

GSO

**GRADUATE STUDENT
ORGANIZATION**

SENATOR

HANDBOOK

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Greetings Senators and fellow graduate students,

Welcome to the 56th Session of the GSO Senate.

The GSO was founded on October 8th, 1968, in the wake of the civil and student rights movements.

As the 1967 *Joint Statement on Rights and Freedoms of Students* proclaims, these movements secured for students the freedom to organize and self-govern for the promotion of their common interests. They secured for students the freedom of inquiry to discuss all questions of interest to them, and the freedom of expression to declare opinions and support causes both publicly and privately without suppression or retaliation. They secured for students the right to participate in the government of their academic institutions and to help shape policies that affect their communities.

This spirit infuses the structure and operations of the GSO Senate to this day. Those same rights are asserted in our organization's Constitution. They are enshrined in Syracuse University's *Statement of Student Rights and Responsibilities*.

Yet, as with many freedoms and rights, at least two things ring true. First, students must diligently assert and exercise them lest they fade away on our watch through indifference or indolence. Second, students must practice them responsibly, with decorum, lest we somehow weaken the very rights and freedoms we wish to preserve.

By virtue of the position you now hold—whether it be an Academic Program Senator, a Senator at-Large, or a University Senator—you have joined something rather special, then. You have become the inheritors and *practitioners* of hard-won civil and student rights.

Your voice and vote will protect and advance the interests of students. Your voice, and vote, will shape institutional policy. Your voice, and your vote, will raise the ceiling of the possible for us all. When the hours grow longer than we wish; when the matter at hand is less than interesting to some or to many; remember even then why we—why *you*—are here.

On behalf of the Graduate Student Organization past and present, thank you, as United States Senator Raphael Warnock says, for “putting your shoes on.” Thank you for showing up, assembly after assembly, to do work that matters beyond today.

Be diligent. Be decorous. Stand in power.

Yours in solidarity and care for this home that is together ours,

Daniel J. Kimmel
GSO President of the Student Body & Chief Executive Officer

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1.0 Introduction

Greetings and welcome to Syracuse University and the Graduate Student Organization! This is the GSO Senator Handbook. We have created a detailed guide to help you excel as a Senator in the Graduate Student Organization (GSO). It contains all the necessary information, tools, and resources you need to succeed in your role.

As a Senator, your role is crucial in representing the interests, concerns, and aspirations of graduate students at Syracuse University. Your participation and dedication are vital for GSO to effectively advocate for graduate students' needs and create a supportive and inclusive environment for everyone.

This handbook is your ultimate resource, providing you with a vast amount of information about the GSO's structure, functions, and processes. Regardless of whether you're a newly elected Senator or you've been serving for a while, this handbook will give you the tools and knowledge you need to handle your role's duties and challenges.

This document provides helpful information on various topics related to the GSO, including understanding its constitution and policies, parliamentary procedures, communicating with constituents, fellow Senators and committee members, accessing resources and support, and maintaining institutional memory to ensure the organization's continuity.

This handbook emphasizes the significance of transparency, inclusivity, and collaboration in the decision-making processes of the GSO. It urges you to actively involve yourself with the graduate student community to address their concerns and foster constructive transformations.

We believe that by providing you with the necessary tools and information, this handbook will empower you to make a significant impact during your tenure as a Senator. Your commitment and dedication to the betterment of the graduate student community are greatly appreciated, and we are confident that together, we can achieve remarkable outcomes.

We encourage you to use this handbook as a reference throughout your term and to actively seek opportunities for growth, collaboration, and making a difference. Your voice matters, and the work you undertake as a Senator will shape the future of graduate students at Syracuse University.

Thank you for your service to the Graduate Student Organization, and we wish you every success in your role as a Senator. Together, let us create a vibrant and supportive graduate student community that fosters excellence, inclusivity, and positive change.

Sincerely,
Christopher Dean Arnell, Jr.
GSO Vice President of Internal Affairs & Chair of the Senate

1.2 Purpose and Scope of the Handbook

The purpose of this handbook is to provide Syracuse University Graduate Student Organization (GSO) Senators with a comprehensive resource that outlines their roles, responsibilities, and the framework within which they operate. It serves as a guide to help Senators understand the organization's structure, functions, and processes, enabling them to effectively fulfill their duties and make informed decisions.

The handbook aims to:

1. **Familiarize Senators with the GSO:** It provides an overview of the organization's history, mission, and relationship with the Syracuse University administration. By understanding the GSO's purpose and objectives, Senators can align their efforts to serve the graduate student community effectively.
2. **Establish Clarity and Consistency:** The handbook outlines the constitution, bylaws, and policies of the GSO, ensuring that Senators have a clear understanding of the governing principles that shape their work. It also highlights key provisions and articles, empowering Senators to navigate the organizational framework with confidence.
3. **Facilitate Effective Participation:** Senators are provided with guidance on parliamentary procedures, including *Robert's Rules of Order* (RONR), to conduct meetings, make motions, vote, and engage in constructive debates. Understanding these procedures fosters efficient decision-making and promotes a respectful and inclusive environment within the Senate.
4. **Promote Accountability and Transparency:** The handbook emphasizes the importance of open communication, accountability, and transparency in the GSO. It provides strategies for effective communication with constituents, sharing information within the graduate student community, and ensuring that decisions and resolutions are properly disseminated.
5. **Support Continuous Learning and Institutional Memory:** Recognizing the value of institutional memory, the handbook encourages Senators to preserve best practices, document committee goals and accomplishments, and facilitate the smooth transition of knowledge and experience from one administration to the next. By promoting continuity, Senators can build upon past achievements and make informed decisions for the benefit of the graduate student community.
6. **Enhance Resource Accessibility:** The handbook serves as a centralized source of information, providing access to training opportunities, budgeting processes, and available resources within the GSO. It empowers Senators to leverage these resources to support their initiatives and effectively serve the needs of their constituents.

It is important to note that while this handbook provides comprehensive guidance, it is not intended to replace personal judgment or critical thinking. As a Senator, your unique perspectives, ideas, and initiatives are highly valued. The handbook serves as a foundation from which you can confidently navigate your role, make informed decisions, and contribute to the overall success of the GSO.

Remember, the graduate student community relies on your dedicated service and commitment. By utilizing this handbook, engaging in open dialogue, and collaborating with fellow Senators and GSO members, you have the opportunity to create meaningful change, advocate for student interests, and shape the future of Syracuse University's graduate student community.

Let's collaborate and strive for a welcoming, encouraging, and energetic atmosphere that accommodates the wide variety of graduate student at Syracuse University.

Section 1.3: Organizational Structure and Governance

1.3.1 Purpose:

The purpose of this section is to define the organizational structure and governance of the Graduate Student Organization (GSO) to ensure effective operation, decision-making, and representation within the organization.

1.3.2 Executive Board:

(a) The GSO has an Executive Board consisting of seven elected officers who hold specific roles and responsibilities.

(b) The Executive Board is composed of the following officers: President, Vice President of Internal Affairs, Vice President of External Affairs, Comptroller, Recording Secretary, Financial Secretary, and Communications Secretary.

1.3.2.1 Roles and Responsibilities of the Executive Board

The executive powers of the GSO are vested in the Executive Board, consisting of seven Executive Officers. The positions within the Executive Board are as follows:

President: The President serves as the Chief Executive Officer of the GSO and oversees its budget and operations. The President represents graduate students and the GSO to the Board of Trustees, the University administration, and the Graduate School. Responsibilities of the President include preparing reports to the Board of Trustees, advocating on behalf of graduate students to the University administration, appointing staff and officers, implementing policies and resolutions of the Senate, and serving as Chair of the Executive Board as well as of the Executive Board Advisory Council (EBAC). The President sits in the University Senate *ex officio*.

Vice President of Internal Affairs: The Vice President of Internal Affairs serves as the Chair of the GSO Senate. Their responsibilities include certifying the election of Academic Plan Senators, maintaining Senate records, setting the agenda for Senate meetings, serving as Chair of the Rules & Administration Committee, overseeing GSO committees and liaisons, representing the GSO to other University bodies, and managing staff and appointed positions within the GSO. Should the President ever be infirm or incapable of administering their duties, the Vice President of Internal Affairs presides as Acting President pro tempore.

Vice President of External Affairs: The Vice President of External Affairs is responsible for outreach and event planning. Their duties include recruiting Senators from academic plans without representation, organizing GSO events, increasing the visibility of the GSO in the University community, informing graduate students about the GSO, maintaining an active social media presence, serving on GSO committees or as a liaison (if necessary), and representing the GSO in the University Senate (if necessary). The Vice President of External Affairs serves as Chair of the Outreach & Civic Engagement Committee.

Comptroller: The Comptroller is responsible for maintaining accurate financial records of the GSO, overseeing the work of the Financial Secretary, preparing financial reports to the Senate, chairing the Finance Committee, preparing the annual budget, and assisting in overseeing bookkeeping or accounting staff. The Comptroller serves as Chair of the GSO Finance Committee. They sit in the University Senate and its Budget and Fiscal Committee *ex officio*.

Recording Secretary: The Recording Secretary is responsible for recording the minutes of Senate Meetings, posting the minutes publicly (excluding Executive Session portions), maintaining attendance records, publishing a list of Senators and their contact information, maintaining an email list of Senators, serving on GSO committees or as a liaison (if necessary), and representing the GSO in the University Senate (if necessary). They serve as Chair of the PAC Grant Committee.

