency funding request, for an item where conflicts of interest arise, and for a contentious budget request.
- (b) During budget on the whole, the Chair of the budget committee will preside over the general body meeting until the budget consideration is concluded.
- (c) After review and approval by the budget committee, a resolution shall be drafted indicating sponsorship of the funding request by the budget committee.
- (d) The requestor of funds shall be notified within twenty-four hours of the results of the budget committee deliberation.
- (e) Any budget on the whole resolution must pass by a simple majority for funding under \$250 and by a two-thirds majority for any funding requested above this amount.

11.08 Contract Management

- (a) Graduate Student Senate has the ability to enter into financial contracts at the body's discretion.
- (b) Contracts must go through the same process and meet the same criteria as a budget request.
- (c) Contracts cannot be made that will exceed the current fiscal year's budget.
- (d) Contracts cannot be made for multiple year projects without unanimous consent.
- (e) Violations of a contract by any member of the body will result in automatic referral to conduct and discipline (refer to 12.03(a)).
- (f) Any contract made under Graduate Student Senate's name without the consent of the body will result in automatic referral to the conduct and discipline committee (refer to 12.03(a)).

Chapter 12

Conduct and Discipline

12.01 Definitions

12.02 Standing

12.03 Infractions

12.04 Written Formal Complaints

12.05 Committee Procedure

12.06 The Sanction Resolution

12.07 General Body Procedure

12.08 Sanctions

12.09 Recusals

12.01 Definitions

- (a) In this chapter, “committee” shall refer to the Committee of Conduct and Discipline, unless otherwise stated.
- (b) “Defendant” shall refer to the person against whom a complaint is filed.
- (c) “Witness” shall refer to a person with information to confirm or deny a complaint against the defendant.

12.02 Standing

- (a) A written formal complaint, in accordance with 12.04(a), may be filed against any voting or non-voting member.
- (b) Any voting member has the standing to write a formal complaint against another voting member or the President.
- (c) Any graduate student may file a formal complaint against any member of Graduate Student Senate, as long as the committee has confirmed their standing as a graduate student.

12.03 Infractions

- (a) Complaints must fall under one of the following categories:
 - (i) Violation of the Graduate Student Senate’s Rules and Procedures.
 - (ii) Gross or willful neglect of duty.
 - (iii) Conduct unbecoming of a Senate member.
 - (iv) Violation of a university policy.

- (v) Violation of a contract (see 11.08(e)).

12.04 Written Formal Complaints

- (a) To be considered by the committee, a written formal complaint must have the following:
 - (i) The name and position of the defendant.
 - (ii) The type of complaint against the defendant.
 - (iii) Detailed reasoning for the complaint.
 - (iv) A list of any witnesses.
 - (v) Details of any evidence.
 - (vi) The name and contact information of the person filing the complaint.
- (b) If the written formal complaint is missing any requirements of 12.04(a), then the Chair of the committee shall request more information.
- (c) The written formal complaint must be in a sealed envelope and delivered to the Vice President of Legislative Affairs. The formal complaint is not to be opened until the Vice President of Legislative Affairs opens the letter during the first committee hearing.

12.05 Committee Procedure

- (a) Upon receiving the formal complaint, the Vice President of Legislative Affairs has five business days to convene the committee for the first hearing.
- (b) There shall be three hearings, which must not take more than ten business days, in order to discuss the complaint.
- (c) The first hearing must have a quorum of committee members and discuss the following topics:
 - (i) The formal complaint (which must be read aloud during the first hearing).
 - (ii) The meeting and hearing schedule for the next two weeks.
- (d) The second hearing may last over multiple days and must cover:
 - (i) Any evidence and witness interviews necessary to complete the investigation.
 - (ii) The defendant must be able to defend themselves during this.
- (e) The third and final hearing must discuss the following:
 - (i) A simple majority vote on whether the defendant is guilty beyond reasonable doubt.
 - (ii) If a guilty verdict is found, then a sanction resolution must be completed and put on the agenda for the next general body meeting.

