

# Senator Responsibilities

*By-Laws Article III, Section 3(c)*

Senators are a vital part of the GSG. By fulfilling your responsibilities you help the GSG fulfill its mission, advocating for graduate students.

1. Attend all GSG public meetings, or send a proxy in your absence

- Meetings are held the second Thursday of every month. Pizza at 5:00. Meeting starts at 5:30.
- Prior to the meeting you will receive an agenda, committee reports, new legislation and minutes. Make sure you read these before the meeting and come prepared with your thoughts and feedback.

2. Vote on legislation

- Usually legislation is introduced before the meeting and copies of the proposed legislation are emailed with the monthly agenda. Sometimes legislation is introduced from the floor. Check out the section on Parliamentary Procedures in this handbook for more information about legislation.

3. Vote for officers to serve on the Executive Council

- Officer Elections are held each spring. Your vote matters!

4. Disseminate information and recommendations from the GSG to your constituents

- Minutes from meetings are sent to all grad students, but you know the students in your program best. A personal message emphasizing information particularly interesting or important to your fellow students can facilitate stronger ties between students and the GSG. Check out the sample message below sent by the Senator for Math.

5. Solicit the ideas and opinions of your constituencies, and forward them to the GSG

- What you and your constituents think matters. The GSG advocates for grad students. The more ideas and opinions you bring, the more effective we are at advocating.

6. Attend any special meeting warranting an emergency assembly of the GSG

- These don't happen often, but when they do you can bet they are important.

7. Serve on at least one standing committee, or one external University committee

- Committees are where the exciting work of the GSG gets done. There are a variety of committees from which to choose. Check out the Committees section in this handbook for descriptions of all of the committees.

# Membership Policy

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## *Interpretation and Clarification of "Excused Absences"*

The following policy is intended as an interpretation and clarification of excused absences, as defined and referenced in the By-Laws amendments.

### **Implications of the Policy**

The Vice President of Membership has the authority to grant an excused absence for a Senator who has a legitimate excuse for not attending a meeting. The granting of an excused absence should be understood to indicate a cooperative exchange between the Senator and the Vice President of Membership, where the Senator has already made appropriate effort to secure his/her attendance and to arrange a proxy. This exchange should ensure that the Senator fully understands that he/she must still perform his/her duties in absentium, as described below.

A Senator who must leave the meeting early should follow the same procedures to notify the Vice President of Membership of his/her absence, request that it be excused, and submit votes for items of legislation for which he/she may be absent.

### **Expectations for Senators Granted an Excused Absence**

A Senator who is granted an excused absence has a responsibility to submit a vote for each item of legislation on the agenda. To be specific, the excuse releases the Senator from fulfilling the duty of attendance (By-Laws Article II, Section 3, clause (c), item 1), but it does not excuse the Senator from fulfilling the duty of voting (loc. cit. item 2).

Votes must be submitted to both the Vice President of Membership and Parliamentarian in writing (email is acceptable) by noon of the day of the meeting. The submitted vote should specify one of the following for each item of legislation:

- Unconditional approval: a vote in favor of the legislation, even if the original legislation is amended.
- Conditional approval: a vote in favor of the original legislation, and either an abstention or a vote against the legislation if it is amended on the floor.
- Denial: a vote against the legislation, whether in original form or amended.
- Abstention: abstaining from the vote on the legislation.

A vote of abstention is the default vote cast for a Senator with an excused absence on an item of legislation introduced on the floor.

Senators who are granted an excused absence are expected to give careful consideration to the legislation at hand and, accordingly, to cast an informed vote. As a guideline, an abstain vote should not be a Senator's default vote and should be cast only if there are extenuating circumstances.

# Sample Message from a Senator to Constituents

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**From:** "Nicholas Kaufman" <nkaufman@udel.edu>  
**To:** [gradstud@math.udel.edu](mailto:gradstud@math.udel.edu)  
**Cc:** [hughey@udel.edu](mailto:hughey@udel.edu)  
**Sent:** Thursday, April 17, 2014 9:15:08 AM  
**Subject:** GSG Updates

Cc: [hughey@udel.edu](mailto:hughey@udel.edu)  
when you send your  
communication

Send your  
communication  
within 1 week of  
the meeting date

Hello everyone,

For this month's GSG update - I have a few programming things to announce.

The first thing is the grad student forum. This will be held on April 23rd (next Wednesday). The registration deadline is soon, so if you're interested sign up quickly.

