Student Government
Graduate Student Association Advisory Board
Silver Palm Room // Boca Raton Student Union

Minutes for Wednesday, September 23, 2009
4:30 pm

Call to Order – 4:40 p.m.

Roll Call

George Morales, Katy Morris, Katie Burke, Janet Yuen, Ashley Hendrick, Faith Gordon (call), Kim-Le Arvary, Evana Tamayo, Tasha Lee, Lisa Marie Wands (skype), Richard Tommer (call), Kristine Killip, Heather Bishara, Karen Esteves
Absent- Alvaro Gonzalez- Rubio, Ashley Pinette

Approvals

23 September 2009 Agenda

✓ Motion: Tasha//Second Lisa Marie// Passed
Minutes August 6, 2009

✓ Motion: Lisa Marie// Second Tasha// Passed
Minutes September 2, 2009

✓ Motion: Katy M// Second Katie B// Passed

Open Forum

- Robert’s Rules Presentation: “It’s a formal way to present a possible course of action to make decisions and to keep order.” Specific form of Parliamentary procedure, to give a kind of backbone. Most well known. Congress, Student Government etc all different types of organizations across the globe use some form of parliamentary authority to run their meetings. 95% use Robert’s Rules. Current edition that FAU uses is Robert’s Rules newly revised. Formalized by American Henry Martin Robert, he was a U.S Army Brigadier General and he was also an engineer. He had no background in speaking in public or running a group but one day his church organization wanted formalized meeting structure. In 1876 Henry decided to create his own rules and today there are ten editions of the book, over five million copies. Two official books, big book is seven hundred and two pages, go –to book. Other book you read more from cover to cover to get a general sense of how to act in a meeting. For participating, one hundred and ninety –eight pages, once you read that will get a general sense of how to act in a meeting. Both published in
Robert’s Rules barebones outline of how you should act. Expected to take that and form your own rules and regulations with outline. Don’t have to strictly adhere/leeway to Robert’s Rules as long as everybody is in agreement.

- Robert’s Rules can keep the meeting structured and organized.
- Improves communication skills not only in the meeting but in your everyday life.
- Know how to converse, know how to present yourself in a formal gathering.

### Basic Principles
- Courtesy and Justice for all.
- Consideration of only one subject at a time.
- Rights of absent members must be protected, just because someone cannot show up for a meeting does not mean their views are not important.
- The minority must be heard, but ultimately the will of the majority in the meeting will prevail.

### Basic Elements of a meeting
- Quorum is something that must be present in order for you to conduct business. If you don’t have a quorum you don’t have a meeting.

### How to act at a meeting
- Stand up when you are speaking unless you’re in a very small group of twelve or less members. If you are doing a presentation you should really stand up.
- Please remain quite while others are speaking.
- Address other people by their title and avoid first names. If title’s then Sir/ Mr. Speaker/ Madame Speaker, if not then you would just go by the last name.
- If you must leave the room, request permission.
- Giving a speech, please state your name and position for the record.

### Cell Phones
- FAU policy based on the Sunshine law when it comes to cell phones. Really nothing in Robert’s Rules that mentions cell phones.
- Should refrain from using a cell phone at a meeting. Should refrain from texting at a meeting because everything is open, public record.
- Harsh fines can be imposed by the State of Florida under the Sunshine Florida law if you are caught communicating to the outside world during a meeting. Everything is open, public record. All the student core can actually impose the Sunshine law on you.

### Definition of an Agenda
- Most important document you are going to have in a meeting besides a legislation bills, road map you are going to follow and keeps everybody on course.
- Must be approved by majority vote soon after the start of the meeting and it should be seconded.
- Once approved it becomes property of the assembly, so whoever drafted they agenda, they’re not the owners of it anymore, it’s everyone who is in the room. Everyone has a partial ownership to that piece of paper and to what it represents.
- Can use a unanimous consent whereas somebody motions it, somebody else seconds it, as long as there are no objections, you do not have to go to a vote.
- The agenda should have a logical flow to it.