12.06 The Sanction Resolution

(a) The sanction resolution must be placed on the agenda for the next Graduate Student Senate meeting regardless of any constricting agenda requirements.

(b) The resolution must be distributed to the Advisor of Graduate Student Senate, the media outlets, and any other University officials, as necessary.

12.07 General Body Procedure

(a) In order to consider the Sanction Resolution the general body must follow 9.13.

(b) The committee must provide all the evidence and reasoning for the Sanction Resolution. This process shall take no longer than twenty minutes, unless a move for additional time is made.

(c) Any voting member may ask questions of the committee members. This process shall take ten minutes, unless a move for additional time is made.

(d) Any voting member may suggest an amendment to lower the sanction's severity. Debate is allowed for amendments in accordance with 10.06(b).

(e) The Presiding Officer must call for a vote after all discussion is finished or time has expired.

(f) The Sanction Resolution will pass with two-thirds of the vote.

(g) The vote is final and the sanction must take full effect at noon the following day.

12.08 Sanctions

(a) Sanction Resolutions may include one or more of the following sanctions:

(i) Suspension from GSS.

(ii) Removal from committee membership. (iii) Removal from GSS.

(iv) Referral to Ohio University's Office of Community Standards.

12.09 Recusals

(a) The defendant, the petitioner, or a witness must recuse themselves from the committee process if they occupy any of the following positions:

(i) The Vice President of Legislative Affairs.

(ii) A member of the committee.

(b) The petitioner may be present and vote during the executive session but may not participate in the discussion except for their vote.

(c) Any witnesses may be present and vote during the executive session. They may ask questions and vote.

(d) The defendant shall recuse themselves from the entire process, except for their interview during the committee process.

Chapter 13

Elections

13.01 Definitions

13.02 Important Election Dates

13.03 Candidate Requirements

13.04 Appeals

13.05 Certification of Results

13.01 Definitions

(a) The Executive Council has the sole authority to interpret this chapter, unless there is an appeal

13.02 Important Election Dates

For Executive Positions

- (a) Week 12 of Fall semester before last GSS GBM, call for nominations sent out to all graduate students. Self-nominations and peer nominations are permitted.
- (b) Application for nomination would included a statement of internet and a brief explanation of why they are eligible/good candidate for the position. If an individual is nominated by someone, this would have to be verified by the individual running.
- (c) Week 14 of Fall semester or last GSS GBM, candidate for the executive positions (based on nominations received) will be announced via email
- (d) Week 2 of Spring semester, elections will be held on an online platform for all graduate students, 12-hour long window
- (e) The next GSS GBM after the elections, all Exec-Elects will be introduced and will begin the handoff of functions from presiding Execs with a complete transfer happening end of Spring semester.

For Senator Positions

- (a) Applications and nominations will be considered on a rolling basis if the vacancy exists in all semesters except Spring semester

- (b) Application for nomination would include a statement of intent and a brief explanation of why they are eligible/good candidate for the position. If an individual is nominated by someone, this would have to be verified by the individual running
- (c) Week 10 of Spring semester, Executives will contact the College Dean for that college to send out an announcement to the gradate students specific to that college.
- (d) Once nominations are received, they will be announced at the next GSS GBM and the election day chosen.
- (e) Week 13, election day (on a predetermined day)

13.03 Candidate Requirements

- (a) Minimum eligibility to be a candidate shall be determined by Article IV of the Constitution, as well as the following
 - (i) Current and official graduate students at Ohio University-Athens are eligible to run for election
 - (ii) Current and official undergraduate students at Ohio University-Athens are eligible to run for election if proof is made of their expected status as a graduate student at Ohio University-Athens by the following fall semester
 - (iii) College Senator candidates must be enrolled in the college for which they are a candidate by the next fall semester
- (b) Individuals shall not seek candidacy for more than one voting position on GSS during any given election
 - (i) Violations of any U.S., Ohio, or local laws, or violations of the Student Code of Conduct or any other Ohio University policy, procedure rule, or regulation are prohibited
- (c) The option for running for a position as a write-in candidate must be offered in every election

