



Graduate Student Senate

Handbook

2010-2011

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Graduate Student Senate

Mission Statement

The Graduate Student Senate seeks to create a forum for Graduate Student advocacy while acting as a conduit between students, faculty, and administration at the University of Delaware. The Senate supports campus-wide activities facilitating Graduate Student professionalism and collegiality. The Senate also seeks to influence the course of the University:

- Through representation on University Committees,
- By expressing views of the student body to the administration,
- By issuing statements of our position to the media and administration.

2010-2011 ACADEMIC PLANS

College of Agriculture and Natural Resources	
Agricultural & Technology Education	MA
Agricultural and Resource Economics	MS, PhD
Animal Science	MS, PhD
Bioresources Engineering	MS
Food Science	MS
Operations Research	MS, PhD
Plant and Soil Sciences	MS, PhD
Public Horticulture	MS
Statistics	MS
Entomology and Wildlife Ecology	MS, PhD

College of Arts and Sciences	
American Material Culture	MA
Art History	MA, PhD
Chemistry and Biochemistry	MA, MS, PhD
Communication	MA
English	MA, PhD
Foreign Languages and Literatures	MA
Foreign Languages and Pedagogy	MA
History	MA, PhD
Liberal Studies	MA
Linguistics and Cognitive Science	MA, PhD
Political Science and International Relations	MA, PhD
Psychology	MA, PhD
Sociology and Criminology	MA, PhD
Fine Arts	MFA
Fashion Studies	MS
Theatre	MFA
Urban Affairs and Public Policy	MA, PhD
Public Administration	MPA
Disaster Science and Management	MS, PhD
Historic Preservation	MAHP
Music	MM
Applied Mathematics	MS, PhD
Art Conservation	MS
Biological Sciences	MS, PhD
Biotechnology	MS
Mathematics	MS, PhD
Physics	MS, PhD
Preservation Studies	PhD

2010-2011 ACADEMIC PLANS

Alfred Lerner College of Business and Economics	
Economics	MA, MS, PhD
Business Administration	MBA
Accounting	MS
Finance	MS
Hospitality Information Management	MS
Information Systems and Technology Management	MS
Organizational Effectiveness, Development and Change	MS

College of Engineering	
Civil and Environmental Engineering	MAS, MCE, PhD
Chemical Engineering	MChE, PhD
Energy and Environmental Policy	MEEP, PhD
Bioinformatics and Computational Biology	PSM, MS
Computer and Information Science	MS, MSSE, PhD
Electrical and Computer Engineering	MS, MSSE, PhD
Mechanical Engineering	MEM, MSME, PhD
Ocean Engineering	MS, PhD
Materials Science and Engineering	MMSE, PhD

College of Health Science	
Biomechanics and Movement Science	MS, PhD
Exercise Science	MS
Health Promotion	MS
Health Services Administration	MS
Human Nutrition/Dietetic	MS
Nursing	MSN, PhD
Applied Physiology	PhD
Physical Therapy	DPT

2010-2011 ACADEMIC PLANS

College of Education and Human Development	
Education	MA, EdD, PhD
School Psychology	MA, EdS
Counseling in Higher Education	MA
Teaching English as a Second Language	MA
Teaching (M.A.T.)	MAT
Curriculum & Instruction	MEd
School Leadership	MEd
Higher Education Administration	MEd
Educational Technology	MEd
Exceptional Children and Youth	MEd
Reading	MEd
Instruction	MI
Evaluation	MS
Human Development and Family Studies	MS, PhD
Educational Leadership	EdD

College of Earth, Ocean, and Environment	
Geography	MA, MS, PhD
Geology	MS, PhD
Marine Studies	MS, PhD
Marine Policy	MMP
Oceanography	PhD

INTERNAL COMMITTEES

Campus Issues*

Deals with issues involving graduate student life that are not already dealt with in other Senate committees.

Communications

Composes and distributes the weekly email “What’s Happening”, and keeps the GSS aware and active in new web-based communication tools.

Diversity*

Works to make sure the needs and concerns of all groups on campus are being met by the policies and programs of the University, and advocates for diversity in demography and in ideas across the University.

Events

Plans, organizes and runs the major GSS Fall and Spring events, including Graduate Student Day, and coordinates volunteerism and community service opportunities.

Executive

Consists of the four elected GSS officers, and is responsible for the general operation of the Senate.

Graduate Services Investigation*

Assesses the current and potential services that graduate students receive, and investigates the need, or lack thereof, or a potential graduate student activity fee, including the best way to manage this fee if deemed necessary.

Health Care*

Assists graduate students in understanding their rights, benefits, and responsibilities associated with the health insurance plans offered through the University.

Organization

Responsible for all matters concerning the internal structure, and policies and procedures of the Senate.

Social

Provides graduate students with a sense of community through organizing social events where networking and socializing among all graduate students from across campus is possible.

Sustainability*

Dedicated to improving recycling and sustainability initiatives at the UD.

