

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

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 absentia, 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

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

Cc: 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

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

Encourage your constituents to contact you with their thoughts and concerns

Graduate Student Government – Organization

Legislative Branch

Parliamentarian

Deputy
Parliamentarian

GSG Senate

Governance
Committee

Executive Branch

President

Office of Graduate &
Professional Education

Vice President of
Internal Affairs

Communication
Committee

Events
Committee

Social Committee

Vice President of
Student Affairs

Diversity
Committee

Student Life
Committee

Sustainability
Committee

Vice President of
Membership

Elections
Committee

Secretary

External
Committee
Representatives

GSG Committees

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

Major Committees

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

Faculty Senate Subcommittees

Program	Senator	Email Address
Academic Appeals	Cesar Caro Amanda Hughey	ccaro@udel.edu hughey@udel.edu
Coordinating Committee on Education	Keira Zhang	zkehui@udel.edu
Cultural Activities and Public Events	Xinlei Wang	sherlyw@udel.edu
Diversity and Affirmative Action	Roddel Remy	roddel@udel.edu
General Education Committee	Hadi Al-khateeb	khateeb@udel.edu
Graduate Studies	Chris Castillo Jane Wessel	castillo@udel.edu jwessel@udel.edu
Instructional, Computing, and Research Support	Vacant	
International Studies	Mengjiao “Sherry” Yao	ymj@udel.edu
Library	Alex Ames	alames@udel.edu
Student and Faculty Honors	Vacant	
Student Life	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 main motion)	I move that [or "to"] ...	No	Yes	Yes
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes
Demand a show-of-hands vote	Division	Yes	No	No
Register complaint (e.g. turn the lights on or off)	Point of privilege	Yes	No	No
Object to procedure or identify a procedural error	Point of Order	Yes	No	No
Parliamentary rule question	Parliamentary inquiry	Yes	No	No
Request for information	Request for information	Yes	No	No

Writing Legislation

