

GSO Senate Parliamentary Procedure



October , 2010



“The greatest lesson for democracies to learn is for the majority to give to the minority a full, free opportunity to present their side of the case, and then for the minority, having failed to win a majority to their views, gracefully to submit and to recognize the action as that of the entire organization, and cheerfully to assist in carrying it out until they can secure its repeal.”

— General Henry Martyn Robert

How it works



Treats one item at a time

Extends courtesy and fairness to all members

Lets the majority rule

Guarantees the rights of the minority

Constitution and bylaws



GSO part of Faculty Student Association
(FSA)

1. FSA Constitution
2. GSO Constitution
3. Bylaws
4. Rules of Order

GSO Senator status



1. Certified Senator

Elected by department members

Petition with 30% signatures of students from the department

2. Active Senator

A senator becomes inactive if they have missed two out of the last three GSO Senate meetings. A department becomes inactive if none of their senators are active.

Senators become active upon attending two out of three meetings since losing active status.



Vocabulary

Meeting: Official convening of members to transact official business

Agenda: List of items of business

Order of Business: Order in which the items on the agenda are discussed

Minutes: Record of a meeting

Quorum: Number of members needed to conduct business

*25% of Senators or 8, whichever is greater

Adjourn: End a meeting officially



Senator's Vocabulary

Motion: proposal for action by the group

Second: a second member supports the idea

Amend: change a resolution or a motion

Objection: oppose to the main motion

Rescind: nullify a vote taken at a previous meeting

Withdrawal of the motion: can only be made by the legislator who presented the motion

How does a meeting work?

1. Notice of meeting

* First Tuesday of every month

2. Agenda is presented

*send to senators at least two days before the meeting.

3. Vote to approve minutes from previous meeting

*send with the agenda

4. Move to business of order

5. Motions

- Second
- Stated by the chair
- Debated (if needed)
- Voted

5. New business

6. Adjourn



Motions

Putting ideas into action

Have to be seconded

Any senator can place a motion

Motion are classified as:

Main

Secondary

Subsidiary

Privileged

Incidental



Main motions

Introduces new subject for discussion and action

Original

Incidental

(deals with business that started out as an original main motion on which the group reached a decision)

adopt

ratify

point of order

limit debate

Secondary motions

Help process a main motion

Subsidiary

postpone indefinitely

amend

refer to committee

postpone to a certain time

extend or limit debate (requires 2/3)

previous question (shut up and vote)

lay on table

Incidental motions

Point of order

Point of information

Appeal the ruling

Suspend the rules

Object to consideration of the question

Division of the question

Consider by paragraph

Division of assembly

Related to methods of voting and polls

Withdrawal or modification of a motion

Request to read papers

Privileged motions

Adjourn

(require majority vote)

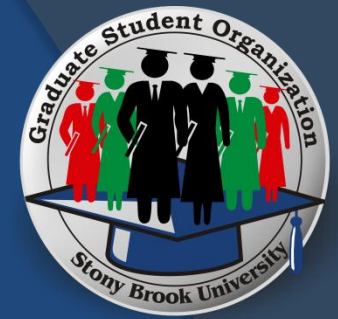
Raise question of privilege

Call for orders of the day

(chair decision)

Senators present the motions

1. Member raises and addresses the chair with the motion
“Chairwoman I move to...”
2. Chair recognizes the member
3. Senator states the motion
4. Another member seconds motion
5. Chair states the motion
6. Members debate the motion
7. The chair puts the question and the members vote
8. Chair announces the results



Obtaining the floor

(Fighting for the right to speak)

Recognized by the chair

Once you are granted the floor you have an exclusive right to speak for **2 minutes**.

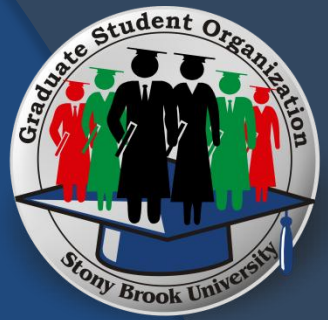
If two or more members claim the floor at the same time, the member who first addressed the chair has the floor.

Any member must automatically yield the floor to the chair

Every member has the right to speak once during a debate and may not speak again if there is any other member who wishes to speak.

Each member is limited to speak twice

Two thirds vote is required to extend or limit debate



Vote

1. Unanimous consent

“Is there any objections to adopt the motion”

2. “Viva voce”

“All those in favor say 'Aye'”

3. Rising vote

When two thirds is required or a voice vote is too close

Types of vote



Majority: more than half the votes

Two-thirds vote: twice as many votes in favor as against

* Constitutional amendments require 75% approval of all members of the Senate

How to have productive senate meetings

Be ready

- Read agenda
- Discuss among your constituents
- Decide your vote, and if you would like to propose any changes
- Write your speech
- Senate meetings are designed to make decisions and take action

Be here on time

Thanks!

Questions?