*Ad-Hoc Committees

EXTERNAL (UNIVERSITY) COMMITTEES

Senator Active Standing Committees

Committee	# Representatives
Faculty Senate	2
Graduate Studies Committee	2
Newark City Council	2

Voluntary Committees

Committee	# Representatives
Academic Appeals Committee	2
Cultural Activities Committee	1
Diversity and Affirmative Action Committee	1
Coordinating Committee on Education	1
General Education Committee	1
Instructional, Computing and Research Support Committee	1
International Studies Committee	1
Library Committee	1
Parking and Transportation Advisory Committee	1
Parking Appeals Board	1
Student and Faculty Honors Committee	1
Student Life Committee	1

INTERNAL COMMITTEE ORGANIZATION

Assembly of Committees

First committee meetings must be organized within two weeks of the formation of the Committee, or within two weeks of the last Senate meeting. A committee must consist of at least two Senate members.

Electing Committee Chair(s)

The Committee Chairperson will be chosen at the first committee meeting of the Senate session. If more than one person seeks appointment as Committee Chairperson, then an election will be held by secret ballot and a simple majority among the committee members present at that first meeting.

Committee members may choose to elect to Co-Chairpersons. One of these Co-Chairpersons must be either a Senator in Active Standing or an Officer, and the other may be a person in any membership role of the GSS.

COMMITTEE CHAIR(S) RESPONSIBILITIES & USEFUL INFORMATION

Committee Meeting Responsibilities

1. Calling Meetings

- As the chair, you are responsible for calling committee meetings at least once a month during each regular academic semester. Typically, this is accomplished by emailing your committee members to request a meeting.

2. Scheduling Meetings

- We suggest that when you email your committee members to request a meeting, you include an online poll. This way, all committee members can choose a date/time that works best for them. Also, this makes scheduling a fair process in terms of choosing a majority rules meeting time. It is good to provide your committee members with a deadline as to when to complete the online poll by.
- The following are some websites you may use for creating polls to schedule meetings: www.Doodle.com, www.MeetingWizard.com, or www.ScheduleOnce.com

3. Location of Meetings

- As the chair, it is your responsibility to call the location of meetings. We suggest that you get input from your committee members about convenient meeting locations for them.
- We also suggest that you use University spaces as meeting places rather than public restaurants and coffee shops such as those on Main Street. This is for several reasons:
 - Space at Main Street locations are limited and not guaranteed
 - Often these places are very noisy making committee discussions difficult
 - Committee members may feel obligated to purchase food/drink items there
 - Some GSS issues discussed at meetings are sensitive and/or confidential
- You may reserve a room in Trabant or Perkins to hold your committee meetings. The website for student organizations to reserve University space is: <http://www.udel.edu/student-centers/events/res-students.html>. Please read the info page before submitting your Room Reservation Request Form. Other convenient rooms may be Townsend Hall Commons, and conference rooms in departmental buildings that grad students may reserve through their department secretaries.

COMMITTEE CHAIR(S) RESPONSIBILITIES & USEFUL INFORMATION

4. Meeting Minutes & Attendance

- It is the responsibility of the Committee Chair(s) to keep and maintain minutes and attendance at all committee meetings. This does not imply that the Committee Chair(s) have to personally take minutes, however, they are responsible for minutes/attendance being taken.
- Committee Chair(s) must submit (via email) typed minutes including attendance to the UD GSS gmail address (UD.GraduateStudentSenate@gmail.com) within two (2) weeks of the committee meeting. Or, committees may create their minutes on google docs and share the minutes document with the UD GSS gmail address.

Basic Meeting Minutes Format Example:

Minutes from the GSS _____ Committee Meeting
Month Day, Year
Meeting Location (Hall, Room)
Time meeting commenced – Time meeting ended

In Attendance: List first and last names of all people in attendance

Old Business: Items of discussion from your last meeting

New Business: Items of discussion for this current meeting and moving forward

Meeting Minutes Submitted by: your name on date .

5. Virtual Meetings

- No more than two meetings per semester may be virtual meetings (i.e. conducted via email), provided that a majority of committee members agree to this method and that all active committee members are invited to participate in the electronic communication.
- The Chairperson must still complete the required committee meeting records denoting attendance and the nature and method of the work carried out.

Other Responsibilities

1. Report to the President and to the Senate during Regular Monthly GSS meetings on the progress of the committee.
2. Contact the President, when necessary, to seek feedback on any event or document the committee is working on.
3. Report to the Membership Officer and complete an “End of Session” evaluation of all Committee Members as specified by the Membership Officer within two (2) weeks of the conclusion of the Senate Session (academic year).

MEMBERSHIP RIGHTS & ROLES

Membership Rights

As graduate students at the University of Delaware, all GSS participants have the right to use the GSS as a forum for graduate student advocacy, to be made aware of the different avenues for advocacy, to be shown respect and consideration while participating in GSS activities, and to have their privacy and confidentiality maintained when speaking and serving on behalf of the GSS.

Membership Roles of the Senate

Senator

Senators represent their colleagues in their Academic Plan. Thus, Senators are encouraged to communicate with their colleagues about the concerns of the Senate, and also communicate with the Senate about the concerns of their colleagues. To maintain voting rights in the Senate, Senators must maintain Active Standing status by fulfilling requirements of attendance, committee involvement and information dissemination. Senators are encouraged to have a Proxy, or Junior Senator, who is an Active Member that represents the Academic Plan and votes on the Senator's behalf when the Senator cannot be in attendance.