Financial Secretary: The Financial Secretary keeps records of payments made and received on GSO accounts, processes reimbursements and financial paperwork, assists the Comptroller, serves on GSO committees or as a liaison (if necessary), and represents the GSO in the University Senate (if necessary). They serve as Vice Chair of the Finance Committee.

Communications Secretary: The Communications Secretary assists the Vice President of External Affairs in their duties, maintains public documents and forms including the GSO website, updates them as needed, serves on GSO committees or as a liaison (if necessary), and represents the GSO in the University Senate (if necessary). They serve as Vice Chair of the Outreach & Civic Engagement committee.

1.3.3 Senate:

(a) The Senate is the unicameral legislature of the GSO, functioning as the organization's representative body and legislative branch.

(b) The Senate is composed of elected graduate student representatives, known as Senators, who represent various departments, schools, or colleges within the university.

(c) Senators shall actively participate in Senate meetings, voice the concerns and perspectives of their constituents, propose and deliberate on policies, and vote on matters relevant to the GSO.

(d) The Senate shall play a crucial role in shaping the direction of the organization, promoting advocacy, and fostering a sense of community among graduate students.

1.3.4 Committees:

(a) The GSO may establish committees to address specific issues, carry out specialized tasks, or facilitate the implementation of programs or initiatives.

(b) Committees are composed of GSO members with a particular interest, expertise, or willingness to contribute to a specific area of focus.

(c) Each committee shall have a designated purpose, scope, and responsibilities as defined by the GSO Constitution or established by the Senate.

(d) Committees work collaboratively to conduct research, propose recommendations, execute projects, and provide valuable input to the Senate and Executive Board.

(e) Each Senator is required to serve on at least one committee.

Standing Committees:

Climate Change Action Committee:

The Climate Change Action Committee acts as an intermediary between the administration, students, and faculty in the implementation of Syracuse University's Climate Action Plan. The committee collaborates with relevant student groups at Syracuse University and other local institutions to promote educational opportunities and resources for students interested in waste reduction and climate policy advocacy. It remains updated on climate policies and research to advocate for necessary amendments to Syracuse University's Climate Action Plan.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee:

The DEIA Committee addresses internal diversity issues affecting Syracuse University graduate students, including, but not limited to, race, ethnicity, gender identity, assigned sex, sexual orientation, national origin, cultural identity, religion, class, disability, and age. The committee

suggests solutions, implements educational efforts, and periodically reports to the Senate on these topics. It also collaborates with GSO University Senators involved in University Senate committees related to diversity.

Finance Committee:

The Finance Committee advises the Senate and Executive Board on financial matters. It receives and reviews all Special Programming requests, constructs the Annual Budget, and provides recommendations on financial decisions in accordance with the Fiscal Policy. Chaired by the Comptroller, the committee periodically reports to the Senate on the GSO's financial status and recommends updates to the Fiscal Policy.

Graduate Employment Issues Committee:

The Graduate Employment Issues Committee addresses matters concerning graduate student employment, such as stipends, benefits, workload, work type, and the student-department work relationship. The committee advises the GSO, studies employment issues, and advocates for improvements in the working landscape for graduate students. It makes periodic reports to the Senate, offering recommendations for action by the Senate and Executive Board. The committee collaborates with GSO University Senators involved in University Senate committees related to graduate employment. Per *GSO Senate Resolution 23.06*, the Graduate Employment Issues Committee functions as the GSO's official liaison to the Syracuse Graduate Employees Union.

Outreach and Civic Engagement Committee:

Chaired by the External Vice President and a Vice Chair, the Outreach and Civic Engagement Committee focuses on retaining and attracting graduate student participation in the GSO. It increases awareness of the GSO as a representative body, fosters student representation within the GSO Senate, and promotes civic and community engagement at local, state, and national levels. The committee plans collaborative events, develops advocacy proposals on relevant issues, and coordinates with the Internal Vice President. Additionally, it strengthens connections with the Syracuse community and national body of graduate students.

Professional, Academic, and Creative Work (PAC) Grant Committee (Formerly Travel Grant):

The PAC Grant Committee manages the GSO Professional, Academic, and Creative Work (PAC) Grant Program. Chaired by the GSO Recording Secretary, the committee aims to enhance diversity among applicants and ensure equitable processes. It reviews applications, determines awards, and conducts annual program reviews. The committee reports decisions and recommends updates to the Grant Program Policy. It also compiles a list of resources and funding opportunities beyond the GSO to support equitable access to conference engagement for graduate students.

Special Committees:

Executive Board Advisory Council:

The Executive Board Advisory Council provides updates, advice, and recommendations to the Executive Board and other GSO committees regarding graduate students' interests and concerns. Comprising the GSO Executive Board and Chairs of all GSO committees (or their appointed representatives), the council meets regularly to facilitate communication and collaboration. The President serves as Chair, and the Vice President of Internal Affairs serves as Vice-Chair. The council may invite additional Senate members when necessary but does not have the power to enact policies, resolutions, or initiatives unless directed by the GSO Senate.

Rules and Administration Committee:

The Rules and Administration Committee oversees the procedural and administrative operations of the GSO. It conducts studies on the GSO's organization and operations, recommends improvements, and acts as the institutional memory of legislation and procedural documents. Chaired by the Vice President of Internal Affairs, the committee collaborates with the President, Parliamentarian, and the President Pro Tempore of the Senate. It reviews proposed constitutional

amendments, policy changes, and organizational/operational structure changes, offering recommendations in accordance with relevant policies. The committee may submit official opinions to the GSO Senate and may invite other members of the Senate as it deems necessary.

Agenda Committee:

The Agenda Committee is chaired by the Vice President of Internal Affairs and composed of the President, Parliamentarian and the President Pro Tempore of the Senate. It oversees the preparation and organization of the GSO Senate's meeting agendas. It ensures that Senate meetings are well-structured, adhere to parliamentary procedures, and include relevant and important agenda items. The committee collaborates with the President, Executive Board, and other committees to gather information and review proposed motions, resolutions, and reports, creating agendas that facilitate productive discussions and informed decision-making.

1.3.5 Decision-Making and Governance Processes:

(a) The GSO upholds democratic principles, transparency, and inclusivity in its decision-making processes. These core values ensure that all members have a voice and an opportunity to participate in shaping the organization's direction.

(b) The Vice President of Internal Affairs, working collaboratively with the Executive Board and the Agenda Committee, assumes the responsibility of setting the agenda for Senate meetings. This careful selection ensures that significant matters are included for discussion and appropriate actions are taken.

(c) The Senate serves as the deliberative body responsible for proposing and considering policies, resolutions, amendments, and other matters brought forward. Through thoughtful discussion and debate, Senate members contribute their perspectives and expertise, ensuring a comprehensive examination of each issue. Decisions are reached through voting, with a majority vote required for approval on most legislative items. Please see [Appendix A](#) and the [GSO Constitution](#) for more information.

(d) The Executive Board plays a crucial role in the governance process. Once decisions are made by the Senate, the Executive Board assumes the responsibility for their implementation. They manage the organization's resources, diligently working to execute approved policies, resolutions, and directives. The Executive Board also provides leadership to achieve the GSO's objectives, ensuring that the organization operates in line with its mission and vision.

2.0 Role of Senators

In accordance with Article I of the GSO Constitution, the Senate is the legislative body responsible for making decisions and exercising the powers granted by the Constitution. Senators are elected representatives who carry out their responsibilities to serve graduate students, participate actively in Senate meetings, advocate for their constituents' interests, and engage with the GSO community. Through their active participation and dedication, Senators contribute to the effective governance and representation of graduate students at Syracuse University.

2.1 Types of Senators

2.1.1 Academic Plan Senators (APS)

Academic Plan Senators are individuals elected to represent specific academic plans or programs within Syracuse University. The number of Academic Plan Senators allotted to each program is determined based on enrollment data provided annually by the university. These Senators are responsible for voicing the concerns, needs, and interests of graduate students within their respective academic plans. They actively participate in Senate meetings, engage in discussions, propose policies, and vote on matters that affect their constituents. Academic Plan Senators may appoint a single alternate who can attend Senate meetings on their behalf. This alternate serves as a representative when the Senator is unable to attend a meeting. Academic Plan Senators play a crucial role in ensuring that the diverse perspectives and issues within different academic plans are effectively represented in the GSO Senate.

2.1.2 University Senators

University Senators are graduate students elected to represent the GSO in the University Senate, which is a separate governing body at Syracuse University. The number of University Senators is determined by the Office of the University Senate Recorder, as per the Bylaws of the University Senate. University Senators have seats in both the GSO Senate and the University Senate. They attend meetings of both bodies and actively participate in discussions and decision-making processes. University Senators serve as a link between the GSO and the broader university community, advocating for the interests of graduate students at the university level. They are required to attend University Senate meetings and serve on a University Senate Committee as designated by the University Senate. University Senators also participate in GSO Senate meetings, contribute to discussions, and vote on matters that come before the GSO Senate.

2.1.3 At-Large Senators

At-Large Senators are GSO members who are elected to represent the general graduate student population at Syracuse University. These Senators are not affiliated with any specific academic plan or program. At-Large Senators provide a broad perspective and advocate for the overall interests of graduate students across various disciplines and departments. There is a maximum of ten At-Large Senate seats, and any GSO member can fill these positions without any restrictions. Half of the At-Large Senate seats are elected during the annual Elections Special Meeting, while the remaining unfilled seats are filled at the first meeting of the fall semester. At-Large Senators actively participate in Senate meetings, engage in discussions, propose policies, and vote on matters that impact the entire graduate student community. They play a crucial role in representing the collective interests of graduate students and contributing to the decision-making processes of the GSO Senate.