- **Motions**
  - A motion is a formal procedure, a proposal for consideration, when one subject can be considered at a time. Organized, structured concepts that are being put on the table for everyone to talk about instead of someone talking about this and someone talking about that. It is merely a formal way to suggest something.
  - No main motion can be made while another motion is pending on the table. That is just so you don’t have a back log of twenty/thirty things that you are kinda/sorta working on, but you’re really not. Robert’s Rules very structured, you deal with this and then you deal with that.
  - To make a motion you can either say “I motion to” but most formally you say “I move that.” So if you wanted to have a car wash you would say “I move that we have a car wash on (date of the month).
  - Motions need to be seconded by someone. When you’re seconding a motion you are not saying that I root for that motion I want it to pass, I advocate for it, all you’re saying is give consideration to it, and you give consideration to the person who brought it up. You can disagree with a motion adamantly but just by seconding it you’re not doing anything more than saying let’s discuss it. And you don’t need to be recognized to second a motion, you just simply raise your hand and say “I second.” Whereas you do need to be recognized to make the motion.
  - Non-voting members do not have the same voting rights as members. Robert’s Rules is designed to protect the rights of the members. In other meetings non-members are actually only supposed to speak during the designated times such as open forum or when they are recognized by the chair or when they are seeking to be recognized by another member. So if you would like a non-member to be able to speak and it’s not open forum or it’s outside open forum then you can say “I seek to recognize (John Smith),”
and then the chair will restate it, there will be a second, and as long as nobody objects they will get to talk.

- In the house if there is a non-voting member that wishes to speak about something that is being talked about, they simply raise hand, mostly because that’s how the representatives get recognized and most of the guests don’t know that they don’t have the same speaking rights as the representatives. If the chair feels/knows that person is going to say something that directly relates to the topic will automatically recognize them. If don’t know will kind of put them out just a little and hope that a representative knows what they want. Have a representative understand and lobby for your interests.

- During a meeting not polite to jump up and down and say talk to me talk to me. It disrupts the flow of the meeting. Just so the meeting progresses faster.

- Not an appropriate time to lobby during a meeting. Members aren’t supposed to talk about business while outside of the general meeting. Members are only supposed to discuss business during a meeting. Whereas non-members are only supposed to discuss business with members outside of the meeting. During that time it is the members time to make their own informed decision about what they want to vote on and not have the lobbyists suggesting what they should do during a meeting.

- Keep in mind, just because somebody is recognized and not a member does not mean they have the same ability to motion once they are recognized. They might be able to speak, but to motion you should be a voting member of the group.

- When you recognize someone you should specify how much time you wish to recognize them for, that is not only to protect your rights as a member in case you start not liking what they’re saying but the other rights of the members if they don’t like what they’re saying. What would be the purpose of having a group of members if anybody could come off the street and be recognized and start making motions and changing things in the group. Wouldn’t be very fair.

- Remember just because a person might be your advisor doesn’t mean necessarily that you have to give them all the rights or secede all your rights to them.

- Once a member makes a motion, that motion is not official until the chair restates it. Everything at the meeting should be direct to the chair. There can be no inter communication unless certain rules are out of order, sometimes that’s ok, but for the most part everything should be directed to the chair. Even a question across the room, it should go through the chair and the chair should restate it. You should never talk to each other, everything should be talked through the chair and that’s so maybe a side conversation
that your having doesn’t get out of hand. The chair is sort of like the referee. It’s also important because let’s say you make a motion to have a car wash on Wednesday. The chair must restate it. If the chair restates it by saying I motion to have two car washes on Wednesday, one right after the other, that’s the official wording of the motion. Not what the original member said but what the chair restated. Once the chair restates the motion, the motion becomes the property of the group of the whole. It is no longer able to be restated by the original member of the motion. It goes from the member to the chair to the assembly and the motion like a living thing being is now a part of everyone’s ownership. Everyone has a piece of that pie.

- Then you have a debate. Certain motions are debatable, certain motions are not. Most major motions are debatable and then at the very end you should have a vote of some sort.