Proxy

Proxies represent their Academic Plans when their Senator is unable to attend meetings or special events. Proxies may vote on behalf of their Senator and Academic Plan, given that the Senator they are standing in for is in Active Standing. Proxies are encouraged to regularly attend monthly meetings, participate in committees and participate as Active Members in the Senate. As determined by the Academic Plan, a Proxy may be a Junior Senator who serves as Proxy for one year, and serves as Senator the following year. Proxies are not held to fulfill Active Standing requirements. Rather, they help their Senator maintain Active Standing status for the benefit of their Academic Plan.

Active Member

Active Members may participate in the Senate to the extent that they desire. They are not held to fulfilling requirements of Active Standing, and they are not responsible for serving as Proxies. Active Members are encouraged to regularly attend meetings and participate in committees. Active members may serve as a Co-Chair of an internal committee, as long as the other Co-Chair is a Senator in Active Standing, or an Officer. Active members do not represent their Academic Plan in matters of voting. Thus, Active Members are encouraged to communicate and work with their Senator and Proxy for the benefit of their Academic Plan.

SENATOR RESPONSIBILITIES & ACTIVE STANDING REQUIREMENTS

1. Attendance

Senators are required to attend all monthly GSS meetings, or have a Proxy from their Academic Plan in attendance. A Senator who cannot attend a meeting due to unavoidable circumstance and for whom no proxy can be found may request an excused absence to the Membership Officer. Senators may be granted one unexcused GSS meeting absence without proxy during a Senate Session, which is an academic year. In addition, Senators are required to attend the Fall and Spring receptions with the Provost/President.

2. Committee Involvement

Senators are required to serve on at least one internal GSS committee or one external University committee listed below:

Internal Committees

Campus Issues
 Communications
 Diversity
 Events
 Graduate Services Investigation
 Health Care
 Organization
 Social
 Sustainability

External (University) Committees

Faculty Senate
 Graduate Studies
 Newark City Council

Although Senators are responsible for serving on one committee counting towards Active Standing status by attending all of the meetings of that committee, Senators are encouraged to participate in additional committees as their time and interest allots. Senators who cannot attend a committee meeting counting towards their Active Standing status due to unavoidable circumstance may request an excused absence from the Committee Chair(s) by emailing the Committee Chair(s) in advance of the meeting.

Committee selection for Active Standing will take place at the first meeting of the Senate Session for all Senators by indicating their top three choices. Returning Senators will be given preference to remain on committees from the previous year.

SENATOR RESPONSIBILITIES & ACTIVE STANDING REQUIREMENTS

3. Information Dissemination

Information pertaining to the UD campus, graduate student life/education/research and other significant issues are often brought up at GSS meetings and via GSS emails. It is the responsibility of each Senator to disseminate this information to their colleagues in their Academic Plan. Senators may use their discretion to cull any irrelevant information from GSS emails when they pass them onto their Academic Plan.

Senators are required to copy the GSS gmail address: UD.GraduateStudentSenate@gmail.com on information sent from the GSS intended for the Academic Plan, such as Action Items and GSS Updates.

If the Senator chooses not to disseminate information electronically, efforts must be made to keep their Academic Program abreast of vital, time-sensitive information sent from the Senate. The Senator must inform the Executive Committee if choosing *not* to use electronic means for information dissemination.

The Executive Committee (or designate) will have the responsibility to ensure information is being sent to each represented Academic Plan by monitoring items sent via email by Senators.

If the Senator is delinquent in dissemination of information, an email will be sent to the Senator reminding them of their responsibility, as well as offering assistance from the Executive Committee in getting information to the Senator's Academic Plan.

Every effort will be made to aid the Senator in disseminating information, however if a Senator remains delinquent, the Executive Committee reserves the right to seek to replace the Senator for failing to meet the Active Standing Requirements.

4. Representation

All active GSS Senators are required to represent and vote on behalf of their Academic Plan and its constituents (fellow graduate students). Additionally, Senators should act as advocates for the graduate students in their academic plan by bringing any questions and/or concerns to the attention of the GSS.

Graduate Student Senate

Constitution

The GSS Constitution may be accessed at:

<http://www.udel.edu/gradoffice/gradsenate/GSS-Constitution.pdf>

ACTIVE STANDING REQUIREMENTS

The 2010-2011 Requirements for Active Standing

- 1) Senators are required to attend all monthly GSS meetings or send a proxy from their program. A Senator who cannot attend a meeting due to unavoidable circumstance and for whom no proxy can be found may request an excused absence to the Membership Officer. Senators may be granted one unexcused meeting absence without proxy during a Senate Session.¹
- 2) Senators are required to attend all committee meetings of which they are a member. Senators who cannot attend a meeting due to unavoidable circumstance may request an excused absence from the Committee Chair.
- 3) Senators are required to serve on at least one Senate or select external committee. Qualifying external committees for 2010-2011 include: Faculty Senate (two seats available), Graduate Studies, and Newark City Council. Committee selection will take place at the first meeting in September for all Senators by indicating their top three choices. Returning Senators will be given preference to remain on committees from the previous year.
- 4) Senators will abide by the Senator Information Dissemination Policy detailed below:
 - a. The rights and responsibilities of the Senator will be review at an orientation, to be held prior to the opening of the Senate Session in September (and February).
 - b. Senator is required to copy a designated GSS email address (i.e. GSS Gmail address) on information sent from the Senate, intended for the Academic Plan (ie. Action Items, Weekly Update)
 - c. If the Senator chooses not to disseminate information electronically, efforts must be made to keep their Academic Program abreast of vital, time-sensitive information sent from the Senate. The Senator must inform the Executive Committee if choosing *not* to use electronic means for information dissemination.
 - d. The Executive Committee (or designate) will have the responsibility to ensure information is being sent to each represented Academic Plan by monitoring items sent via email by Senators.
 - e. If the Senator is delinquent in dissemination of information, an email will be sent to the Senator reminding them of their responsibility, as well as offering assistance from the Executive Committee in getting information to the Senator's Academic Plan.
 - f. Every effort will be made to aid the Senator in disseminating information, however if a Senator remains delinquent, the Executive Committee reserves the right to seek to replace the Senator for failing to meet the Active Standing Requirements.