Next Saturday, the 26th of April, there is a "Wikipedia Edit-a-Thon" happening. For more information, you can Google "Wikipedia meetup colored conventions."

Also on the 26th is Ag Day, down in South Campus.

The final upcoming event to tell you guys about is Dissertation Boot Camp. This will be held over the summer, from June 2 to June 13.

Lastly, for those of you who emailed me in regards to the tobacco free campus policy, I just wanted to give you an update. There was majority support for the initiative from both grad students, and undergrads. The final decision will be made on Monday, April 21st.

If any of these things are of interest to you, email me and I can give you more details. And, as always, if you have something you would like to be brought up to the GSG, or to just discuss with me, don't hesitate to let me know.

-Nick

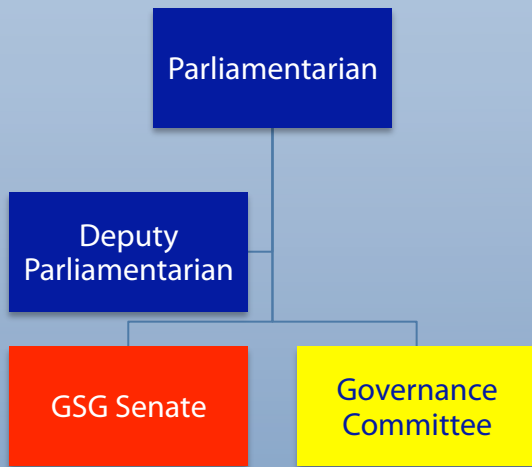
Highlight  
upcoming  
events

Encourage your  
constituents to  
contact you with  
their thoughts  
and concerns

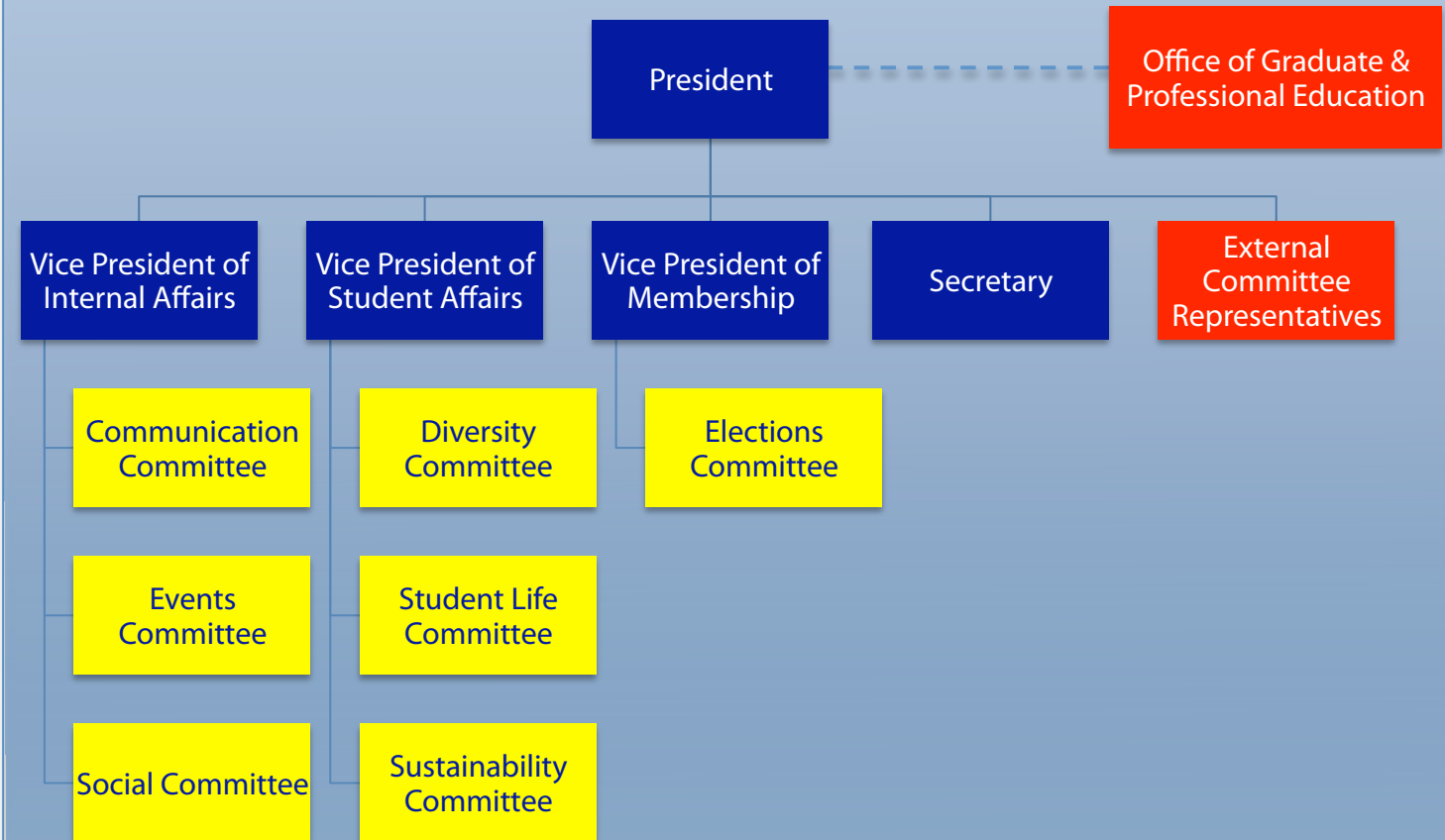
Provide updates  
for policies etc.  
that are  
important to  
your  
constituents

