



GSO Senate Resolution 24.15

A Resolution to Establish Remuneration for the Parliamentarian and President Pro Tempore of the GSO Senate

Author(s): CJ Arnell (GSO Vice President of Internal Affairs & Committee Chair);

Sponsor(s):

Date(s): 1 May 2024 (Introduced)

Action(s): Passed (24 Yes, 4 No, 4 Abstentions)

Chair of the Senate: CJ Arnell

President Pro Tempore of the Senate: Roger Rosena

Parliamentarian: R. Luke VanderSchaaff

President of the Student Body: Daniel J. Kimmel

Whereas, the roles of Parliamentarian and President Pro Tempore are critical to the functioning of the GSO Senate, requiring substantial time, effort, and dedication; and,

Whereas, these roles have significantly expanded with the passage of the revised GSO Constitution passed on March 6th, 2024¹ adding increased expectations and responsibilities, required meetings, and office hours to the positions; and,

¹ **GSOC Article IV §4 and §5** describe the duties of the President Pro Tempore and Parliamentarian respectively. Duties for added for the President Pro Tempore of the Senate upon the passage of the newly revised Constitution include becoming the interim Vice President of Internal Affairs (IVP) if the elected IVP is no longer in office (**GSOC A-IV §4a**), serving as Sergeant at Arms of the Senate (**GSOC A-IV §4c**)—See Appendix A for the responsibilities of the Sergeant at Arms for the GSO, and serve on the Agenda and Rules and Administration Committee. Duties added for the Parliamentarian of the Senate upon passage of the newly revised Constitution include serving as Reading Clerk, Teller and Timekeeper of the Senate (**GSOC A-IV §5c**)—Please see Appendix B-D for these duties respectively—serving Assistant Sergeant at Arms of the Senate at the direction of the President Pro Tempore of the Senate (**GSOC A-IV §5d**), serving on the Agenda and Rules and Administration Committee (**GSOC A-IV §5e**), apply for and attempt the National Association of Parliamentarian’s membership examination for the purpose of obtaining membership and providing legitimacy to the Parliamentarian position (GSOC A-IV §5j). Additionally, the Parliamentarian has been holding weekly office hours to provide advice to Senators of the GSO. The Parliamentarian and President Pro Tempore have attended all EBAC and Executive Board Meetings as their involvement in these has become paramount in the functioning of the GSO.

Whereas, the average time dedicated to the roles and responsibilities of each positions was documented to be 6 hours per week over 38 weeks which equates to an average of 228 hours²; and,

Whereas, these positions currently do not receive financial compensation for their contributions; and,

Whereas, the GSO Constitution specifically allows for the remuneration of Staffers in the GSO Senate³; and,

Whereas, consistent and fair compensation is vital for recognizing the work and encouraging qualified individuals to serve in these roles; and,

Whereas, the GSO Senate is empowered to allocate funds and confirm the roles of Parliamentarian and President Pro Tempore in accordance with **GSOC A-II §13** and **§14**, and **GSOC A-IV §4** respectively; be it,

Resolved, that the GSO Senate approves the allocation of remuneration amounting to \$4,000 each for the Parliamentarian and President Pro Tempore for their service during this academic year; and be it,

Resolved, that this remuneration be set as a precedent for the remuneration of all future Parliamentarians and President Pro Tempores, amounting to \$4,000 per full term of nine months, with prorated amounts for service less than nine months; and be it,

Resolved, that the Senate reserves the right to adjust the remuneration of these roles in the future sessions as they deem necessary without the need to repeal this Resolution; and be it,

Resolved, that the GSO Finance Committee prepare and adjust current and future budgets accordingly to ensure the financial sustainability of these remunerations.

² At the request of the President, the Parliamentarian has tracked their hours through the year, considering the numerous meetings, office hours and time spent working on documentation both for the Rules and Administration Committee and Parliamentarian Memoranda concerning parliamentary procedural nuances faced during this session 56th Session of the GSO Senate. The summation of these hours what sent via email to both the President and Vice President of Internal Affairs and Chair of the Senate on February 29, 2024 and March 28, 2024 respectively.