¹The Membership Officer may grant or deny the request at his or her discretion. In the event the request is denied, the Senator may appeal the decision. The appeal shall be decided by a majority vote of the remaining three members of the Executive Committee.

ELECTRONIC COMMUNICATION POLICY

GSS-Members Email List

I. Mission

The GSS-members email list is maintained by the Executive Committee for the express purposes of sending relevant emails to Graduate Student Senate (GSS) members including the GSS Update, Action Items, and other time-sensitive, important information.

II. Organization and Moderation

The GSS-members email list is used at the discretion of the Executive Committee to disperse information to the members of Graduate Student Senate. Active Graduate Student Senators, proxies, and volunteers may be included on the email list and are removed from the list when they are no longer serving on the Senate. Individuals may subscribe or unsubscribe themselves from the list by emailing the Executive Committee or by clicking on the link at the bottom of a GSS-members email and following the instructions (<https://udel.edu/mailman/listinfo/gss-members>).

III. Use of Email List

The Executive Committee will not disclose the email addresses of the members of the mailing list. A member of the Executive Committee may be assigned to safeguard the mailing list if necessary. Only members of the Executive Committee have permission to send an email to the GSS-members e-mail list. Permission to use this mailing list is not given to subscribers of the mailing list, nor the GSS members. If a member would like to submit information to be considered for inclusion in a GSS-Update email, he or she may email the Recording Secretary with that information.

The Executive Committee reserves the right to send, in addition to the GSS Update and Action Item emails, GSS relevant emails via the Recording Secretary, as prescribed in the GSS Constitution (Article IV "Officers", Section 4.4 "Officer Duties, Subsection (d) "Recording Secretary: ...shall be responsible for the correspondence and official communications authorized by the Senate...).

ELECTRONIC COMMUNICATION POLICY

GSS Action Items Emails

I. Mission

The Action Items email is maintained by the Graduate Student Senate Executive Committee. The email contains a summary of key points from the monthly GSS meeting, important dates for committee and other meetings, and contact information for committee chairs and guest speakers. The email is assembled by the Vice President of the GSS and edited by the Executive Committee before being sent to the GSS-Members email list. This email should be modified by Senators before being forwarded to the graduate students in their Academic Plan.

II. Organization and Moderation

The GSS Action Items email is organized, maintained, and dispatched by the Executive Committee. It is emailed to the GSS-Members list once a month after the monthly GSS meeting. A summary of the meeting including pertinent information from special guests, meeting dates and times, and events are organized by the Vice President of the GSS. The other members of the Executive Committee edit the information, and it is emailed to GSS members by the Recording Secretary.

ELECTRONIC COMMUNICATION POLICY

GSS Update Emails

I. Mission

The GSS Update Email is an email organized and maintained by the Executive Committee of the Graduate Student Senate for its members. The purpose of email is to distribute GSS-relevant information, including, but not limited to GSS events, announcements, and committee meeting times, to all active members of the GSS in a concise, efficient, and timely manner. The email is not intended to be forwarded directly to Senators' academic plan constituents. Like Action Items emails, the GSS Update emails need to be tailored to contain only the information that Senators deem relevant to their colleagues before forwarding.

II. Organization and Moderation

The GSS Update is organized, maintained, and dispatched by the Executive Committee with the aid of the GSS Committee Chairs and GSS members as whole, who submit information to the Recording Secretary for inclusion in the GSS Update email. Submissions to GSS Update are moderated by the Executive Committee, in that they are proof-read and checked for accuracy before inclusion in the GSS Update email. The Recording Secretary may grant or deny the request to include information in the GSS Update email at his or her discretion. In the event the request is denied, the GSS member may appeal the decision. The appeal shall be decided by a majority vote of the remaining three members of the Executive Committee. The GSS Update email is sent out at the discretion of the Executive Committee, on about a bi-weekly basis in conjunction with the Action Items emailing.

ELECTRONIC COMMUNICATION POLICY

What's Happening Email Newsletter

I. Mission

What's Happening (WH) is an electronic weekly newsletter organized and maintained by the Communications Committee of the Graduate Student Senate (GSS) for interested graduate students and the larger UD Community. The purpose of WH is to inform its readership about activities and events in the greater Newark area, which may be of an educational, social or charitable nature as well as specific UD-sponsored events.