# Graduate Student Government – Organization

## Legislative Branch



## Executive Branch



# GSG Committees

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## *Internal Affairs Committees*

### **Events**

Plans, organizes, and runs the major GSG Fall and Spring events, such as the Graduate Student Gala and Graduate Research Forum.

### **Communication**

Develops event advertisements and organizational branding, operates the website, manages the Facebook group and Twitter page, and photographs events.

### **Social**

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

## *Student Affairs Committees*

### **Diversity**

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

### **Student Life**

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

### **Sustainability**

Dedicated to improving recycling and sustainability initiatives at UD.

## *Senate Committees*

### **Governance**

Responsible for all matters concerning the internal structure, and policies and procedures of the Senate, and serves as a resource for Senators writing legislation.

Chairperson: Isaac Harris, Parliamentarian (iharris@udel.edu)

### **Elections Committee**

Responsible for preparing election rules and coordinating annual Officer and Senator elections.

Chairperson: Amanda Hughey, Vice President of Membership (hughey@udel.edu)

# External Committee Representatives

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## *Major Committees*

Program	Senator	Email Address
<b>Faculty Senate</b>	Chris Castillo Cesar Caro	castillo@udel.edu ccaro@udel.edu
<b>College of Arts &amp; Sciences Faculty Senate</b>	Stephanie Luff	sluff@udel.edu
<b>Parking Appeals Board</b>	Joseph Brodie	jbrodie@udel.edu
<b>Parking and Transportation Advisory Committee</b>	Joseph Brodie	jbrodie@udel.edu
<b>Newark City Council</b>	Vacant	

## *Faculty Senate Subcommittees*

Program	Senator	Email Address
<b>Academic Appeals</b>	Cesar Caro Amanda Hughey	ccaro@udel.edu hughey@udel.edu
<b>Coordinating Committee on Education</b>	Keira Zhang	zkehui@udel.edu
<b>Cultural Activities and Public Events</b>	Xinlei Wang	sherlyw@udel.edu
<b>Diversity and Affirmative Action</b>	Roddel Remy	roddel@udel.edu
<b>General Education Committee</b>	Hadi Al-khateeb	khateeb@udel.edu
<b>Graduate Studies</b>	Chris Castillo Jane Wessel	castillo@udel.edu jwessel@udel.edu
<b>Instructional, Computing, and Research Support</b>	Vacant	
<b>International Studies</b>	Mengjiao “Sherry” Yao	ymj@udel.edu
<b>Library</b>	Alex Ames	alames@udel.edu
<b>Student and Faculty Honors</b>	Vacant	
<b>Student Life</b>	Akisha Jones	jakisha@udel.edu

## Robert's Rules of Order (Cheat Sheet)

YOU WANT TO:	YOU SAY:	INTERRUPT?	DEBATE?	2ND?
Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes
Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes
Demand a show-of-hands vote	<b>Division</b>	Yes	No	No
Register complaint (e.g. turn the lights on or off)	<b>Point of privilege</b>	Yes	No	No
Object to procedure or identify a procedural error	<b>Point of Order</b>	Yes	No	No
Parliamentary rule question	<b>Parliamentary inquiry</b>	Yes	No	No
Request for information	<b>Request for information</b>	Yes	No	No

# Writing Legislation