- Eight steps and process of a motion
  - Member would get recognized by the chair, you would do that by waiting until nothing else is pending, and you would then seek recognition by raising your hand or standing up and saying “Mr./Madame Speaker,” the chair would then recognize you if it’s appropriate to do so at that time, if nothing else is pending. The chair would say “Representative (Smith).”
  - And then the member would state his or her motion. “I move that we have a (car wash) next Thursday.”
  - After someone makes that motion, before the chair restates it, someone has to second it. If it’s not seconded it dies right there on the table. Seconding just means that someone else is willing to consider it and out of group all it takes is two people to consider something for it to be heard by the whole group. Someone just would call out “second.” You don’t have to raise your hand you just call it out and make sure whoever is taking the minutes of the meeting can jot down your name.
  - Then the chair would state the motion and place it before the assembly, this is where it actually becomes the property of the assembly as a whole. This is important because the wording of the chair is what goes down in the minutes. NOT the wording of the original member. So the chair would say “it is mute and seconded that we have a car wash next Thursday, is there any discussion?” Since that’s a debatable motion you would have discussion where members could get recognition by seeking the attention of the chair, only one person at a time. And you would debate it.
  - There are certain rules you are going to follow in debate. If someone speaks, someone else is entitled to speak before that person gets to speak again, that’s fair, you don’t want one person that’s spoken four times before this person over here is waiting to speak the first time. Then you get to speak again, but everyone else
has to have their first go around. During debate you have other classes of motions such as subsidiary motions, such as amending the actual motion. These deal with somehow modifying that original wording, so that maybe you want to amend it by saying, “Let’s have a (carwash) next Friday, instead of next Wednesday, that would be an amendment motion. Maybe you want to refer it to a committee. This is basically refining the original motion so that final product is something that everyone agrees on.

- The next step the active debate – you will know when it ends, it will quiet down or the time will expire. You want to put it to a vote. The chair will say, “Are you ready for the question?” Which is just parliamentary speak for saying let’s vote. The question is now the adoption of the motion that we have a car wash next Thursday. Those in favor say yes, those opposed say no. The secretary will take roll and then the vote will be announced. Either the affirmative has it and the motion is adopted or the negative has it and the motion is lost. And after that you move on to the next order of business. It’s just a regimented way of getting things done. And it really does speed up the meeting.

- The main motion you can only have once. Talking about car washes as a type of main motion – can’t discuss anything else, unless it affects that car wash motion. You can amend it, you can send it to a committee, you can try to kill it by getting rid of it. But if you have a car wash motion on the table you can’t say let’s have a bake sale next Thursday- that would introduce new business. Your mostly going to be dealing with main items and in that case that can only be one motion deep. But things like subsidiary motions which change or effect how a motion is handled; those can be added on to main motions. Like an amendment motions, “I move to amend the motion by inserting the words next Friday in place of next Thursday.” That could be put on top of the main motion and that instantly becomes the thing on the table. Whatever motion is the most recent thing you’re considering at that very time.

- You also have privileged motions. Which concern matters of great importance and urgency that are unrelated to pending business. So if there was an emergency and you need to evacuate the building. You have to end the meeting or call the meeting, you have a motion to recess. That has nothing to do with the car wash motion, but it is more important than that, and it can just take precedent over everything else.

- Incidental motions which provide a means of questioning procedure concerning other motions and must be considered before the other motion. This is where you are going to see parliamentary inquires come in. If you have a question or if you think someone is doing something wrong according to Robert’s
Rules you can just interrupt them and say “I have a parliamentary inquiry” what you’re doing doesn’t seem to jive with what I have written down here. Four types of motions, most commonly you are going to be dealing with main motions.

- Frequently used motions
  - Motion to Amend. You can either insert words, strike out words or you can strike out and insert words. There’s really no technical way to change words, the wording they want you to use in the minutes is strike out and then insert. So you can’t really say let’s change the wording of the amendment to change Wednesday to Friday. We strike out Wednesday and insert Friday. So that’s used to clarify the meaning of whatever the motion is. The goal at the very end is to have the most clear, precise, document possible of what the group wants, not just what any one person wants. The Amend motion must be germane to that motion, it must be related. So you can’t have a motion for a car wash and change it to a bake sale, that’s not germane at all.
  - Motion to call for the orders of the day. Important because it deals with the agenda. Call for the orders of the day basically says that someone has gotten off track on the agenda. If you’re not following the order, any member can say “I call for the orders of the day.” And you must stop what you’re doing and look at your agenda and say wait, why are we here when we should be over here and let’s get back on track. So it’s to return to that order of business.
  - Motion to commit or deter to committees. Lay on the table, so you temporarily suspend further action on the question which basically kills it.
  - Motion to limit or extend points of debate. Where if someone is speaking to long or you want to extend their time, you would use this motion.
  - Motion to post pone indefinitely, which also kills the amendment by killing it without bringing it to a direct vote.
  - You can also motion to reconsider. That’s a motion that can be made only by a member or available side who has changed point of view. And the winning side can ask to re-vote and the idea is that someone on the winning side might have changed their mind. You can’t have somebody on the losing do that because then it would go on forever.
  - You can also suspend the rules, which is important to stay away from. A lot of people think that suspending the rules means ok we can suspend the rules, there’s no more Robert’s Rules going on, everybody can talk normally. You really can’t do it that way, a blanket statement, you really have to define what you are suspending. Against the law for this reason. It has to have a certain
logical reason why you’re suspending the rules depending on the context. So you really want to use that sparingly.