II. Deadlines

The deadline for submissions to the WH newsletter is Mondays at 12:00am. The Communications Committee will refrain from sending out emails other than the WH newsletter to the WH mailing list, with the exception of GSS events or in the case of an emergency. Exceptions will be made at the discretion of the WH editor/Communications Committee.

III. Organization and Moderation

WH is organized, maintained, and dispatched by the WH editor and the Communications Committee members. The Communications Committee is also responsible for controlling the subscription process and mailing list administration through the UD Mailman system. Individuals may subscribe or unsubscribe themselves from the list by emailing the WH editor (gss-events-contact@udel.edu) or by clicking on the link at the bottom of a WH email and following the instructions (<https://udel.edu/mailman/listinfo/gss-events>). Submissions to WH are moderated. They are reviewed and accepted for inclusion by the WH editor and the Communications Committee. The WH sub-committee will include events that reflect the widest interests of graduate students.

IV. Use of Email list

Only the WH editor/Communications Committee substitute has permission to send an email to the WH mailing list. Permission to use this mailing list is not given to subscribers of the mailing list, nor the GSS members. A member of the Communications Committee may be assigned to safeguard the mailing list if necessary. The Communications Committee will not disclose the email addresses of the members of the mailing list. Even though the list targets graduate students primarily, the email list administrator will not decline membership to any person who wishes to be a member of the list, regardless of their academic status.

PROCEDURE FOR OFFICIAL COMMITTEE REPORTS

Graduate Student Senate (GSS) Procedure for Official Committee Reports — v.11.3.10

At the preliminary stage prior to the start of the drafting process, the GSS Committee who decides to write a report, herein referred to as the Report Committee (RC), may seek advice from the Executive Committee, the Assistant Vice Provost and the Vice Provost of the Office of Graduate and Professional Education (OPGE)*.

- 1. RC Drafting and Editing:** The RC members will draft a report summarizing their findings and recommendations. The RC Chair(s) is responsible for distributing that draft to each member of the RC for the purpose of soliciting edits. This editing process must be conducted no less than twice, with solicitation of edits/revisions to be made to each active RC member each time. After no less than two internal reviews are completed, the RC will then approve the draft for review by the Executive Committee.
- 2. Executive Committee Review and Edits:** Upon receipt of the RC's draft report, Executive Committee members have 10 business days to respond with suggested revisions. The suggested revisions must be returned to the RC in one single document.
- 3. RC Revisions:** The draft report with suggested revisions from the Executive Committee must now be reviewed by the RC members. The RC has 10 business days to choose whether or not to incorporate the suggested revisions from the Executive Committee. As with Step 1, all final revisions must be reviewed by all RC members from whom a final consensus draft report is generated.
- 4. Request for Advisement from the OPGE:** Once completed, the RC Chair(s) is responsible for distributing copies of the final draft report to the Executive Committee, Assistant Vice Provost and Vice Provost for review. The RC Chair(s) then organizes and schedules a face-to-face meeting with the Vice Provost, Assistant Vice Provost and members of the RC and/or the Executive Committee (as deemed appropriate, and agreed upon by the RC and Executive Committee). If the Vice Provost and Assistant Vice Provost chose to advise on the document, those in attendance will agree upon a timeline for return of suggestions and comments to the RC.

* In the 2010-2011 academic year Dr. Mary Martin served as Assistant Provost and Dr. Charles Riordan served as Vice Provost of the OPGE. In the event that either person leaves either position, the role of the OPGE will need to be amended to reflect the "wishes" of the new parties.

PROCEDURE FOR OFFICIAL COMMITTEE REPORTS

5. **RC Final Revisions:** The final draft report with suggestions and revisions from the Vice Provost and/or the Assistant Vice Provost must now be reviewed by the RC members. The RC has 10 business days to choose whether or not to incorporate the suggested revisions from the Vice Provost and/or the Assistant Vice Provost. As with Step 1 and Step 3, solicitation for final revisions must be made to all members of the RC. After RC consensus of incorporation of revisions, the final draft document is now the Final Report.

6. **Finalizing Signatures, Report Ownership, and Next Steps Meeting with the OPGE:** The Final Report (3 paper copies) should now be signed by the RC members. The Final Report with RC members' signatures is then submitted to the Executive Committee for signature.
 - a. The Executive Committee will review the Final Report for approval and signature. Once signed by the Executive Committee, the Final Report is owned by the GSS. Only reports that go through the full procedure outlined within, and are signed by the Executive Committee are deemed Official GSS Reports. Once the report is made Official, a "next steps" meeting can then be scheduled with the Vice Provost and Assistant Vice Provost for discussion of the best way to disseminate the report information to the target audience (e.g. administration, faculty senate, etc.) in a timely fashion.

 - b. If the Executive Committee chooses not to sign the Final Report, the Final Report is owned by the RC alone, unaffiliated with the GSS, and "Graduate Student Senate" or "GSS" should not appear anywhere within the cover pages of the document, including within the formal titles of the authors. In this instance, it is up to the RC to advocate on its own behalf, separate from the Executive Committee functioning and the RC may or may not choose to seek further counsel from the Vice Provost and Assistant Vice Provost, or other interested parties.