2.2 Responsibilities and Duties of Senators

(a) Senators are elected representatives of the Graduate Student Organization (GSO) and hold the responsibility of voicing the concerns and interests of graduate students at Syracuse University.

(b) Senators actively participate in the legislative process of the GSO Senate, making decisions, proposing policies, drafting resolutions, and voting on matters that affect graduate students.

(c) Senators fulfill their duties by attending Regular and Special Meetings of the Senate, actively engaging in discussions, reporting on behalf of their academic plans or constituencies, and serving on standing committees, special committees, or in liaison positions.

(d) Senators have the power to recommend and draft resolutions, make policy recommendations to the University or other bodies, collectively establish the GSO's position on important matters, and advocate for graduate students' interests.

2.3 Expectations for Active Participation

(a) Senators are required to actively participate in Senate meetings by attending and contributing to discussions and deliberations.

(b) Academic Plan Senators may appoint a single Alternate Senator who can attend meetings on their behalf.

(c) University Senators are required to attend University Senate meetings in addition to GSO Senate meetings and serve on a University Senate Committee as designated by the University Senate.

(d) Failure to attend two consecutive Senate Meetings will result in the removal of the Senator from their position.

2.4 Representation and Advocacy for Graduate Students

(a) Senators serve as representatives of graduate students at Syracuse University and have the authority to speak on their behalf.

(b) Senators are responsible for understanding the concerns and interests of graduate students within their academic plans or constituencies.

(c) Senators advocate for the rights and well-being of graduate students, establish the GSO's position on important matters, and engage in discussions and negotiations with relevant stakeholders to address the needs of graduate students.

2.5 Engaging with Constituents and Gathering Feedback

(a) Senators actively engage with their constituents to gather feedback, concerns, and suggestions regarding issues affecting graduate students.

(b) Senators regularly communicate with graduate students within their academic plans or constituencies, providing updates on Senate activities and seeking input on relevant matters.

(c) Senators serve as a vital link between the GSO Senate and the graduate student community, ensuring that their voices are heard, and their interests are represented.

3.0 Understanding the GSO

3.1 Overview of the Graduate Student Organization

The Graduate Student Organization (GSO) is the representative body for graduate students at Syracuse University. It serves as a platform for advocating for the rights, needs, and interests of graduate students and works towards enhancing their overall experience at the university. The GSO is committed to fostering a supportive and inclusive environment that promotes academic success, personal growth, and professional development.

The GSO consists of elected representatives from various academic plans, University Senators, and At-Large Senators. These individuals form the GSO Senate, which serves as the legislative body responsible for making decisions, proposing policies, and addressing issues relevant to the graduate student community. The GSO Executive Board works in collaboration with the Senate to implement decisions, manage resources, and provide leadership to achieve the GSO's objectives.

3.2 History and Mission of the GSO

The Graduate Student Organization has a rich history dating back to its establishment in 1968. It was founded with the purpose of uniting and empowering graduate students across different disciplines and departments. Over the years, the GSO has played a vital role in representing graduate student interests, advocating for positive change, and ensuring that graduate students have a voice in university decision-making processes.

The mission of the GSO is to enhance the graduate student experience at Syracuse University. It strives to create a supportive community that fosters academic excellence, professional development, and personal well-being. The GSO is dedicated to promoting inclusivity, diversity, and equity among graduate students and works towards creating a positive and engaging environment that meets their evolving needs.

3.3 Relationship with Syracuse University Administration

The GSO maintains a constructive and collaborative relationship with the Syracuse University administration. It serves as a liaison between the graduate student body and the university administration, advocating for the concerns and interests of graduate students at various levels of decision-making.

Through regular communication channels and meetings, the GSO engages with university administrators to address graduate student issues, propose policy changes, and collaborate on initiatives that enhance the graduate student experience. The GSO works towards fostering transparency, fairness, and accountability in university policies and practices that impact graduate students.

The GSO recognizes the importance of open dialogue and constructive engagement with the Syracuse University administration to create a positive and supportive environment for graduate students. By actively participating in university committees, task forces, and other forums, the GSO strives to influence policies, resources, and services that directly affect graduate student life on campus.

Overall, the GSO's relationship with the Syracuse University administration is characterized by mutual respect, collaboration, and the shared goal of continuously improving the graduate student experience at Syracuse University.

4.0 GSO Constitution and Policies

4.1 Overview of the GSO Constitution

The GSO Constitution is the fundamental document that outlines the structure, functions, and governing principles of the Graduate Student Organization. It provides a framework for the operation and decision-making processes of the GSO, ensuring transparency, accountability, and fairness in its activities. The Constitution sets forth the rights and obligations of the GSO members, Senators, Executive Board members, and other officers, as well as the procedures for enacting policies, making amendments, and addressing officer removal.

4.2 Key Provisions and Articles

The GSO Constitution consists of several key provisions and articles that establish our organization's purpose, structure, and powers. The following are the primary articles within the GSO Constitution:

Article I: The Senate

This article focuses on the Senate, the legislative body of the GSO. It outlines the composition of the Senate, which includes Senators representing various academic plans, university Senators, and at-large Senators. It also covers the election procedures, terms of office, powers, and responsibilities of the Senate.

Article II: The Executive Board

This article addresses the Executive Board, the executive body of the GSO responsible for implementing policies and managing the organization's day-to-day operations. It outlines the composition of the Executive Board, including positions such as President, Vice Presidents, Comptroller, and Secretaries, along with their respective duties and functions.

Article III: The Staff

This article focuses on the GSO staff, who provide administrative support and assistance to the GSO leadership, Senators, and Executive Board members. It outlines the roles, responsibilities, and appointment procedures for staff members, as well as their relationship with the Senate and Executive Board.

Article IV: Removal of Officers

This article addresses the procedures for removing Executive Board members and other officers. It outlines the process for initiating and conducting removal proceedings, and the decision-making authority responsible for determining the removal.

Article V: Amendments

This article details the process for amending the GSO Constitution. It specifies the requirements for proposing amendments, the procedures for reviewing and voting on proposed amendments, and the threshold for amendment ratification. This ensures that the Constitution can be modified or updated as needed to reflect the evolving needs and priorities of the graduate student community.

Article VI: Miscellaneous

This article contains a collection of provisions that address various important matters not covered in other articles of the GSO Constitution. These provisions cover a range of topics, including the organization's official name and references, financial arrangements with the SUNY-ESF Graduate Student Association, fee waiver eligibility, officer status, not-for-profit status, non-discrimination policy, prohibition of hazing and harmful acts, and compliance with Syracuse University's Code of Student Conduct. Each section serves to clarify and establish specific guidelines or principles related to these miscellaneous matters.

4.3 Policies and Amendments

In addition to the Constitution, the GSO has various policies to address specific issues, provide guidelines, or regulate certain aspects of the organization's activities. These policies can cover various topics such as fiscal matters, communication, advocacy priorities, and diversity and inclusion. Policies are typically formulated by the Executive Board, GSO Committees, or Individual Senators in consultation with the rest of the GSO and other stakeholders, to ensure consistency and fairness in decision-making processes. Policies are voted on in the Senate. The GSO Fiscal Policy can be found on the GSO website here: <https://gradorg.syr.edu/fiscal-policy/>. The GSO Policy Platform can be found here: <https://gradorg.syr.edu/what-we-are-for/>.

Similarly, amendments to the Constitution may be proposed to refine the governance structure, clarify existing provisions, or introduce new regulations. Article V of the Constitution outlines the process for proposing and enacting amendments. Senators, Executive Officers, or a petition signed by 30 graduate students from at least three different schools can propose amendments. Proposed amendments can be discussed at Regular or Special Meetings, requiring prior notice and specific conditions. A 3/4 majority vote from Senators (excluding vacant seats) is necessary to pass amendments. Amendments take the form of in-line edits with effective dates and can be referred to the Rules and Administration Committee for expert feedback.

4.4 Navigating the Constitution and Policies

It is essential to familiarize oneself with the provisions, articles, and policies that govern the GSO's operations to ensure compliance and active participation within the organization.

The GSO Constitution, GSO Fiscal Policy and GSO Policy Platform are available online. Members are encouraged to review these documents periodically to stay informed about their rights, responsibilities, and the governance framework of the organization. In case of any confusion or questions regarding the Constitution or policies, individuals should seek guidance from the GSO leadership, Rules and Administration Committee, or other knowledgeable individuals within the organization, who can provide clarification and assistance.

5.0 Parliamentary Procedures

5.1 Importance of Parliamentary Procedures

Parliamentary procedures are essential for the effective and efficient functioning of the Graduate Student Organization (GSO). These procedures provide a structured framework for conducting meetings, making decisions, and ensuring fair participation among members. By adhering to parliamentary procedures, the GSO promotes transparency, accountability, and the democratic representation of its members.