13.04 Appeals

- (a) There shall be an appeals process for candidates or parties, consisting of a committee of GSS members called the Appeals Board
 - (i) The Appeals Board shall be composed of five GSS members selected by the GSS President. In the event that the President is a candidate in the election, they shall designate another GSS member to convene the Appeals Board
 - (ii) No member of the Appeals Board may be a candidate for election nor actively supporting any candidate

(b) Appeals process shall be as follows:

(i) A party, candidate, or independent candidate may appeal any decision regarding the result in writing to the President of GSS and the Executive Board

(ii) the appeal must be received within five calendar days of notification of the decision being appealed

(iii) individual candidates must submit separate appeals to the President of GSS and the Executive Council and parties may not submit an appeal on behalf of an independent candidate.

(iv) Upon receipt of an appeal of a decision of the Executive Council, the GSS President shall convene the Appeals Board to coordinate decisions and actions relating to the appeal.

13.05 Certification of Results

(a) The Executive Council shall certify that the election has complied with all applicable rules and regulations following the expiration of the appeal period.

(b) Preliminary election results shall be available to the public within twenty-four hours after the close of the voting period of the election.

Chapter 14

Institutional Knowledge

14.01 Definitions

14.02 OrgSync

14.01 Definitions

(a) Institutional knowledge/memory shall refer to the collection of data on previous events/meetings/traditions/etc.

14.02 OrgSync

(a) OrgSync is to be made available for storage of institutional knowledge for every external committee, internal committee, Executive Member, Commissioner, and Senator.

(b) Orgsync is to be made available to the entire graduate student body.

Chapter 15

Traditions

15.01 Definitions

15.02 Adopting a Tradition

15.03 Removing a Tradition

15.04 “The Gavel”

15.05 “The Last Meeting”

15.06 Senator Emeritus and Graduating Senator Awards

15.07 Recognizing Graduating Members of the Graduate Student Senate

15.01 Definitions

(a) A tradition shall refer to any customs, beliefs, objects, and any culture that helps to strengthen the institution of Graduate Student Senate. The naming of a tradition allows for tradition to be passed from generation to generation.

15.02 Adopting a Tradition

- (a) A tradition shall be proposed by any member and is the only way that these Rules and Procedures may be altered outside of the Rules and Procedures Committee.
- (b) Any tradition may be proposed to the entire body via a resolution.
- (c) A tradition needs two-thirds majority vote to pass.
- (d) The tradition shall be recorded in this chapter, under a new section heading. The resolution calling for the change must be cited at the end of the section.

15.03 Removing a Tradition

(a) Removing a tradition can only happen through a change of the Rules and Procedures, in accordance with Chapter 16 of these Rules and Procedures.

15.04 “The Gavel”

- (a) “The Bicentennial Gavel” shall be the official gavel of Graduate Student Senate.
- (b) The Bicentennial Gavel shall only be used at the first and last meeting of an academic year.

(c) Another gavel shall be used for the other meetings throughout the academic year.

15.05 “The Last Meeting”

(a) The last meeting of the academic year shall be laid out as follows:

- (i) Roll call of the current Senate.
- (ii) Final business of the current Senate.
- (iii) Final announcements from the current Senate.
- (iv) Final executive statements.
- (v) Induction of newly elected Senators.
- (vi) Induction of newly elected Vice Presidents.
- (vii) Induction of newly elected President.
- (viii) Announcements by the new Executives and Senators. (ix) Adjournment.

15.06 Oaths of Office for New Members

(a) The GSS advisor or their designee will administer the oaths of office for newly elected Executive members and that senators, commissioners, and representatives’ oaths of office will be administered by the current Executive council members.

(b) Oath of office for Department Representatives, Commissioners, and College Senators
Commissioners, and College Senators to be recited by newly elected representatives and senators or appointed commissioners of GSS during their induction at the last meeting of the academic year or when confirmed by a resolution to appoint new members:

“I, state name, hereby affirm that I will faithfully serve the Graduate Students of Ohio University, act in accordance to the Graduate Student Senate Constitution, Rules and Procedures, and the Ohio University student handbook, and that I will fulfill all duties and responsibilities of a Graduate Student Senate representative, commissioner, or senator.”