PROCEDURE FOR AMENDING THE GSS CONSTITUTION & BY-LAWS

According to Article V Section 1 of the GSS Constitution:

1. *“Any Senator in Active Standing, or Officer wishing to amend the Constitution or By-Laws must add the request to the agenda of a meeting where it will be presented.”*

A Senator in Active Standing (or Officer) who wishes to propose an Amendment, or slate of Amendments, must first contact the President and the Organization Committee Chair to discuss what part of the Constitution he or she is suggesting to be changed, and the rationale behind it. It is important to note that GSS members who are not Senators in Active Standing or Officers are unable to propose Amendments. Thus, such individuals wishing to do so must communicate and work with a Senator in Active Standing (or Officer) who may propose the Amendment to the Senate. It is suggested that before proposing an Amendment, individuals should attend an Organization Committee meeting to discuss the possible Amendment with the Committee. Next, the President adds the Senator’s (or Officer’s) request under “New Business” on the upcoming monthly GSS meeting agenda. At that point in the GSS meeting, the individual offers the proposed Amendment to the Senate. It would be helpful if both the present wording and proposed changes to the Constitution are made available for the Senate at that time.

2. *“The President will forward the proposed amendment to the Organization Committee for review. The Organization committee will present its finding to the Senate within two (2) meetings.”*

Once the Amendment has been proposed at the Senate meeting, it is automatically tabled to the Organization Committee. The Organization Committee will discuss the matter and determine whether or not it will propose the Amendment to be voted upon by the Senate. The Organization Committee must define the wording and the reasoning behind or against the proposed Constitutional changes. This needs to be done within two Committee meetings. Once resolved, the Organization Committee Chair notifies the Executive Committee, and the President adds the proposed Amendment on the upcoming monthly Senate meeting agenda.

PROCEDURE FOR AMENDING THE GSS CONSTITUTION & BY-LAWS

3. *“Any notice of a meeting of the Senate at which By-Laws are to be adopted, amended, or repealed shall include notice of such proposed action.”*

If the Organization Committee wishes to propose an Amendment for ratification, the Chair of the Organization Committee must send a notification of the proposed Amendment to the GSS Executive Committee for dissemination to the Senate. This is to be done preferably no less than one week before the GSS monthly meeting at which the proposed Amendment will be discussed and voted upon. This notification must include both the present wording and the proposed wording of the Constitution.

4. *“The proposed amendment may be ratified by the affirmative vote of a two-thirds majority of Senators in Active Standing at such time.”*

The proposed Amendment will be brought up during the “Old Business” portion of the monthly GSS meeting. At that point in the agenda of the meeting, the President will lead a discussion and then lead a vote on the proposed Amendment. The Amendment is ratified if 2/3 of the Senators in Active Standing vote affirmatively.

Sample Timeline

September General Meeting

A Senator wishes to amend the Constitution. He or she contacts the President. During “New Business,” the Senator presents “Amendment X.” The Organization Committee then debates “Amendment X” at their meeting prior to the October (or November) general meeting. The Organization Committee decides to propose “Amendment X” for ratification and informs the GSS Executive Committee prior to the October (or November) meeting. The current wording of the Constitution along with the wording of “Amendment X” is sent to all GSS members in a notification via email no later than one week before the October (or November) Senate meeting.

October (or November) General Meeting

Under “Old Business,” the Organization Committee presents “Amendment X” to the GSS. The President then leads a discussion of the merits of “Amendment X.” The Senators vote to ratify “Amendment X” with a 2/3 majority of Senators in Active Standing. “Amendment X” then becomes part of the Constitution.

Robert's Rules of Order Reference

1. Why use parliamentary procedure?

- The term refers to the rules that have evolved over time to facilitate the democratic transaction of decision making in an organized group.
- The purpose of it is to protect the rights of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least amount of controversy
- Parliamentary rules protect: the right of the majority to decide; the right of the minority to be heard; the rights of individual members; the rights of absentees.
- *Robert's rules is used to HELP, not hinder decision making.*

2. Basic Rules

- **All members are equal and their rights are equal.** These rights include: to attend meetings, to make motions and speak in debate; to nominate; to vote; to hold office.
- **A quorum must be present to do business.** The purpose of a quorum is to prevent an unrepresentative group from taking action in the name of the organization.
- **The majority rules.** The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision.
- **Silence is consent.** Those members who do not vote agree to go along with the decision of the majority by their silence.
- **Two-thirds vote rule.** Two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided.
- **One question at a time and one speaker at a time.** No motion is in order which does not directly relate to the question under consideration. In addition, once a member has been recognized, he has been granted "the floor" and another member may not interrupt him.
- **Debatable motions must receive full debate.** The presiding officer may not put a debatable motion to vote as long as members wish to debate it. Debate can only be suspended by a two-thirds vote of the members present.
- **Once a question is decided, it is not in order to bring up the same motion or one essentially like it at the same meeting.** Such motions will be ruled out of order. For example, if the group decides to send something to a committee, someone can't move to make a decision on that motion.
- **Personal Remarks in debate are always out of order.** The presiding officer must rule all personal remarks out of order. Debate must be directed to *motions and principles, not motives and personalities.*

Robert's Rules of Order Reference

3. Types of Motions

Main motions:

A main motion is defined as a proposal that certain action be taken or an opinion be expressed by the group. Main motions allow a group to do its work. The words to use are "I MOVE."

Example: "I move that a playground be constructed in the community park with the surplus in the maintenance fund."