5.2 Understanding Robert's Rules of Order, Newly Revised

Robert's Rules of Order, Newly Revised (abbreviated as RONR) is a widely recognized and widely used manual of parliamentary procedures. It serves as a guide for conducting meetings, deliberating on issues, and making decisions in an organized and systematic manner. Familiarity with Robert's Rules of Order is crucial for GSO members to effectively participate in meetings and understand the procedures governing discussions, motions, voting, and decision-making. While Senators may not be familiar with every detail of RONR, it is essential for them to understand basic processes such as making a motion and writing a Resolution. This Handbook contains excerpts from the 12th Edition of RONR that cover commonly used parliamentary procedures in GSO Senate meetings. Moreover, a cheat sheet for RONR is also provided (See [Appendix A](#))

5.3 Motions, Voting, and Decision-Making

In accordance with parliamentary procedures, GSO members have the right to make motions during meetings. A motion is a formal proposal for the organization to take a specific action or address a particular issue. Motions require a second from another member to be considered for discussion. Once a motion is on the floor, it is open for debate, amendments, and, ultimately, a vote.

Voting is the process by which GSO members express their preferences or decisions on motions. Typically, a majority vote is required for a motion to pass, although specific rules may apply to certain circumstances, such as amendments or bylaws changes. The GSO may use various voting methods, including a voice vote, a show of hands, or a secret ballot, depending on the nature of the decision.

5.3.1 Roberts Rules of Order, Newly Revised 12th Edition §4. THE HANDLING OF A MOTION

The following is an Excerpt from Roberts Rules of Order, Newly Revised 12th Edition Chapter 4. THE HANDLING OF A MOTION

4:1 The handling of a motion varies in certain details according to conditions. In the ordinary case, especially under new business, there are six essential steps—three by which the motion is brought before the assembly, and three in the consideration of the motion.

How a Motion Is Brought Before the Assembly

4:2 The three steps by which a motion is normally brought before the assembly are as follows:

- 1) A member makes the motion. (The words move and offer also refer to this step. A person is said to “make a motion,” but [they] use the word “move” when [they] do so. [They are] also said “to move” a particular proposal, as in “to move a postponement.”)
- 2) Another member seconds the motion.
- 3) The chair states the question on the motion. (The step of stating the question on the motion should not be confused with putting the question, which takes place later and means putting the motion to a vote.)

4:3 Neither the making nor the seconding of a motion places it before the assembly; only the chair can do that, by the third step (stating the question). When the chair has stated the question, the motion is pending, that is, “on the floor.” It is then open to debate (if it is a main motion or one of several other debatable parliamentary motions, which are described in later chapters). If the assembly decides to do what a motion proposes, it adopts the motion, or the motion is carried; if the assembly expressly decides against doing what the motion proposes, the motion is lost, or rejected.

4:4 Making a Motion. To make a main motion, a member must obtain the floor, as explained above, when no other question is pending and when business of the kind represented by the motion is in order. The member then makes his motion, in simple cases by saying, “I move that...[announcing what [They] propose in a wording intended to become the assembly’s official statement of the action taken].” For more important or complex questions, or when greater formality is desired, [They] presents the motion in the form of a resolution. The usual wording then is, “I move the adoption of the following resolution: ‘Resolved, That...’”; or, “I offer the following resolution: ‘Resolved, That...’” (For additional information on the proper form for main motions and resolutions, see 10.)

4:5 A resolution or a long or complicated motion should be prepared in advance of the meeting, if possible, and should be put into writing before it is offered. The mover then passes it to the chair as soon as [they] [have] offered it. If conditions make it impractical for a member offering a written resolution to read it [themselves], [they] signs it and passes or sends it to the chair ahead of time (in a large meeting, often by page or messenger), or [they] can deliver it to the secretary before the meeting. In such a case the member offers his resolution by saying, “I move the adoption of the resolution relating to..., which I have sent to the chair [or “have delivered to the Secretary”],” identifying it by its subject matter; or, when moving its adoption, the member may identify the resolution by its designated title, number, letter, or the like. The chair then says, “The resolution offered by Mrs. A is as follows:...” or, “The Secretary will read the resolution offered by Mrs. A,” and the chair (or the secretary) reads the resolution in full. If the text of the resolution or motion has been distributed to the members in advance, however, it need not be read when moved.

4:6 As soon as a member has made a motion, [they] resumes his seat. [They] will have the right to speak first in debate, if [they] wish, after the chair has stated the question. If the motion has not been heard

or is not clear, another member can ask that it be repeated, which the chair can request the maker or the secretary to do, or can do [themselves].

4:7 Under parliamentary procedure, strictly speaking, discussion of any subject is permitted only with reference to a pending motion. When necessary, a motion can be prefaced by a few words of explanation, which must not become a speech; or a member can first request information, or [they] can indicate briefly what [they] wish to propose and can ask the chair to assist [them] in wording an appropriate motion. In general, however, when a member has obtained the floor while no motion is pending— unless it is for a special purpose, such as to ask a question— [they] make a motion immediately. Any desired improvements upon the member’s proposal can be accomplished by several methods after the motion has been made (for a summary, see 10:29-30). 4:8 For a member to begin to discuss a matter while no question is pending, without promptly leading to a motion, implies an unusual circumstance and requires permission of the assembly (see 33:22) in addition to obtaining the floor. In larger assemblies, this rule requires firm enforcement. In smaller meetings, it may sometimes be relaxed with constructive effect if the members are not accustomed to working under the standard rule. Unless the assembly has specifically authorized that a particular subject be discussed while no motion is pending, however, such a discussion can be entered into only at the sufferance of the chair or until a point of order is made; and in the latter case, the chair must immediately require that a motion be offered or the discussion cease. The general rule against discussion without a motion is one of parliamentary procedure’s powerful tools for keeping business “on track,” and an observance of its spirit can be an important factor in making even a very small meeting rapidly moving and interesting.⁶

4:9 **Seconding a Motion.** After a motion has been made, another member who wishes it to be considered says, “I second the motion,” or, “I second it,” or even, “Second!”—without obtaining the floor, and in small assemblies without rising.⁷ In large assemblies, and especially in those where nonmembers may be seated in the hall, the seconder stands, and without waiting to be recognized states his name (with other identification, if appropriate) and says, “Mr. President [or “Mr. Chairman”], I second the motion.” In some organizations, especially labor unions, the word “support” is used in place of “second.”

4:10 If no member seconds the motion, the chair must be sure that all have heard it before proceeding to other business. In such a case the chair normally asks, “Is there a second to the motion?” In a large hall [they] may repeat the motion before doing so. Or, if a resolution was submitted in writing and read by the chair or the secretary rather than by the mover (as described in 4:5), the chair may say, “Miss A has moved the adoption of the resolution just read. Is there a second to the resolution?”; or, if the text of the resolution has been distributed to the members in advance and was moved without being read, the chair may say, for example, “Miss A has moved the adoption of the resolution relating to..., as printed. Is there a second to the resolution?” If there still is no second, the chair says, “The motion [or “resolution”] is not seconded”; or, “Since there is no second, the motion is not before this meeting.” Then [they] immediately says, “The next item of business is...”; or, if appropriate, “Is there any further business?”

4:11 A second merely implies that the seconder agrees that the motion should come before the meeting and not that [they] necessarily favor the motion. A member may second a motion (even if using the word “support” as indicated above) because [they] would like to see the assembly go on record as rejecting the proposal, if [they] believe a vote on the motion would have such a result. A motion made by direction of a board or duly appointed committee of the assembly requires no second from the floor (provided the subordinate group is composed of more than one person), since the motion’s introduction has been directed by a majority vote within the board or committee and is therefore desired by at least two assembly members or elected or appointed persons to whose opinion the assembly is presumed to give weight regarding the board’s or committee’s concerns. (For rules governing the appointment of non-assembly members to committees, see 13:15, 50:12, and 50:13(d).)

4:12 The requirement of a second is for the chair’s guidance whether to state the question on the motion, thus placing it before the assembly. Its purpose is to prevent time from being consumed by the assembly’s having to dispose of a motion that only one person wants to see introduced.

4:13 In handling routine motions, less attention is paid to the requirement of a second. If the chair is certain that a motion meets with wide approval but members are slow in seconding it, [they] can state the question without waiting for a second. However, until debate has begun in such a case—or, if there is no debate, until the chair begins to take the vote and any member has voted—a point of order (see 23) can be raised that the motion has not been seconded; and then the chair must proceed formally and ask if there is a second. Such a point of order should not be made only for the sake of form, if it is clear that more than one member wishes to take up the motion. After debate has begun or, if there is no debate, after any member has voted, the lack of a second has become immaterial and it is too late to make a point of order that the motion has not been seconded. If a motion is considered and adopted without having been seconded—even in a case where there was no reason for the chair to overlook this requirement—the absence of a second does not affect the validity of the motion’s adoption.

4:14 (For lists of certain parliamentary motions that do not require a second, see pages t44-t45.)