- Two ways to get your points across that are also motions. You have Point of Order and Point of Privilege. Point of Order brings attention to any infraction of the rules of order. It’s a parliamentary procedure. It must be raised immediately after the error is made. So if you notice somebody has done something wrong. Maybe they haven’t seconded the motion and that motion is now on the table that person would say “Point of Order,” we have to seconded that motion first. Or you have Point of Privilege which is more personal. If there is a lot of noise coming from the ceiling and it’s bothering you and you need to get that fixed you would say “Point of Privilege.” Time out let’s deal with this personal problem first before we get back to the meeting. And you can abbreviate that as “P.O.P” Just remember that if you do leave the room, if you come back in you’re going to have to be readmitted. Someone else would make a motion to admit all members, that way you could get back into conversation.

- Two ways to ask questions
  - Parliamentary inquiry and Point of Information. The parliamentary inquiry pertains to questions on Robert’s Rules of Order. The point of information is basically anything else. So if you have a question based on the business on hand, not the actual way you’re handling the business you would say “I have a Point of Information.” And with all of these you would still need to be recognized by the chair.

- Roll Call voting
  - How do most of most of the votes in Student Government. Student Government House has to be open record so that’s the easiest way to make everyone’s vote known to the public. Roll Call votes when the secretary calls off your name you need to vote in favor or against. You cannot abstain at will, you can only abstain if there is a distinct cause of interest.
  - Non-members should be listed on general roll call as present but not listed as a member. Should be listed separately from the list that contains the present members. It just keeps things structured, so that way you can go down the list so you can see how much quorum you have. The voting members are the ones that should be making up the quorum.
  - So when it comes to voting, according to FAU policy which is governed by the Sunshine policy, you have the option to pass, but all passing does is it moves your vote to the very end. The very end we come back to you and say what’s your vote, you have to vote. You can’t abstain at will, this is where it gets modified because of the Florida Sunshine law. If it’s not blatantly apparent, it should be made clear why the person is not voting. And if it’s not clear than
someone can say, well that’s not really a conflict of interest, you’re just trying to cope out your vote. You should vote.

- Voting by unanimous consent. If you have a group that pretty much gets along with everybody. Basically for certain main motions and incidental motions as long as nobody objects, not one person and you can just agree. All it takes is one person to object, one person and you have to go to the formalized roll call voting or however you vote. You have to go through the whole process. For a very simple thing, like something you know nobody’s going to have a problem with, give it a try say “I want to go with unanimous consent, does anybody object?” If nobody objects, that’s fine, but if somebody objects then you have to go through the whole process.

  - More information on Robert’s Rules
    - Robert’s Rules.com – the official site and then rulesonline.com - site full information. Also the FAU Student Government website.