³ See **GSOC A-IV §2f**

Appendix A

Duties of the Sergeant at Arms of the GSO Senate

- I. **Logistics Coordination:** The Sergeant-at-Arms is responsible for physical setup of the meeting room, ensuring that all logistical aspects are in place, such as seating arrangements, sound systems, remote meeting set-up (Zoom), and other visual aids under the direction of the Chair of the Senate.
- II. **Keeping Meeting Supplies:** The Sergeant-at-Arms is responsible for maintaining and organizing necessary meeting supplies such as voting equipment, gavels, microphones, batteries, stationery, and other materials used regularly in GSO Senate meetings or any other meeting where they are serving in an official capacity.
- III. **Communications:** The Sergeant-at-Arms serves as the point of communication for Senators, members, and guests who have questions about the GSO Senate meeting's procedures or need assistance during the GSO Senate meetings or any other meeting where they are serving in an official capacity.
- IV. **Administrative Support:** The Sergeant-at-Arms shall assist the Vice President of Internal Affairs and Chair of the Senate, General Secretary of the Senate, and other staff members in administrative tasks in preparation for, during, and after GSO Senate meetings or any other meeting where they are serving in an official capacity as needed, such as preparing documentation for meetings, archiving meeting records, and ensuring the proper disposal of confidential materials.
- V. **Meeting Proceedings:** Under the direction of the Chair of the Senate, assist in the orderly execution of meeting procedures:
 - (a) **Maintaining Order:** The Sergeant-at-Arms monitors and manages order and decorum within the GSO Senate meetings or any other meeting where they are serving in an official capacity, intervening when necessary to remind Senators or members of the appropriate protocols and behavioral expectations as outlined in the GSO Senate House Rules, GSO Constitution and Robert's Rules of Order.
 - (b) **Enforcing Time Limits:** During discussions and debates, the Sergeant-at-Arms assists the Chair of the Senate by enforcing the time limits in coordination with the Timekeeper of the Senate and aiding the Timekeeper in signaling to speakers when their allotted time has expired if necessary.
 - (c) **Handling Materials:** The Sergeant-at-Arms is responsible for distributing and collecting papers or other materials needed during GSO Senate meetings or

any other meeting where they are serving in an official capacity at the direction of the Chair of the Senate.

- (d) **Member Assistance:** The Sergeant-at-Arms helps in seating members, checking credentials, maintaining an accurate count of Senators during GSO Senate meetings or any other meeting where they are serving in an official capacity for the purposes of monitoring quorum, and assisting with voting or counting votes if necessary.
 - (e) **Enforcing Decisions:** The Sergeant-at-Arms is tasked with escorting out members who are not complying with the rules, under direction from the Chair of the Senate.
 - (f) **Guest Management:** The Sergeant-at-Arms shall manage the entry of guests, ensuring that only authorized persons are present in the meeting area, and directing guests to appropriate seating or participation areas.
- VI. **Coordination with University Facilities:** Work with university facility managers to ensure that the meeting environment is conducive to the Senate's needs, which may include room reservation, special setup requests, and addressing any facility-related concerns during meetings.
- VII. **Liaison for Safety Protocols:** Serve as the primary liaison for emergency protocols and safety measures during GSO Senate meetings or any other meeting where they are serving in an official capacity, in collaboration with Syracuse University safety officials and the Chair of the Senate.
- VIII. **Ceremonial Functions:** The Sergeant-at-Arms may have ceremonial duties which include leading processions or announcing the arrival of special guests as necessary
- IX. **Delegation:** The Sergeant-at-Arms may delegate responsibilities to Senator volunteers, members of the GSO or appointed volunteers, as authorized by the Vice President of Internal Affairs or the Senate Chair, to assist in fulfilling the duties listed, ensuring efficiency and effectiveness in managing the logistics of the Senate meetings.