4:15 The Stating of the Question by the Chair. When a motion that is in order has been made and seconded, the chair formally places it before the assembly by stating the question; that is, [they] state the exact motion and indicate that it is open to debate (and certain other parliamentary processes to be explained in 5 and 6) in the manner indicated below as appropriate to the case:

a) The basic form used by the chair in stating the question on an ordinary motion is, “It is moved and seconded that [or “to”] ... [repeating the motion].” The chair then normally turns toward the maker of the motion to see if [they] wishes to be assigned the floor. If the maker does not claim the floor and, after a pause, no one else does, the chair may ask, “Are you ready for the question?” (or, less formally, “Is there any debate?”).⁸ For example, “It is moved and seconded that the Society allocate fifty dollars for...”; or, “... that fifty dollars be allocated...”; or, “It is moved and seconded to allocate fifty dollars for... The chair recognizes Mr. A.”

b) In the case of a resolution, the chair may state the question by saying, “It is moved and seconded to adopt the following resolution [or, “... that the following resolution be adopted”]: ‘Resolved, That... [reading the resolution].’”

c) If the chair, in stating the question on a written resolution or motion, wishes the secretary to read it, [they] may state the question as follows: “It is moved and seconded to adopt the resolution which the Secretary will now read.” The secretary reads the resolution, after which the chair continues: “The question is on the adoption of the resolution just read.”

d) If a written resolution was not read by the mover but was read by the chair or the secretary before being seconded, the chair may state the question thus: “It is moved and seconded to adopt the resolution just read.”

e) The chair at [their] discretion may also use the form given immediately above in cases where the member offering a resolution has read it clearly, and the chair is confident that all members have understood it. In such a case, however, any member has the right to have the motion or resolution read again when the question is stated.

f) Similarly, if the text of a resolution has been distributed to the members in advance, the chair may state the question without reading it in full, instead identifying the resolution by its subject or designated title, number, letter, or the like, as by saying, “It is moved and seconded to adopt the resolution relating to..., as printed.” In such a case, too, any member has the right to have the motion or resolution read by the chair or the secretary.

4:16 In principle, the chair must state the question on a motion immediately after it has been made and seconded, unless [they] is obliged to rule that the motion is not in order or unless, in his opinion, the wording is not clear.

4:17 Rules and explanations relating to the conditions under which various motions are not in order will be found particularly in 5, 6, and 7; in 10:26-27; and in the first three of the “Standard Descriptive Characteristics” given in the sections on each of the parliamentary motions (11-37). When a member who has legitimately obtained the floor offers a motion which is not in order, the chair may be able, in certain instances, to suggest an alternative motion which would be in order and would carry out the desired intent to the satisfaction of the maker. If the chair is obliged to rule that the motion is not in order, [they] says, “The chair rules that the motion is not in order [or “is out of order”] because... [briefly stating the reason].” ([They] must not say, “You are out of order,” nor, “Your motion is out of order.” To state that a member is out of order implies that the member is guilty of a breach of decorum or other misconduct in a meeting; and even in such a case, the chair does not normally address the member in the second person. See 3:13; also 61.) If the chair rules that a motion is not in order, his decision is subject to an appeal to the judgment of the assembly. (For procedure regarding Appeal, see 24.)

4:18 If a motion is offered in a wording that is not clear or that requires smoothing before it can be recorded in the minutes, it is the duty of the chair to see that the motion is put into suitable form—preserving the content to the satisfaction of the mover—before the question is stated. The chair must never admit a motion that the secretary would have to paraphrase for the record. The chair—either on his own initiative or at the secretary’s request—can require any main motion (10), amendment (12), or instructions to a committee to be in writing before [they] states the question.

4:19 Until the chair states the question, the maker has the right to modify his motion as [they] pleases or to withdraw it entirely. After the question has been stated by the chair, the motion becomes the property of the assembly, and then its maker can do neither of these things without the assembly’s consent (see 33:11-19); but while the motion is pending the assembly can change the wording of the motion by the process of amendment (12) before acting upon it.

4:20 After a motion has been made but before the chair states it or rules that it is not in order, no debate is in order. At such a time, however, any member can quickly rise and, without waiting to be recognized, can say, “Mr. President, I would like to ask the maker of the motion if [they] will accept the following modification:... [or, “... if [they] would be willing to change the words... to...”].” The maker then answers, “Mr. President, I accept [or “do not accept,” or “cannot accept”] the modification”; or, [they] can respond by making a different modification: “Mr. President, I will modify the motion as follows: ...”

4:21 If the maker of a motion modifies it before the question is stated, a person who has seconded it has the right to withdraw his second; but if a modification is accepted as suggested by another member—either before or after the motion has been seconded—the suggester has in effect seconded the modified motion, so that no other second is necessary. Under any circumstances where a second is withdrawn but it is clear that another member favors consideration of the motion in its modified form, the chair treats the motion as seconded. If the maker makes any change in his motion and it remains, in effect, seconded, or (if necessary) is then seconded, the chair says, “It is moved and seconded...,” stating the question on the modified motion just as if it had been so moved originally. If a modification is suggested and the maker declines to make any change, the chair says, “The modification is not accepted,” and (provided that the motion has been seconded) [they] states the question on it as it was moved by the maker.

4:22 This procedure for modifying a motion before the question is stated is useful primarily for quickly handling simple, uncontroversial changes of the type that probably would not generate debate among the members present if proposed as amendments to a pending motion.

4:23 In a similar manner, before the question on a motion has been stated, any member who believes that the maker will immediately withdraw the motion if a certain fact is pointed out to [them] can quickly rise and say (without waiting for recognition), “Mr. Chairman, I would like to ask if the member would be willing to withdraw his motion in view of... [briefly stating the reasons for the suggested withdrawal].” The maker responds, “I withdraw [or “decline to withdraw”] the motion.” If the maker withdraws his motion, the chair says, “The motion is withdrawn,” and proceeds to the next business. If

the purpose of the withdrawal was to deal with a more urgent matter first, the chair immediately recognizes the appropriate member to bring it up. If the maker is unwilling to withdraw his motion, the chair says, "The member declines to withdraw the motion," and (if the motion has been seconded) [they] then state the question.

4:24 Before the question is stated no debate may accompany suggestions that a motion be modified or withdrawn. Time can often be saved, however, by brief informal consultation—which the chair has discretion to permit, provided that [they] or she is careful to see that it does not develop into an extended colloquy between members or take on the semblance of debate. The chair can frequently maintain the necessary control over such informal consultation by standing while it takes place (in contrast to the rule that [they] normally remain seated during debate unless it would obstruct his view of the members; see 47:9).

5.4 Handling Amendments and Resolutions

Amendments and resolutions are important instruments used to modify or establish policies, procedures, or positions within the GSO. An amendment proposes changes to an existing motion or document, while a resolution presents a formal statement or decision of the organization. These instruments require careful consideration and follow specific procedures outlined in the parliamentary rules.

When handling amendments, members should clearly state the proposed changes and specify the section or provision to be amended. Amendments often require a second and subsequent debate before a vote is taken. Resolutions, on the other hand, are complex motions that are written out in a specific structure. The structure of GSO resolutions typically includes the following components:

1. **Resolution number:** Resolutions presented to the Senate are numbered by the GSO using the fiscal year and a resolution number. The order in which the resolutions are presented determines the resolution number. For instance, a resolution number could be GSO Senate Resolution 24.03, which is abbreviated as GSO SR 23.03 or SR24.03 in general discussions. This indicates that it is the third resolution presented to the Senate in the fiscal year 2024. The Vice President of Internal Affairs is responsible for numbering the resolutions.
2. **Title:** A concise and descriptive title that reflects the purpose or subject matter of the resolution.
3. **Author:** List and titles of all those that authored the resolution
4. **Sponsors:** The names and titles of members or officers who sponsor or support the resolution.
5. **Date(s):** This is typically the voting date; however, in the case of some resolutions, the date on which the resolution is presented to the Senate and the voting date might differ. This is the case for any resolution that contains constitutional amendments.
6. **Action(s):** This shows what the Senate has decided to do with the resolution; it is typically the outcome of the vote.
7. **Chair of the Senate:** This will be the Vice President of Internal Affairs unless this position is vacant.
8. **President Pro Tempore of the Senate:** List the current holder of this position.
9. **Parliamentarian:** Lists the current holder of this position
10. **President of the Student Body:** This is the current president of the GSO
11. **Preamble:** These are typically consisting of 'whereas' clauses that lay out the reasoning for the resolution.
12. **Resolved Clauses:** This is arguably the most important part of a resolution. These are the actions of the resolutions and the actions that must be abided by or followed if the resolution passes the Senate. When writing a resolution, it is typically easier to write this section first.

Resolutions are often more detailed and comprehensive than regular motions, as they aim to express the organization's position or course of action on a particular matter. They may require a vote for each operative clause or as a whole.

It is important for GSO members to understand the procedures for handling motions and resolutions to ensure clarity, accuracy, and consistency in the decision-making process.

By following parliamentary procedures, the GSO ensures that meetings are conducted in an orderly manner, that all members have an opportunity to express their views, and that decisions are reached through a fair and democratic process. These procedures contribute to the effective governance of the GSO and help uphold its mission and objectives.

5.5 Roberts Rules of Order, Newly Revised 12th Edition Chapter 10:9-25 The Framing of Main Motions

The following is an excerpt from Roberts Rules of Order, Newly Revised 12th Edition Chapter 10:9-25 The Framing of Main Motions

10:9 Wording of a Main Motion.

If a main motion is adopted, it becomes the officially recorded statement of an action taken by the assembly. A motion should therefore be worded in a concise, unambiguous, and complete form appropriate to such a purpose. It cannot employ language that is not allowed in debate (43). A member making a motion embodying something that has just been said by the chair or another member in informal consultation during a meeting should avoid statements such as “I so move,” and should [themselves] recite the complete motion that [they] offer[.]

10:10 Motions to “reaffirm” a position previously taken by adopting a motion or resolution are not in order. Such a motion serves no useful purpose because the original motion is still in effect; also, possible attempts to amend a motion to reaffirm would come into conflict with the rules for the motion to Amend Something Previously Adopted (35); and if such a motion to reaffirm failed, it would create an ambiguous situation.