- Division of Research, (Gisele)
  - She is a resource for Research program to be held in the spring.
    - Presented Research Day/Week materials, program, flyer, schedule, etc. Go through the material and see what they did. There were poster sessions, there were panel discussions. Different networking opportunities and many different presentations. Maybe look at some of the different type of activities we would like to do.
  - October, 2005 Division of Research Day was just like we have been brainstorming about – representation from all eight colleges.
  - Want to create a committee from the board and start working on the Research Day
  - Gisele will speak to the Vice President for Research and see how much help/support the Division of Research can provide.
  - Was a costly event to produce. (Week long). Probably why it was not done again. It was about 14,000 dollars. For five days worth of events. Piggy-backed with the Economic Development Corporation of South Florida. They hold an annual biotechnology conference and they move it from university to university every year. In 2007 happened to be FAU turn to host that here. Built the Research week around that particular event.
  - The cost was in food, in renting equipment.
  - Held event in the Live Oak area.
  - The cost of printing posters
  - Suggest have an opening session where GSA could have a key note speaker or a couple of speakers to come in.
o Need to have an opening and a closing session. To begin the day and to end the day. Determine what type of activities you would like to have in between.
o What is the main/key objective of the Research Day? (Katie B) Main objective is to fulfill all the requests GSA has had for conference monies and travel expenses etc from all the colleges by doing something here. So that we can allow those graduate students be able to have their research used here. Maybe not a focus on the professors, just a focus on graduate students. Would be an opportunity for the students to talk about the types of research they are doing in their respective colleges. Can be challenging very different in Arts and Letters than in Biomedical Engineering, just by the nature of the disciplines.
o Need to have committee meetings, dedicate specifically to the event. Also need to get word out, promote it. Gisele will try to come as many meetings as she can.
o GSA is thinking of having the Research Day around April but it is still TBA.
o Gisele suggested have the Committee talk about agenda for the day, the location, the times, booking the location in advance, etc.
o What Gisele said previous Research did was had poster sessions was in College of Biomedical Science ---- and then was also in the Live Oak. Didn’t get the cross college traffic they hoped for. This could be a consideration for the committee. There are 4,000 grad students --- maybe the Barry Kaye?
o Check other dates of big things going on to make sure Research Day doesn’t conflict with anything else major, obviously want to get as much participation as possible.

Old Business
- GSAAB Bylaws
  o The GSAAB Bylaws have been approved with minor changes and will be made available via email distribution to members of the board and then posted on the website.
- Travel Committee
- Report from Student Leadership Breakout session (Katy)
  o Outlined from previously emailed Leadership Notes Doc
- GSA Travel Committee (Tasha)
  o Student Leadership Breakout session Tasha attended had a group look at a problem/concern of the student population- travel.
  o Important to research other school travel policies, University of Miami etc
  o Review proper avenues, going through the people that we need to in the proper order so we don’t step on toes.
  o Make sure to follow protocol and utilize technology
    ▪ Facebook groups are great
    ▪ Flyers
    ▪ Petitions are not recommended
    ▪ Request for action instead of a demand
- Revolution
  - Travel Meeting Schedule. Also a lot of graduate organizations are interested in this topic as well as undergrads
  - Recommended having a town hall meeting, where we would collect all of the organizations on campus to a common place.
    - Outline what direction travel committee wants to take.
    - Invite others to come sit and hear what GSA is doing if something is in common with everyone then we address that at a town hall meeting.
  - Travel Committee
    - Katie Burke motion to suspend Robert’s Rules// Tasha Second// Passed
      - Committee: Katie B, George, Tasha, Ashley H., Heather
  - Issue: on established route, pull away from that route—open up town hall meeting and bring in undergraduates and different clubs/organizations to get more input or do we continue on the path we have already gone through, with draft policy that is already in place.
    - Once the committee drafts policy – then introduce it to others, just in case we overlook something (?)
    - Follow the organized approach we have established, proper protocol. Yes there are other clubs on campus that are forming a similar task but don’t know what procedures they are following.
    - Travel Committee already has something pretty formalized – bring to the UGC. Present to them. Keep moving forward.
    - Let people know there is going to be a policy proposed, that this is what we are doing and that this is our plan of action (suggest for town hall).
  - 9/25 Travel Committee Friday Meeting, at 11:30 in SG workroom
- BRGC Report (Katie Burke)
  - 9/30 Research Committee Wednesday, Meeting at 4:00 in SG workroom
    - Evana, Janet, Katie B, Lisa Marie (invite Gisele)
  - GSA sponsored events (back of 9/23 agenda) please let GSA know if you can attend or volunteer to help.
    - Grant Writing Workshop, two sessions, 10:00- 12:00 and 2:00-6:00 (not 3:00-6:00).
    - 1st session is completely full, going to have people in standing room there. OwlTv will recorded, will have dvd’s accessible and think it will be on itunes and the FAU website. Please spread the word.
    - Can anybody sign people in the morning? Will have breakfast in the morning and a light lunch in the afternoon.
    - Don’t know about teleconferencing this event but will be recording and getting dvd copies and it will be downloadable from the internet.
    - Tasha will be presenting for 2-6:00 presentation. Will be great if could get members there, otherwise Katie B and Janet will do the checking in.
Career Development. **Tues October 20, 2009.**
- Graduate Student Industry Information Panel, Q/A session.
- Going to be calling in employers that are going to be an eclectic voice of all the different majors.
- Almost like a town hall meeting where they tell what companies they work for and you can ask specific questions.
- Supposed to be from 5-7:00 p.m. Have the Senate Chambers hopefully booked from 4-8:00 to give some leeway.
- Working on getting three different employers. Maybe an engineering company, a marketing company and maybe Office Depot.
- Employers are being recruited and GSA is doing the marketing and having grad students sign up.
- Dan Kartosh is the contact.
- (Katie B) Including all the colleges is important, that way reach out to more people but is hard to get recruits.