Secondary motions:

A secondary motion is one which can be made while the main motion is on the floor and before it has been decided. Secondary motions are divided into three classes: privileged motions, incidental motions, and subsidiary motions.

Example: "I move that the motion to construct a playground be referred to a special committee of five to be appointed by the president."

- **Privileged motions:**

These are motions of an emergency nature, such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group. They are of high rank and must be handled before any other business that is pending. These relate to the rights of the organization or any of its members. The motion enables a member to interrupt business on the floor to state an urgent request. It is in order only when the comfort, dignity, safety, or reputation is at stake. General privilege affects the organization; personal privilege affects individual members.

- Examples: **General privilege** – "We cannot hear the speaker." Or "The members in the back of the room did not receive the printed handout." **Personal privilege** – "The speaker is misstating my remarks."
- **Recess:** this motion proposes a short intermission in the meeting. It temporarily suspends business, which is resumed at the same point at the end of the intermission. The motion should state the length of the recess (ie. "I "move that we recess for lunch"). It requires a majority vote.
- **Adjourn:** To adjourn means to close the meeting. If business is pending and the motion to adjourn is adopted, the unfinished business is carried over to the next meeting. It must be seconded, cannot be debated and requires a majority vote.

Robert's Rules of Order Reference

- **Incidental motions:**

These are procedural motions. They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced, they must be decided before business can resume.

- **Point of Order:** This motion is used if you feel the Chair is failing to operate within the rules. The effect of this motion alerts the membership to a breach of procedure.
 - Example: If the chair calls for a majority vote on a motion to limit debate, someone will say, "I rise to a point of order in that this motion requires 2/3 vote."
- **Point of Information:** This motion is used to obtain additional information on the subject being considered.
 - Example: Member: "I rise to a point of information." Chair: "What is your point?" Member: "What is the amount of the surplus in the maintenance budget?"

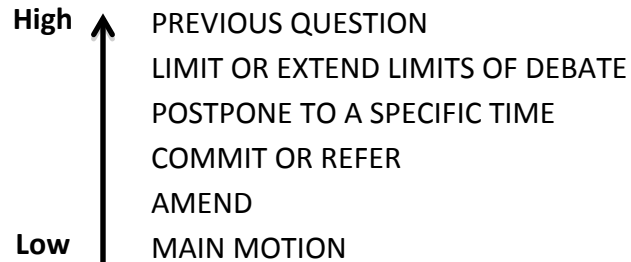
- **Subsidiary motions:**

These relate directly to the motion on the floor. They may change the words, send it to a committee, delay it, etc. They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. Subsidiary motions are the class of motions most frequently used in meetings.

- These motions can be confusing because they are ranked. For example, the motion to postpone has higher than the motion to commit and so it takes precedence. If the motion to postpone is voted on and adopted, then the motion to commit is not dealt with. Common sense dictates this rule – it is a waste of time to discuss an amendment to a motion if the group decided to send that motion to a committee.
- More than one motion can be on the floor but only one question. All of the pending motions must relate to the main motion on the floor.
 - For example, the motion to build a playground on campus is on the floor. Subsidiary motions to amend the motion, send it to a committee, and postpone it are all in order. All of these motions relate to the main motion about constructing a playground.

Robert's Rules of Order Reference

The Ranks of Subsidiary Motions



• The Specific Subsidiary Motions

- **Amendment:** To amend a motion means to change the wording of a motion to make it clearer, more complete, or more acceptable before the motion is voted upon.
 - Key topics: Amendment to the Amendment; Friendly Amendments; Hostile Amendments; Order of voting
- **Commit or Refer:** To commit or refer a motion sends the question on the floor to a small number of people so that it can be carefully studied and put into proper form for the group to consider. This is a very useful motion when all of the facts may not be known. It prevents long and pointless debate and protects the group from making a poor decision.
 - This motion should address the following topics with specific directions: a standing committee or new committee; what size committee; how will the committee be selected; will the committee have authority; when will the committee report back → Example: "I move that the question of constructing a playground be referred to a committee of five, to be appointed by the president with instructions to report back at our next meeting."
- **Postpone:** The motion to postpone delays action on a question until later – a motion cannot be postponed further than the next regular meeting.
 - This motion is used when an invited speaker arrives, information about the motion will be available later, a member realizes his delegation is not present for the vote, it is time for recess or adjournment
- **Limit Debate:** This motion can reduce the number and length of speeches allowed.
 - Example: "I move that debate on this topic be limited to one speech of two minutes for each member" or "I move that debate on this topic be limited to ten minutes."
 - This needs a second and is NOT debatable but requires a 2/3 vote
- **Previous Question:** This motion is used to cut off debate and to bring the group to an immediate vote on the pending motion.
 - "I move the previous question." It is not debatable but requires a 2/3 vote

