I. Call to Order

II. Roll Call
   • During this time a person call “Here” or “Present” when their name is called or “Proxy” when the person they are covering for is called.

III. Approval of Previous Meeting’s Minutes
   • If the previous meeting minute need corrected in any fashion, raise your hand to call attention to yourself. Do not wait to be called on. Say: “I propose an amendment to the previous meetings minutes.” Then proceed to state your correction after the President recognizes you.
   • Your amendment will go through an up or down vote to be approved and added to the official minutes.
   • If you make an amendment, please double check with the Vice President of Communication to ensure the change is made.

IV. Approval of the Agenda
   • If there is a resolution, discussion topic or anything else missing from the agenda this time allows you to change the agenda. You can also add your own resolution or ask to have something removed from the agenda. Just simply raise your hand to call attention to yourself. Do not wait to be called on. Say: “I propose an amendment to the agenda.” Then proceed to state your correction after the President recognizes you.

V. Student Speak Out
   • Please allow this time for students outside of GSS to speak.

VI. Presentations
   • Presentations are to be 7 Minutes long with 7 minutes for questions.
   • If more time for the presentation time period or the question time period, then a voting GSS member can make a point of order to add more time.
   • To make the point of order, raise your hand to call attention to yourself. Do not wait to be called on. Say: “I move to add (X amount) of minutes to the presentation (or presentation) time.” The President will then lead a quick voice vote to on whether to add more time. If the Senate agrees (Ayes), then the time period in question will be extended. However, if the Senate wishes to move forward in the agenda, then they can deny the request (nay).

VII. Reports
   • Officer, commissioner, and committee reports should be heard in their entirety. However, if you have a question, raise your hand and make motion for questions. The President will then ask the body whether they
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agree with the motion. If confirmed, the question period will last no more than five minutes, unless a time extension motion is made.

VIII. Old Business
   a. See “New Business”

IX. New Business
   a. Resolutions
      • Resolutions will began with the reading of the resolution by the President.
      • At any point during the reading, a voting member can move to suspend the reading. This will end the reading of the resolution and will move on to the next step in the resolution approval process. To suspend the reading, raise your hand and state, “I move to suspend the reading.” The President will then ask for the body’s consent of the motion. If the motion fails, the reading will continue. If it passes, the reading will end.
      • After the reading, the President will seek a motion. Typical motions include but are not limited to:
         o A motion to move to debate.
         o A motion of approval.
      Either motion will be voted upon before being carried out.
      • During a debate, members will be called on to speak based on their position, rotating between pro and con. Each side will receive 10 minutes to establish and promote their position.

   b. Discussions
      • During a discussion, the President will call on people at will. Each person will get two minutes per call. The President can call on voting members more than once.

X. Announcements
   • Any voting member of Graduate Student Senate may make an announcement. The announcements shall not last more than 1 minute.

XI. Adjournment
   • The President will need a motion to adjourn.

Other Important Robert’s Rules
• A motion to suspend the rules: A member can make a motion to suspend a set of rules at anytime. The member must clarify which rule(s) they want suspended and the time frame for which they seek a suspension.

* All GSS rules and procedures are primary to any Robert’s Rules.