(c) Oath of office for Vice Presidents to be recited by the newly elected Vice Presidents during their induction at the last meeting of the academic year:

“I, state name, hereby affirm that I will faithfully serve the Graduate Students of Ohio University, act in accordance with the Graduate Student Senate Constitution, Rules and Procedures, and the Ohio University student handbook, and that I will fulfill all duties and responsibilities of the Vice President for (Legislative Affairs, Communications, or Finance) of the Graduate Student Senate. I will, to the best of my ability, strive to achieve the high level of expectation that accompanies the Office of the Vice President for (Legislative Affairs, Communications, Finance) of the Graduate Student Senate.

(d) Oath of office for the President to be recited by the newly elected President during their induction at the last meeting of the academic year:

“I, state name, hereby affirm that I will faithfully serve the Graduate Students of Ohio University, act in accordance with the Graduate Student Senate Constitution, Rules and Procedures, and the Ohio University student handbook, and that I will fulfill all duties and responsibilities required of the President of the Graduate Student Senate. I will, to the best of my ability, strive to achieve the high level of expectation that accompanies the Office of the President of the Graduate Student Senate.

15.07 Senator Emeritus and Graduating Senator Awards

- (a) Voting members who wish to be considered for Senator Emeritus must have attended at least twelve Graduate Student Senate meetings.
- (b) Voting members who wish to be considered for Graduating Senator Awards must have attended at least six Graduate Student Senate meetings.
- (c) The application must request all activities and work for GSS by the member. This work can be used to make sure that the most dedicated members receive the Senator Emeritus status, the most prestigious award GSS can give to a member.
- (d) GSS alumni can apply for Emeritus status when the application becomes available; however, they cannot receive honor cords.
- (e) Benefits of Graduating Senator awards include a certificate of thanks on the behalf of GSS and an honor cord provided by GSS.
- (f) Benefits of Emeritus Senator status include: speaking privileges in any and all future GSS meetings (including any executive sessions), a certificate of thanks on the behalf of GSS, and an honor cord provided by GSS.

15.08 Recognizing Graduating Members of the Graduate Student Senate

- (a) This section will recognize current graduating members of the Graduate Student Senate.
- (b) Graduating members will qualify for a cord for their graduation ceremony if they have attended at least five meetings of the semester in which they graduate.
- (c) Former members will also qualify for a cord for their graduation ceremony if they completed their last term in good standing within GSS.
- (d) If a member meets this standard, then they will be awarded the cord to be recognized for their service in GSS.

Chapter 16

Amendments

16.01 Definitions

16.02 Proposed Amendments

16.03 Committee Review

16.04 Amendment Resolution

16.05 Implementation

16.01 Definitions

- (a) GSS retains sole authority to propose amendments to the R&P.
- (b) Committee in this chapter shall refer to the R&P Committee.

16.02 Proposed Amendments

- (a) All proposals to amend the R&P shall be reviewed by the R&P Committee.
- (b) Any member of the Graduate Student Senate may propose an amendment to the R&P.
- (c) A formal statement must be submitted to the VPLA for the intent of an R&P amendment no later than a week before the next GSS general body meeting.
- (d) A formal statement shall contain:
 - (i) Location in the R&P.
 - (ii) The proposed R&P amendment.
 - (iii) A statement about why the amendment is necessary.
 - (iv) A list of supporters of the R&P amendment.
- (e) Any proposed amendment that does not follow this process will not be considered.

16.03 Committee Review

- (a) Upon receiving a formal statement, the VPLA must schedule an in-person R&P Committee meeting within five days to review the proposed amendment. Any subsequent meetings regarding that proposed amendment may occur in person or by other means.
- (b) Formal statements will be considered in the order they are received.
- (c) The VPLA may request the primary supporter of a formal statement to be at the R&P Committee meeting at their discretion.