Owl Awards **November 19, 2009** 6-8:00 p.m. Baldwin House
- Had three hour meeting with Debbie Brown last week.
- Janet created Save the Date
- GSA website updated with all the new events, etc
- (Janet) Award Criteria
- **Unanimous Motion (…) for nomination and approval as “Most Spirited Owl” for GSA 2009 Owl Awards.**
- Deadline for nominations is **Wednesday, October 21.** Whole board is going to have to vote. T/A undergrad students email GSA will have pizza night in office and tally.
- Institute disclosures.
- Last year after the Owl Awards had an after party at the Dubliner, this year Mission Green is hosting a Dance Competition and Mission Green requested that the Board come and be VIP’s – want to drum up support. Will be in the Barry Kaye Auditorium at **8:30 pm.** Would like to support their event, go after the Owl Awards.(program board is co-sponsoring).

Library Ideas
- Opportunity for grad students to get/use books in GSA office
- Have GRE and GMAT etc but want ideas for unique books for office. Any college books, directors, advisors can think of please email GSA@fau.edu for orders. Want to make sure the books will utilized.

- Add Kris Killip from Graduate College (kkillip@fau.edu) to Master List

- **BGC Report** (Ashley Hendricks)
  - Need Director (in flux).

- **NGC Report** (Faith Gordon, Kim-Le Arvary)
  - Tail-Gate **September 30,** Wednesday on Treasure Coast from **6-8:00 p.m.**
“Working on distributing a needs analysis report to be distributed by professors to graduate students just prior to or after class time. An incentive promotional item will be available to students who wish to complete the survey and is available for pick up in the borrow.

- The RAD program will be offered to the Jupiter Graduate students in conjunction with the Campus Police Depart.
- The Counseling Center is making two seminars available to graduate students in the evening on either 10/20 or 10/27 on Stress and Anger Management. (Submitted 9/25/09 Faith Gordon).”

**UGC Report** (George Morales)

- If writing a dissertation or thesis there is a new guideline or procedure that is outlined. If you use the old structure you will not be approved for graduation. Need to go online and look at their new guidelines and download the new template.
- Additionally with the way the system is starting to change, the library is getting out of the book binding business and everything is going to be done in terms of a paper list e-submission – hasn’t taken effect this semester but may in semesters to come.
- With that in mind – UMI ProQuest will still provide services for students and provided a price list what a dissertation and master’s thesis will look like with different option’s (George has and will make copies).
- Tentatively Master Student minimum $256 to graduate with publication. Doctoral Students minimum $266 to graduate with publication. (neither included in graduation fee).
- Perhaps creating qualifying examination for Master’s Students to enter into the Master’s program---- this idea was killed. Some departments make this a requirement but it will not be a university wide standard.
- Working on due process sub –committee for graduate students that may fail qualifying exam and expelled from program.
- Ph.D completion.org – data what makes a successful Ph.D program in terms of completion rates. Also different options and availability of programming for Ph.D students at different colleges.

✓ Motion to adjourn by Katie Burke// second by Tasha Lee// Passed Close -6:35 p.m.

**Reminder:** Travel Meeting Friday September 25, @ 11:30 and Research Committee Meeting Wednesday September 30, @ 4:00