Robert's Rules of Order Reference

How A Motion Is Made

1. A member requests the floor
2. The floor is assigned by the Chair
3. The motion is made
4. The motion is seconded
 - a. Motions coming from a committee do not need to be seconded because there is obviously more than one person who supports the motion
 - b. If the motion is not seconded (and therefore not supported by a second person), the chair states "since there is no second, the motion is not before this meeting."
5. The chair states the motion
 - a. It is important that the chair restate the motion so that the proposal is clarified in the minds of the members. "It has been motioned and seconded that"
 - b. Once the chair recognizes the seconded motion, it is "pending." This becomes the immediate focus and no other business can be considered until it is "disposed of."
6. Debate is held
 - a. The chair opens debate by saying "Is there any discussion?" – the chair MUST open all debatable questions to debate.
 - b. Members raise their placards and wait to be called on by the chair. The maker of the motion has the first right to speak to it.
 - c. Debate should continue as long as members wish to discuss the question unless motions have been adopted to either limit or close debate.
7. The chair puts the question to a vote
 - a. The chair again restates the motion "the question is on the motion that ..." "All in favor of the motion please say 'aye' ... those opposed say 'no'." (Or raise placards)
8. The chair announces the vote
 - a. The chair interprets and announces the results of the vote. "The no's have it and the association will not"

Robert's Rules of Order Reference

Motion Guide Chart

To do this	Motion	You say this	Vote
Introduce Business	Main	"I move that.."	Majority
Subsidiary Motions			
Change Wording of a Motion	Amend	"I move to amend the motion by (adding, striking out, substituting)..."	Majority
Send to Committee	Commit	"I move that the motion be referred to..."	Majority
Postpone Action	Postpone Definitely	"I move that the motion be postponed to..."	Majority
Limit Debate	Limit Debate	"I move that debate be limited to ..."	Two-Thirds
End Debate	Previous Question	"I move the previous question."	Two-Thirds
Privileged Motions			
Take Care of Noise or Temperature	Personal Privilege	"We cannot hear in the back of the room."	Chair Rules
Take Intermission	Recess	"I move that we recess for..."	Majority
Close Meeting	Adjourn	"I move that we adjourn."	Majority

Participation Form

This form serves as a means for members to keep track of their participation in the GSS. It may be used by Senators to keep track of maintaining Active Standing status. Requirements for Active Standing are outlined on pages 11-12 & 14 of the GSS handbook.

Monthly Meeting Attendance and Information Dissemination:

Month	Meeting Attendance	Information Dissemination
September	Yes proxy No	Yes No
October	Yes proxy No	Yes No
November	Yes proxy No	Yes No
December	Yes proxy No	Yes No
February	Yes proxy No	Yes No
March	Yes proxy No	Yes No
April	Yes proxy No	Yes No
May	Yes proxy No	Yes No
Provost Luncheon (Fall)	Yes proxy No	
President's Reception (Spring)	Yes proxy No	

Committee Service:

Active Standing Committee Service	Extra Committee Service <i>(if applicable)</i>	Extra Committee Service <i>(if applicable)</i>
Name of Committee:	Name of Committee:	Name of Committee:
Committee Meeting Dates Attended:	Committee Meeting Dates Attended:	Committee Meeting Dates Attended:
Extraordinary Service: <i>(Service as Chairperson or on a special project)</i>	Extraordinary Service: <i>(Service as Chairperson or on a special project)</i>	Extraordinary Service: <i>(Service as Chairperson or on a special project)</i>

Expense Request Form

University of Delaware Graduate Student Senate
For Committee use only

Name

Date submitted

Email Phone Number

Committee Membership: Chair or Co-Chair Senator Member Active Member

On behalf on which committee are you submitting this request?

Date of event

Date items are needed by

Item(s) to Purchase

Location of purchase (store, website, etc)

Estimated Cost/Quote

Expense Purpose

Please describe the nature of the function for which this expense is required

Additional Comments

Submit this completed form to:

Dr. Mary Martin, Assistant Provost for Graduate & Professional Education
either in person at 234 Hullihen Hall, or via email to marym@udel.edu.

Please copy the Executive Committee, and allow 2-4 weeks for a response.

You must save all detailed receipts in order to be eligible to receive a reimbursement.

Resignation/Leave of Absence Form

University of Delaware Graduate Student Senate

Name: Date:

College:

Academic Plan:

Current Position within the GSS (check all that apply):

- Senator Proxy Active Member
- GSS Non-Senator, i.e. GSS Member Volunteer
- Committee Chair or Co-Chair

which one(s)

- Internal Committee Member

which one(s)

- University Committee Representative

which one(s)

In what capacity do you resign or request a leave of absence (check all that apply)*:

- Senator Proxy Active Member
- GSS Non-Senator, i.e. GSS Member Volunteer
- Committee Chair or Co-Chair

which one(s)

- Internal Committee Member

which one(s)

- University Committee Representative

which one(s)

- All Capacities

**Your Academic Program Coordinator will be notified of your resignation.*

Would you like to be removed from the GSS members email list: Yes No

Please provide further information:

Resignation:

I have identified a replacement

Name:

Email:

I have not identified a replacement

Leave of absence (check all that apply):

I am providing a Proxy

Name:

Email:

I have not identified a Proxy

I plan on returning to the GSS

In which capacity:

Senator Proxy Active Member

GSS Non-Senator, i.e. GSS Member Volunteer

Committee Chair or Co-Chair

which one(s)

Internal Committee Member

which one(s)

University Committee Representative

which one(s)

All Capacities

Leave of absence duration:

Please elaborate on the need for a leave of absence, e.g. internship, medical leave, international study, personal etc.

Signed: _____ Date: _____

Membership Officer: _____ Date: _____

Please submit this completed form, printed and signed, to the Membership Officer.