10:11 A motion whose only effect is to propose that the assembly refrain from doing something should not be offered if the same result can be accomplished by offering no motion at all. It is incorrect, for example, to move “that no response be made” to a request for a contribution to a fund, or “that our delegates be given no instructions,” unless some purpose would be served by adoption of such a motion. This could be the case, for example, if the membership of an organization wishes to make certain that a subordinate body, such as its executive board, will not take such action at a later date, or if the motion expresses an opinion or reason as to why no action should be taken.

10:12 It is preferable to avoid a motion containing a negative statement even in cases where the effect of the motion is to propose that something be done, since members may become confused as to the effect of voting for or against such a motion. Rather than moving, for example, that the association go on record as “not in favor of the proposed public bond issue,” it should be moved that the association “oppose” or “declare its opposition to” the bond issue. In this connection, it should be noted that voting down a motion or resolution that would express a particular opinion is not the same as adopting a motion expressing the opposite opinion, since—if the motion is voted down—neither opinion has been expressed. A member may be in complete agreement with the views contained in such a resolution yet feel that [their] organization should not speak out on the matter, and [they] might therefore vote against the resolution.

10:13 Motions Submitted in Writing;

Resolutions. As previously stated, a main motion—particularly an original main motion—is frequently offered as a resolution, either because of its importance or because of its length or complexity. Any resolution—and any long or complicated motion, whether cast as a resolution or not—should always be submitted in writing as described in 4:5. In preparing an important written motion or resolution (which should be done in advance of the meeting if possible), it is often advisable to consult with members who can be of assistance in perfecting it, and also with those whose support is likely to be necessary for its adoption. If such a motion is not offered as a resolution, it can simply be written out in the form in which it would be moved orally (beginning with the word “That”); for example, “That the Merchants’ Association sponsor an essay contest open to high school students of the city, to be conducted according to the following specifications:....” If put in the form of a resolution, the preceding example would be written, “Resolved, That the Merchants’ Association sponsor an essay contest....” In a resolution, the name of the adopting organization can also be made a part of the enacting words, as in “Resolved by the International Benevolent Association in convention assembled, That....”

10:14 The form in which a main motion is written does not determine in any way what must be referred to a “resolutions committee,” nor does it affect the form of the motions reported by such a committee (see, for example, “platform,” 59:76-77).

10:15 An example of a simple resolution expressing an opinion or position of an organized society is given in 10:3. If the resolution is offered in a mass meeting (or in any meeting where there is no established organization whose act the adopted resolution would become), it may begin, “Resolved, That it is the sense of this meeting that...” A resolution can consist of more than one resolving clause, as in the following example: Resolved, That it is the sense of this meeting that the existing zoning ordinance should undergo a general revision; and Resolved, That the Secretary be requested to send a copy of this resolution, and of the report already presented at this meeting, to the Mayor and to each member of the City Council.

10:16 Use of a Preamble.

It is usually inadvisable to attempt to include reasons for a motion’s adoption within the motion itself. To do so may encumber the motion and may weigh against its adoption—since some members who approve of the action it proposes may dislike voting for it if it states reasons with which they disagree. When special circumstances make it desirable to include a brief statement of background, the motion should be cast in the form of a resolution, with the background or reasons incorporated in a preamble that is placed before the resolving clauses. A preamble consists of one or more clauses beginning “Whereas,....” It should be emphasized that neither rule nor custom requires a resolution to have a preamble, and one should not be used merely for the sake of form. In general, the use of a preamble should be limited to cases where it provides little-known information without which the point or the merits of a resolution are likely to be poorly understood, where unusual importance is attached to making certain reasons for an action a matter of record, or the like.

10:17 An example of a resolution with an appropriate preamble might be the following: Whereas, A privately conducted survey by experts engaged by the Association reveals conditions constituting a serious fire hazard throughout the lower office-building area bordering the waterfront; Resolved, That a committee of seven consisting of [names of four], and three others to be named by the chair, be appointed to draw up recommendations whereby the Association may bring to bear all possible influence to secure proper enforcement of city fire regulations and any revision of them that may be found to be appropriate.

10:18 To avoid detracting from the force of the resolution itself, a preamble generally should contain no more clauses than are strictly necessary. In cases where an elaborate resolution (consisting of several preamble clauses and several resolving clauses) cannot be avoided, however, the following skeleton example will serve as a guide: Whereas, The... [text of the first preamble clause]; Whereas,... [text of the next to the last preamble clause]; and Whereas,... [text of the last preamble clause]; Resolved, That... [stating action to be taken]; Resolved, That... [stating further action to be taken]; and Resolved, That... [stating still further action to be taken].

10:19 In the consideration of a resolution having a preamble, the preamble is always amended last, since changes in the resolving clauses may require changes in the preamble. In moving the adoption of a resolution, the preamble is not usually mentioned, since it is included in the resolution. When the Previous Question (16) is ordered on the resolution before the preamble has been considered for amendment, however, the Previous Question does not apply to the preamble, which becomes open to debate and amendment unless the Previous Question is then separately ordered on it also.

10:20 Details of Form and Variations in Resolutions. The following details regarding the usual form for writing resolutions, and the variations that are used, should be noted:

10:21 If there is a preamble, each clause, written as a separate paragraph, begins with the word “Whereas” followed by a comma, and the next word should begin with a capital letter. The preamble, regardless of how many paragraphs it has, should never contain a period. Each of its paragraphs should

close with a semicolon, followed, in the case of the next to the last paragraph, by the word “and” (which is optional for the preceding paragraphs also). The last paragraph of the preamble should close with a semicolon, after which a connecting expression such as “therefore” or “therefore, be it” or “now, therefore, be it” is sometimes added. When one of these phrases is included, no punctuation should follow it, and it should always be placed at the end of the preamble paragraph, never at the beginning of the resolving paragraph, thus: Whereas, The... [text of the preamble]; now, therefore, be it Resolved, That... [stating action to be taken]. A resolution is often more forceful with a minimum of connecting words, however, as in the earlier examples above.

10:22 The word “Resolved” is underlined or printed in italics, and is followed by a comma and the word “That”—which begins with a capital “T.” If there is more than one resolving clause, each of them should be a separate paragraph. Unless the paragraphs are numbered as in the alternative form described below, each paragraph begins with the words “Resolved, That,” just as the first resolving clause. Each resolving paragraph may close with a semicolon (followed by the word “and” at least in the case of the next to the last, as in the example already shown); or each resolving paragraph may end with a period. A resolving paragraph should not contain a period within its structure, though observance of this rule is becoming less strict. As an alternative form, separate paragraphs, except the first, may be numbered and begin with the word “That”—as follows: Resolved, That... 2. That... 3. That...

10:23 (For the format used in a platform, see 59:76-77.)

10:24 Orders (Instructions to Employees).

In organizations with employees, the assembly or the board can give instructions to an employee in the form of an order, which is written just as a resolution except that the word “Ordered” is used in place of the word “Resolved.” An example would be: “Ordered, That the steward obtain impoundment of all unauthorized vehicles found parked on the club premises.”

10:25 Series of Resolutions Offered by a Single Main Motion.

If a single composite proposal for taking a number of actions in reference to a particular subject has too many elements to be conveniently written into one resolution (even of several clauses), it can be set forth in a series of separate resolutions that can be numbered and offered by means of a single main motion, thus: “Mr. President, I move the adoption of [or “I offer”] the following resolutions:...” Such a series of resolutions can include orders as described above. In the case of a series of resolutions relating to a single subject, if members desire one or more of the resolutions to be considered separately, the motion for Division of a Question (27) must be made and adopted by a majority vote. Sometimes a series of independent resolutions relating to completely different subjects is offered by a single main motion in the same way. In the latter case—where the subjects are independent—any resolution in the series must be taken up and voted on separately at the demand of a single member. Such a demand can be made even when another has the floor, at any time until the vote has been taken on adopting the series. A member wishing to make this demand rises and says, for example, “Mr. President, I call for a separate vote on Resolution No. 2.”

5.6 Secondary Motions

Secondary motions are an integral concept in parliamentary procedures, serving as a basis for classifying motions and determining their order of precedence. According to parliamentary law, only one question can be considered at a time, and before any other business can be introduced, a motion must be adopted, rejected, or disposed of. Secondary motions are motions that can be made and considered while a main motion is pending without violating the principle of addressing one question at a time. Once a secondary motion is made and admitted by the chair, it must be acted upon or resolved before the direct consideration of the main question can continue.

Secondary motions are typically made, seconded, and stated by the chair, similar to main motions, with certain exceptions. Some secondary motions can be in order even when another member has the floor; most of these motions do not require a second. When a secondary motion is presented, it becomes the immediately pending question, while the main motion remains pending as well. The order of precedence of motions is established, where a secondary motion takes precedence over the main motion and the main motion yields to all applicable secondary motions.

Certain secondary motions also take precedence over others, allowing for the possibility of multiple secondary motions pending simultaneously with the main motion. The most recently stated motion among those pending (and not yet voted on) becomes the immediately pending question. The order of precedence of motions has been developed through experience and follows patterns related to the division of secondary motions into subsidiary, privileged, and incidental motions.

The main motion, seven subsidiary motions, and five privileged motions have a specific order of precedence, with the main motion ranking lowest since it does not take precedence over anything. Privileged motions rank highest among all motions. Incidental motions have a relationship to the order of precedence, but their specific conditions and rules govern their use and do not assign them a position in the order. A chart showing all types of Motions and their precedence can be found in [Appendix A](#).

