Graduate Student Senate Orientation

This paper outlines how the Graduate Student Senate is run, and how one should conduct themselves in a meeting governed by parliamentary procedure. All of the below mentioned rules are in order with Robert’s Rules of Order and the GSS Standing Rules of Order and By-laws.

Before each Senate Meeting:

Be sure to review all the legislation posted to http://gss.ou.edu. This legislation is posted the Thursday before each Sunday meeting. Please take down any questions you may have for the author, and bring them with you to the meeting.

Time and Place of Senate and Committee Meetings:

- Each Committee Meeting will take place at 6:30pm (unless changed by the committee) before the regularly scheduled Senate Meetings at 7:00pm.
  - Your attendance at committee meetings is mandatory and noted, just as your attendance to a Senate meeting is mandatory.
  - If you are unable to attend a meeting, you need to contact Derrell Cox, Kiersten Sandfoss, or Richard Russell. You must also send a proxy, if you do not want to accumulate and absence.
- A sign in sheet will be present at all meetings, and ALL senators and/or proxies must sign in, so that we can keep an accurate count of absences.
  - If you have a proxy, make sure they know to give their form to Richard Russell prior to the meeting.
- After signing in please grab your placard and take your seat around the perimeter of the room. Having your placard insures you a vote in all legislation.

During the Senate Meeting:

- All Senators will sit around the perimeter of the room, and all visitors will sit in the middle of the room. This will allow for all Senators to be seen and heard when called upon by the chair.
- We must have a Quorum in order to conduct business. A quorum is attained by having 50% + 1 member present at all Senate meetings. This is variable year to year depending on the number of departments who send Senators to the meetings.
- Each committee will give a report or shall say “nothing to report” after the chair of the senate has called upon the chair of the committee.
ALL MEMBERS WISHING TO SPEAK MUST BE RECOGNIZED BY THE CHAIR OF THE SENATE. (Please raise your placard in order to be called on).

Note: For motions please see the table posted at the end of this paper.

During debate:

- According to the standing rules of order for the Senate, Debate can be no longer than 30 minutes. Parliamentary procedure also gives no speaker more than 10 minutes of time during debate, and no speaker can talk more than twice on any one issue, on the same day.
- If you wish to participate in the debate, please come to the front of the room and form two lines (one pro, one con) on either side of the chair.
- If you wish to end debate prior to the 30 minute time limit please raise your placard and when called state “I move for previous question…”.

After the Senate Meeting:

- The minutes from the meeting are usually available 24-48 hours after the meeting has been adjourned. Sometimes this is not possible and in that case the minutes will be posted at the first available opportunity.
- If you have any questions, concerns, or comments please e-mail gss@ou.edu