Appendix B

Duties of the Reading Clerk of the GSO Senate

- I. **Preparation of Readings:** The Reading Clerk is responsible for the preparation and organization of all documents to be read during the GSO Senate meetings, ensuring they are in the correct sequence and readily available for presentation.
- II. **Reading of Documents:** The Reading Clerk shall read aloud bills, resolutions, amendments, communications, and other documents as directed by the Chair of the Senate during GSO Senate meetings or any other meeting where they are serving in an official capacity.
- III. **Record Keeping:** The Reading Clerk shall assist the General Secretary of the Senate by maintaining an accurate log of all documents read during GSO Senate meetings or any other meeting where they are serving in an official capacity, including time stamps and any actions taken from documents having been read, to assist in the official record-keeping of the GSO Senate.
- IV. **Meeting Assistance:** The Reading Clerk shall work closely with the General Secretary and members of staff including the Sergeant at Arms to provide seamless administrative support during meetings, such as distributing documents to Senators and reading aloud the names and roles of Senators for Role-Call Votes.
- V. **Clarification of Text:** The Reading Clerk shall provide clarification on the text of documents when requested by Senators or the Chair, ensuring a clear understanding of the material being discussed.
- VI. **Management of Digital Documents:** In coordination with the Vice President of Internal Affairs and Chair of the Senate, the Reading Clerk shall oversee the organization and accessibility of digital copies of Senate documents, ensuring they are easily accessible for reference during and after meetings.
- VII. **Ceremonial Readings:** The Reading Clerk shall perform ceremonial readings as required, such as introductions of special guests in coordination with the Sergeant at Arms or reading of commendations and memorials.
- VIII. **Assistance with Amendments:** During debates and discussions, the Reading Clerk shall assist Senators with the proper wording and format of amendments to motions or documents being considered by the Senate at the direction of the Chair of the Senate.

- IX. **Delegation:** Delegate responsibilities to appointed volunteers or members of the GSO when necessary, as authorized by the Vice President of Internal Affairs or the Chair of the Senate, to ensure efficient handling of reading duties during Senate meetings.

Appendix C

Duties of the Teller of the GSO Senate

- I. **Vote Tabulation:** The Teller is responsible for confirming the accuracy of votes counts and recording of the vote counts during GSO Senate meetings or any other official meeting where their services are required. This includes but not limited to voice, hand, roll-call, and electronic votes as directed by the Chair of the Senate.
- II. **Confidentiality and Integrity:** The Teller shall uphold the confidentiality and integrity of the voting process by ensuring that votes are counted in a fair and impartial manner, free from any undue influence or bias.
- III. **Assistance with Voting Procedures:** During voting sessions, the Teller shall provide guidance to Senators on proper voting procedures and ensure that all votes are cast in accordance with established rules and regulations outlined in the GSO Senate House Rules, GSO Constitution, and Robert's Rules of Order, liaising with the Parliamentarian if this role has been delegated.
- IV. **Coordination with Chair:** The Teller shall work closely with the Chair of the Senate to coordinate voting procedures and address any questions or concerns related to the voting process during meetings.
- V. **Delegation:** The Teller can delegate responsibilities to appointed volunteers or members of the GSO as authorized by the Vice President of Internal Affairs or the Chair of the Senate, ensuring that sufficient support is available to facilitate smooth voting procedures during Senate meetings.

Appendix D

Duties of the Timekeeper of the GSO Senate

- I. **Time Management:** The Timekeeper is responsible for ensuring that GSO Senate meetings or any other official meetings progress according to the predetermined schedule and time limits set by the Chair of the Senate.
- II. **Monitoring Speaking Time:** The Timekeeper shall keep track of speaking time allotted to Senators and other participants during discussions, debates, and presentations, using appropriate timing devices or software.
- III. **Notification of Time Limits:** The Timekeeper shall notify speakers when their allotted speaking time is nearing completion and alert the Chair of the Senate when time limits have been exceeded, in accordance with established meeting protocols.
- IV. **Fairness and Impartiality:** The Timekeeper shall maintain fairness and impartiality in enforcing time limits, ensuring that all participants are given an equal opportunity to express their views within the allocated time frame.
- V. **Collaboration with Sergeant at Arms:** The Timekeeper shall coordinate closely with the Sergeant at Arms to ensure that timekeeping devices are visible and accessible to all participants, and assist in enforcing time limits as needed during meetings.
- VI. **Documentation of Speaking Times:** The Timekeeper shall keep accurate records of speaking times for each participant, including the duration of speeches and interventions, to be included in the official meeting minutes and records.
- VII. **Adherence to Meeting Agenda:** The Timekeeper shall help the Chair of the Senate maintain adherence to the meeting agenda by alerting them to any deviations or delays caused by exceeding time limits.
- VIII. **Delegation:** The Timekeeper can delegate responsibilities to appointed volunteers or members of the GSO as authorized by the Vice President of Internal Affairs or the Chair of the Senate, ensuring that sufficient support is available to facilitate effective time management during Senate meetings.