5.7. Executive Sessions

In the course of Graduate Student Organization (GSO) meetings, including the Senate, Executive Board, and Committee meetings, the concept of an "Executive Session" may arise. This section aims to provide clarity on what an Executive Session entails and how it aligns with the principles of Robert's Rules of Order, a widely recognized guide for conducting meetings effectively.

Understanding Executive Sessions:

An Executive Session is a closed meeting within a larger assembly, typically convened to discuss sensitive matters or subjects that require confidentiality. These sessions offer an environment where confidential information can be shared, and candid discussions can take place without the presence of the general audience.

Initiation of Executive Sessions:

In GSO meetings, the decision to enter into an Executive Session is usually made by a motion and second from the members. According to the GSO Constitution Article 1 Section 12(f): "... The Senate may proceed into Executive Session for any portion of a meeting by majority vote, but such a vote must be by roll call." Once the assembly approves the motion, the meeting transitions into an Executive Session, and only specific individuals are allowed to remain in the room. These individuals typically include GSO members, key administrative personnel, and invited guests essential to the confidential discussion. While this is the typical way in which Executive Session is initiated, it is not the only way. Executive Session is automatic when regarding impeachment proceedings within the GSO. This includes any motions, resolutions, and correspondence. This is specified in RONR 9:24; 63:2.

Topics for Executive Sessions:

Executive Sessions are commonly employed to address sensitive topics such as personnel matters, contract negotiations, legal issues, and discussions that involve confidential student information. The subjects discussed during these sessions often require privacy to ensure that honest deliberations occur without fear of repercussion.

Maintaining Confidentiality:

During an Executive Session, participants are expected to uphold the confidentiality of the matters discussed. Confidentiality ensures that information discussed remains within the confines of the session and is not disclosed to those who are not authorized to receive it.

Roberts Rules of Order and Executive Sessions:

Robert's Rules of Order provides guidelines for conducting meetings fairly and efficiently. It acknowledges the importance of Executive Sessions in certain situations. The rules stress that an Executive Session is a privilege rather than a right and that its use should be limited to matters that genuinely require confidentiality.

Resuming Open Session:

Once the topics that necessitated the Executive Session have been discussed, the assembly returns to open session. Any decisions made during the Executive Session are then presented to the general audience for consideration. Minutes of the Executive Session are generally kept separate from regular meeting minutes to ensure confidentiality.

The concept of an Executive Session aligns with the principles of Robert's Rules of Order by providing a mechanism to address sensitive matters confidentially. It's essential to use this privilege judiciously and to uphold the confidentiality of discussions that occur during these sessions. By doing so, the Graduate Student Organization can ensure effective decision-making while respecting privacy and transparency.

6.0 Committee Participation

6.1 Committee Structure and Function

Committees play a crucial and dynamic role within the Graduate Student Organization (GSO), providing specialized expertise and addressing specific tasks, topics, or areas of interest. They are instrumental in advancing the organization's mission and objectives. Each committee operates under a structured framework, led by a dedicated chairperson, who is appointed by the Vice President of Internal Affairs.

6.2 Committee Selection Process

A well-structured and inclusive committee selection process is integral to ensuring the effective functioning of committees within the Graduate Student Organization (GSO). Senators who express a strong interest in joining a specific committee have the opportunity to convey their desire to the Vice President of Internal Affairs. In consultation with the committee chairs, the Vice President of Internal Affairs carefully considers these requests, assessing the qualifications and suitability of individuals to serve in committees.

Membership in committees is typically granted as long as no conflicts or limitations impede a Senator's involvement. This inclusive approach allows Senators to actively contribute their unique perspectives, knowledge, and skills to the committee's important work. It fosters a collaborative environment where diverse voices are heard, enhancing the overall effectiveness of the committees and the GSO as a whole.

While most committees have no restrictions on the number of members who can join, it is important to note that there are special committees within the purview of Internal Affairs and Executive Affairs that may have specific limitations on membership. For an updated list of current committees, please refer to Section 1.3.3(e) of the GSO Senator Handbook.

By following a thoughtful and inclusive selection process, the GSO ensures that committees are comprised of dedicated individuals who are passionate about their respective areas of focus. This approach promotes a sense of ownership, engagement, and shared responsibility among committee members, fostering a dynamic and impactful committee culture within the organization.

6.3 Committee Roles and Responsibilities

Committee chairs hold a pivotal position, entrusted with the responsibility of leading their respective committees. They guide and oversee the committee's activities and typically serve as representatives on the Executive Board Advisory Council (EBAC). The EBAC provides an invaluable platform for committee chairs to collaborate and advise the executive board on the strategic direction that the committees believe the GSO should pursue. This collaborative space ensures that the collective wisdom and expertise of the committees shape the organization's decisions and initiatives.

Committee members, including Senators and other individuals with a vested interest in the committee's focus area, actively contribute to the committee's work. They bring their diverse backgrounds, knowledge, and skills to the table, fostering a dynamic and inclusive environment for idea generation and problem-solving. Regular communication and engagement with the committee chair are essential, as members provide updates, share ideas, and address any concerns related to the committee's activities.

6.4 Collaborating with Committee Members and Chairs

Effective collaboration and open communication are vital for successful committee work. Committees are equipped with tools and resources to facilitate seamless coordination and information sharing among members. A shared drive and a listserv are commonly employed to serve as repositories for document storage and efficient communication channels, respectively. These platforms enable committee members to access relevant files, share updates, and engage in discussions, ensuring that everyone is well-informed and aligned.

During each committee meeting, a productive practice is to establish a list of action items. These action items outline specific tasks or responsibilities that need to be accomplished, and they are assigned to

individual members within the committee. This approach ensures that progress is made on important initiatives and that everyone has a clear understanding of their role in contributing to the committee's objectives. By holding members accountable for their assigned action items, committees can maintain momentum, foster productivity, and achieve desired outcomes.

Committee chairs play a crucial role in overseeing the progress of action items and ensuring their timely completion. They provide guidance and support to committee members, helping them navigate challenges and offering assistance when needed. Regular check-ins and updates during committee meetings allow for monitoring action items, allowing the committee to adapt and make necessary adjustments as circumstances evolve.

The shared drive, listserv, and action items collectively contribute to effective committee operations by streamlining communication, promoting collaboration, and enhancing accountability. These tools and practices enable committees to maximize their productivity, use resources efficiently, and achieve tangible results in their focus areas.

By leveraging these organizational mechanisms, committee members can work together synergistically, leveraging their diverse skills and expertise to tackle complex challenges and drive meaningful change within the GSO and the graduate student community as a whole. The collective efforts of committee members, guided by their chairs, contribute to realizing the GSO's mission and advancing its goals.

7.0 Communication and Transparency

7.1 Effective Communication within the GSO

Open and effective communication is vital to the success of the Graduate Student Organization (GSO). It ensures that information flows seamlessly among all members, facilitating collaboration, decision-making, and the achievement of organizational goals. GSO Senators are encouraged to actively engage in communication channels such as meetings, email, and online platforms to stay informed about important updates, discussions, and initiatives within the organization. Regular attendance at meetings and prompt response to communication are essential for maintaining a well-connected and informed GSO community.

Within the GSO, monitoring one's email is particularly crucial as important communication is often conveyed through this medium. Email serves as a primary means of distributing essential updates, sharing meeting agendas and minutes, and facilitating ongoing discussions. It is imperative for Senators to regularly check their email inboxes and promptly respond to messages to ensure that they are fully informed and able to actively contribute to the organization's activities and decision-making processes. By staying attentive to email communication, Senators can actively participate in discussions, provide valuable input, and stay updated on important matters within the GSO.

In addition to email, Senators are encouraged to utilize other communication channels effectively, such as attending meetings, participating in online platforms, and engaging in face-to-face interactions. By utilizing these channels in conjunction with regular email monitoring, Senators can ensure that they are well-informed and actively engaged in the GSO's activities, fostering a vibrant and collaborative graduate student community.

By prioritizing effective communication and being vigilant in monitoring email, GSO Senators demonstrate their commitment to active participation, transparency, and staying connected with the organization and its members.

7.2 Engaging with Executive Board and Committee Chairs

To foster effective communication within the Graduate Student Organization (GSO), it is essential for Senators to have a clear understanding of the roles and responsibilities of each member of the Executive Board and the chairs of various committees. This knowledge enables Senators to navigate the organization's structure and effectively communicate their initiatives, inquiries, and concerns to the appropriate individuals.

By familiarizing themselves with the job functions of each Executive Board member, Senators can direct their communication to the person who possesses the expertise and authority to address specific matters. Whether it involves seeking guidance, sharing ideas, or seeking clarification on organizational policies, having an understanding of each board member's role ensures that Senators engage in targeted and productive conversations. This understanding also facilitates efficient decision-making processes and promotes a streamlined flow of information within the organization.

Similarly, knowing the responsibilities of committee chairs is crucial for effective communication and collaboration. Committee chairs play a pivotal role in guiding the activities and initiatives of their respective committees. By understanding the areas of focus and expertise of each committee, Senators can direct their questions, suggestions, and feedback to the appropriate chair. This targeted communication ensures that committee work progresses smoothly and that Senators' input and concerns are addressed promptly and effectively.

Effectively engaging with the Executive Board and committee chairs promotes efficient communication and enhances the overall functioning of the GSO. By directing inquiries and sharing information with the right individuals, Senators contribute to a cohesive and collaborative environment where ideas are exchanged, decisions are made, and initiatives are effectively implemented.