- (d) The committee shall review the proposed amendment and vote on whether or not the rest of the body shall take up the matter.
- (e) If a simple majority votes that the proposed amendment is valid, then the committee shall aide the person who submitted the proposed amendment in writing an amendment resolution for changing the R&P.
- (f) If a simple majority of the committee does not agree that the amendment is valid, then the VPLA shall return the formal statement to the primary supporter with comments. The primary supporter may address the concerns of the committee and resubmit the proposed amendment.
- (g) Due to the possible need for revisions, there shall be no guarantee that the proposed amendment will be ready for consideration at the next general body meeting.
- (h) R&P amendments proposed under the first reading clause must still be submitted in accordance with appropriate procedures according to Chapter 16 of the R&P.

16.04 Amendment Resolution

- (a) The amendment resolution must include the exact wording of the proposed amendment to the R&P.
- (b) The amendment resolution must have a beginning clause stating that Graduate Student Senate has sole authority over its Rules and Procedures.
- (c) Proposed amendments shall be adopted by a concurrence of two-thirds of the total voting membership of the GSS.

16.05 Implementation

- (a) After the passing of the amendment resolution, it is the responsibility of the committee to make the official amendments to the R&P in accordance with the resolution.

ROBERTS RULES CHEAT SHEET

To:	You Say;	Speaker Interrupt	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move to adjourn..."	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complaint	"Point of Privilege"	No	No	No	No	Chair Decides
Suspend further consideration	"I move we table it"	Yes	Yes	No	No	Majority
End Debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone Consideration	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce Business (Primary)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of procedure. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above

To:	You Say;	Speaker Interrupt	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to	"I call for a division of the house"	Must be done before	No	No	No	None unless someone

verify voice vote		new motion				objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points, and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess, or Point of Privilege)

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.

- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Appendix B

Resolution 1718-XX — Resolution to Read Letters of Explanation.

Letter of Explanation

The GSS R&P requires each resolution to be read into the record. Currently, the reading of the resolution process is nearly always stopped by a call to suspend the reading. This format is a hindrance to the time and energy of the Assembly. Defaulting to a summary read by the primary sponsor would streamline the resolution process. As proposed, the full reading of the resolution would be required only with the motion and concurrence of voting members in attendance. In addition, this resolution will be an example for how to structure new resolutions.

Resolution 1718-XX: Resolution to Read Letters of Explanation.

1. Whereas, section 16.01 of the R&P designates that GSS has sole authority over the body's Rules and Procedures; and,
2. Whereas, section 10.02 of the R&P defines resolutions in general; and,
3. Whereas, section 10.02 requires the language of each resolution to be provided to the body in advance of meetings; and,
4. Whereas, section 10.03 (h) requires the primary sponsor to submit a letter of explanation to accompany each proposed resolution; and,
5. Whereas, section 10.06 defines the rules of debate for passage of resolutions; and,
6. Whereas, section 10.06 (a) stipulates that resolutions are to be read into the record at the order of the Presiding Officer; and,
7. Whereas, section 1.03 (a) allows for the suspension of the R&P with the approval of the voting members; and,
8. Whereas, without exception in the 2017-2018 term, the readings of all proposed resolutions have been interrupted by a motion to suspend the reading; and,
9. Whereas, the suspension of the reading by default would expedite the consideration of each resolution; and,
10. Whereas, letters of explanation are neither submitted publicly nor part of Appendix A resolution formatting standards; therefore, be it,
11. Resolved, that section 10.06 (a) be rewritten to read:
 - a) “At the time at which debate on a resolution is scheduled, the Presiding Officer shall order the resolution's *letter of explanation* to be read into the record. *A call to read the unabridged resolution into the record can be made during the consideration of the resolution by the motion of a voting member and concurrence of voting members in attendance;*” and, be it,
12. Resolved, that this resolution and accompanying letter of explanation shall replace Appendix A of the R&P as an example of new resolution formatting standards.