By recognizing the importance of understanding the roles and responsibilities of Executive Board members and committee chairs, Senators can confidently navigate the organization's structure, fostering productive communication and enabling the GSO to thrive.

7.3 Sharing Information with Graduate Student Community

As representatives of the graduate student community, GSO Senators have the responsibility to share relevant information with their constituents effectively. This involves actively seeking input, concerns, and suggestions from fellow graduate students and disseminating important updates, decisions, and initiatives promptly and transparently. Senators are encouraged to utilize various communication channels, such as social media platforms, newsletters, and face-to-face interactions, to engage with the graduate student community and facilitate meaningful dialogue. By fostering an inclusive and open communication environment, Senators contribute to a sense of community and empower graduate students to actively participate in the GSO's activities.

It is important to note that all graduate students in good standing are considered GSO members and have the right to inquire about anything related to the GSO Senate, its committees, or its Executive Board, unless the items are covered by Executive Session, where certain sensitive matters are discussed privately. This commitment to transparency and accessibility ensures that all graduate students have the opportunity to stay informed and actively engage in the governance and decision-making processes of the GSO. More information on Executive Session can be found in section 5.7 of this handbook.

7.4 Transparency in Decision-Making and Reporting

Transparency is a core value of the GSO, ensuring accountability, trust, and fairness in its decision-making processes. GSO Senators are expected to uphold the highest standards of transparency by providing clear justifications for their positions, advocating for open discussions, and actively seeking input from relevant stakeholders. Additionally, Senators are responsible for accurately reporting on their activities, initiatives, and progress to the Executive Board, committee chairs, and the general membership. Regular reporting promotes transparency and allows for informed decision-making, enabling the GSO to effectively address the needs and interests of the graduate student community.

Furthermore, to enhance transparency, the minutes of the Executive Board Advisory Council (EBAC) meetings are published to Senators approximately one week before Regular Senate Meetings. These minutes provide updates on Committee Activities and Executive Board advocacy, ensuring that all Senators have access to the latest information. Additionally, each Executive Board member gives a report at each Senate meeting, offering further insights into the activities and progress of the organization. Committees are expected to provide a formal report to the Senate at least once per academic year, sharing their accomplishments, ongoing projects, and future plans.

8.0 Budgeting and Financial Processes

8.1 Overview of the Fiscal Process and the Fiscal Policy

The finance and budgetary process of the Graduate Student Organization is orchestrated between the GSO Comptroller, GSO Financial Secretary, and the Graduate School. At the end of each year, the Senate holds an Annual Budget meeting to vote on next year's budget prepared for the senate by the finance committee. The budget is the guide that directs our financial practices throughout the year. It's binding in the form of a resolution, but the Senate allows for some discretion from the Comptroller as revenue estimates and situations emerge throughout the year.

The budget allocates funds to various aspects of student life. These include Service Providers, Operating Expenses, Executive Board Stipends, PAC Grant Program, GSO Programming (External Affairs), Registered Graduate Student Organizations (RGSO or RSO), and Special Programming.

The Fiscal Policy of the GSO involves various procedures and guidelines to ensure responsible fund allocation and utilization. Here is an overview of the key aspects:

1. **Annual Budget Meeting:** The GSO Senate holds an annual budget meeting to allocate funds for the upcoming fiscal year. This budget includes both the Operational Budget set by the University and projected fee revenues. The GSO aims to maintain a reserve within Carry Forward of at least \$50,000 for funding emergencies.
2. **Recognized Student Organization (RSO) Funding:** RSOs must meet specific requirements to access allocated funds. Good standing with the GSO is essential, which includes registration and approval by the Finance Committee. Academic RSOs receive funding based on a per-student basis, while non-academic RSOs are allocated a base amount of \$300.
3. **Special Programming Funds:** RSOs funded from the Annual Budget can apply for Special Programming funds once per semester. These funds require a budget submission and may involve co-sponsorship or support from other GSO groups. Special Programming applications undergo review by the Finance Committee, considering factors such as cost, graduate student involvement, and adherence to GSO registration standards.
4. **Financial Requirements and Recordkeeping:** RSOs must adhere to University standards, maintain accurate financial records, and submit organizational budgets detailing how GSO funds will be spent. Officers responsible for requesting funds must attend RSO training, and funding requests must be pre-approved by the GSO Comptroller.
5. **Funding for Undergraduate and Joint Undergraduate/Graduate Organizations:** Undergraduate-only organizations may apply for special programming funds if collaborating with graduate organizations or demonstrating active graduate student participation. Joint undergraduate/graduate organizations can also seek special programming funds, provided they can showcase graduate student involvement.
6. **Service Providers and Campus-wide Funding:** Campus-wide service organizations funded by GSO student fees must adhere to specific policies and submit annual budgets for consideration by the Finance Committee.
7. **Carry Forward Policy:** Unused funds in RSO Annual Budgets return to the GSO at the end of the fiscal year, while fundraising accounts maintain funds indefinitely, subject to Syracuse University policy.
8. **Expenditure Process and Reimbursements:** Reimbursement requests must be pre-approved by the GSO Comptroller, and specific information, such as contact details, vendor information,

estimates of expenses, and event details, must be provided. Reimbursements require valid receipts or invoices and compliance with tax regulations.

9. Appeal Process: Decisions made by the GSO Comptroller or Executive Board can be appealed, and the Senate has the authority to overturn decisions related to funding requests.

10. Catering Policy: Events taking place on university grounds must be catered by the university or approved vendors, following specific procedures and timelines.

These guidelines and procedures help ensure responsible budgeting, financial transparency, and effective utilization of funds by the Graduate Student Organization. You can find the full Fiscal Policy on the GSO website.

9.0 Conclusion

As we wrap up this handbook, we extend our sincere appreciation to all Senators who dedicate their time, energy, and expertise to the Graduate Student Organization (GSO). Your commitment is vital to the success of our shared mission. Your active participation and thoughtful contributions play a pivotal role in shaping the experiences and opportunities available to graduate students across the university.

9.1 Appreciation for Senators' Commitment

We want to take a moment to express our heartfelt gratitude for the unwavering commitment and dedication that each and every Senator brings to the Graduate Student Organization (GSO). Your role as a Senator goes beyond just attending meetings; it signifies your investment in the welfare and growth of the graduate student community. Your willingness to volunteer your time, share your insights, and actively participate in discussions and decision-making is a testament to your strong sense of responsibility.

We understand that being a graduate student is already a demanding endeavor, with academic pursuits and personal responsibilities vying for your attention. However, your choice to extend your involvement to the GSO demonstrates a remarkable commitment to the greater good. Your input and ideas contribute to shaping policies, programs, and initiatives that directly impact the lives of your fellow graduate students.

Through your actions, you exemplify the essence of community spirit, collaboration, and advocacy. Your contributions, whether they involve proposing innovative ideas, raising pertinent concerns, or simply being an attentive listener, are deeply appreciated. It's the cumulative effort of individuals like you that transforms the GSO into a dynamic platform for positive change.

9.2 Call to Action and Making a Difference

As a Senator, you hold a unique position to effect change and drive progress within the graduate student community. Your role is pivotal in representing the diverse voices and perspectives that make up our academic ecosystem. Beyond your immediate responsibilities, we encourage you to continue being proactive advocates for your fellow students' needs, aspirations, and concerns.

Your participation in the GSO is an opportunity to become an agent of change. Your presence at meetings, engagement in discussions, and proactive involvement in committees provide the momentum needed to enact impactful initiatives. By working collectively and harnessing your collective expertise, you can contribute to enhancing academic resources, promoting inclusivity, and fostering a sense of belonging among all graduate students.

Remember that your voice matters and your contributions make a significant difference. Your involvement can inspire positive transformations that resonate beyond the GSO meetings and into the wider academic community. We encourage you to collaborate with your fellow Senators, engage in constructive dialogue, and be proactive in addressing issues that matter most to graduate students.

Your commitment to making a difference is a reflection of your dedication to creating a stronger and more vibrant graduate student experience. By embracing this call to action, you're contributing to a legacy of positive change that future generations of graduate students will benefit from.

Thank you for your dedication, passion, and unwavering commitment. Together, we can create a lasting impact and empower the graduate student community to thrive.

9.3 Contact Information and Additional Resources

Should you have any questions, concerns, or require assistance, remember that your GSO Executive Board is available as valuable resources. Feel free to reach out to them for guidance and support:

GSO President: Daniel J. Kimmel
Contact: gsopresident@syr.edu

GSO Vice President of Internal Affairs: CJ Arnell
Contact: gsointeranlvp@syr.edu

GSO External Vice President: Alex Scrivner
Contact: gsoexternalvp@syr.edu

GSO Comptroller: Melissa Alvisi
Contact: gsocomptroller@syr.edu

GSO Recording Secretary: Abiodun Adeoye
Contact: gsosecretary@syr.edu

GSO Financial Secretary: Aditee Malviya
Contact: gsofinsec@syr.edu

GSO Communications Secretary: Kalaya Sibley
Contact: gsocomsec@syr.edu

In addition to these contacts, the [GSO website](#) offers a wealth of information, updates, and resources. We encourage you to explore the website to stay informed about GSO activities, events, and opportunities.

Thank you once again for your dedication to the Graduate Student Organization. Your contributions help create a vibrant and supportive environment for all graduate students. Together, we can drive positive change and create a lasting impact on our academic community.

Appendix A

Motions and Order of Precedence

Part 1: Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules, Newly Revised.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2: Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3: Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

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