

1. Structure.

1.A. Officers. All officers of the Graduate Student Assembly must also be elected as Representatives for their term of office. Officers shall be elected by the General Assembly each year at least one week before the transitional meeting (3.A.3).

1.A.1. **Chair.** The Chair attends the Executive Committee of the Graduate School. If neither the Chair nor the Vice-Chair can attend the Chair can appoint a proxy, preferably a Steering Committee member. In the absence of the Treasurer, the Chair has signing authority in budgetary matters. Once elected by the Assembly, the Chair may resign as a departmental representative, while retaining the office of Chair and all the rights of a full member of the Assembly, except the right to vote (refer to section 2.A.3.a).

1.A.2. **Vice-Chair.** The Vice-Chair chairs meetings in the absence of the Chair, or when requested to do so by the Chair, or by a two-thirds vote of the Assembly. The Vice-Chair is a member of every standing committee, although she/he may not vote or make formal motions in this capacity. The Vice-Chair attends the Executive Committee of the Graduate School.

1.A.3. **Secretary.** The Secretary maintains records of Assembly business, accurate lists of Representatives, and attendance. Each meeting the Secretary provides the Assembly with an agenda and minutes from the previous meeting. The Secretary should also circulate the agenda electronically in advance of the meeting. The Secretary acquires department enrollment figures for election purposes. In the case of a resignation, the Secretary should inform the Elections Committee of the vacancy.

1.A.4. **Treasurer.** The Treasurer maintains financial records, has signing authority in budgetary matters, and shall report on the budget at the beginning of each semester. The Treasurer will not deny expenditures except in unusual circumstances where it is deemed prudent to obtain Assembly approval.

1.A.5. **Conference Travel Fund Director.** The CTF Director works with the Graduate School and Faculty of Arts and Sciences to handle all issues related to the organization and implementation of the CTF. The CTF Director works with the relevant organizations to publicize the rules and deadlines, collect applications, and verify application validity. The CTF Director oversees the application process and communicates the awards. The CTF Director assembles relevant statistics and reports to the Assembly and other interested parties annually.

1.A.6. **Public Relations Chair.** The Public Relations Chair contributes to the GSAS Newsletter, deals with PR issues such as interviews and relations with the press,

heads any advertising campaigns, organizes publication of the Compass, and chairs the Public Relations Committee.

1.A.7. **Parliamentarian.** The Parliamentarian is responsible for having a complete and accurate knowledge of Robert's Rules of Order, the GSA Charter, and the GSA By-Laws. The Parliamentarian will be responsible for assessing and communicating the legality of all proposed actions of the GSA to the officers and general assembly. In situations where the Parliamentarian disagrees with a ruling of the Chair on the proper order, the Chair's decision stands unless appealed and voted on by the General Assembly. In addition to being responsible for the procedural integrity of GSA operations, the Parliamentarian will also be responsible for keeping record of all GSA legislation, and for updating the By-Laws if/when they are amended, as well as proposing amendments to the By-Laws where Robert's Rules of Order are inhibiting the effective working of the GSA. The Parliamentarian shall chair the Charter Review Committee (Charter 3.B.1).

1.B. Committees.

1.B.1. **Composition.** The Assembly divides into a number of Standing Committees defined by section 1.B.3 of these Bylaws. The Assembly may also create and populate Ad Hoc Committees.

1.B.1.a. The Chair of each Standing Committee, unless otherwise specified by the Charter or these Bylaws, shall be elected by the General Assembly, typically at the same meeting when officers are elected. The Chair of each Standing Committee may appoint a Secretary to keep a record of committee transactions and prepare documents for Assembly review. The Chair presents a report to the full Assembly in accordance with the Order of Business.

1.B.1.b. Except where otherwise specified in these Bylaws or the Charter, any student in the Graduate School of Arts and Sciences may be a member of a Standing or Ad Hoc Committee. However, only a Representative may chair a Standing or Ad Hoc Committee.

1.B.1.c. The Assembly retains the right to add or remove committee members throughout the year by simple majority vote. At least one meeting's notice must be given before voting to remove a committee member.

1.B.2. Powers and responsibilities.

1.B.2.a. Mandates (1.B.3) delegate responsibility for overseeing general principles or exercising specific powers to a Committee.

1.B.2.b. The Committee has spending authority for any funds allocated to it in the budget approved by the Assembly, but the Treasurer or Chair must sign all expenditures. All communications from, and actions of, any Committee should be presented or reported to the Assembly prior to their release.

- 1.B.2.c. The Assembly must approve proposed actions that have not been established explicitly by the mandate of the Committee. Any Committee communication or action may be overturned by a vote of the Assembly. Committee members shall not make statements in the name of the Committee or the Assembly in the absence of express consent from the respective bodies.
- 1.B.3. **Standing Committees.** Standing Committees operate according to their mandate unless removed from the bylaws.
- 1.B.3.a. **Steering Committee.** The Steering Committee is appointed at the first meeting of the academic year. In accordance with sections D, E, and 1.C.3 of the Charter, the Steering Committee meets on a biweekly basis with the Dean of the Graduate School. The Steering Committee sets the agenda for these meetings.
- 1.B.3.b. **Summer Steering Committee.** The Summer Steering Committee is appointed at the Transitional Meeting. Summer Steering notifies Representatives of important developments in graduate school policy and sets the date and agenda for the first meeting each fall. Summer Steering also works with the Public Relations Chair to publish the Compass before GSAS orientation. Any Representative from the outgoing or incoming Assembly may serve on the Summer Steering Committee.
- 1.B.3.c. **Elections Committee.** The Elections Committee administers all elections as specified in section 1.B.2 of the Charter and section 2.B of these Bylaws. The Assembly Vice-Chair serves as Chair of the Elections Committee. The Elections Committee must be appointed by the Chair of the Elections Committee by the beginning of the Fall Annual Election (2.B.1).-Before the end of March, the Elections Committee should present its election plan to the Assembly. The Elections Committee will be composed of no less than one representative from each division, but no more than six representatives in total.
- 1.B.3.d. **Public Relations Committee.** The Public Relations Committee handles issues of publicity, public relations, the Assembly website, and printed material including the Compass.
- 1.B.3.e. **Service Committee.** The Service Committee handles issues of volunteering, connecting to New Haven communities and inclusion. The Service Committee organizes GSA events for the Yale and New Haven communities to increase inclusion and student welfare.
- 1.B.3.f. **CTF Committee.** The CTF committee analyzes the use of the CTF each fiscal year and helps compile a end-of-year report for GSAS and the GSA Assembly which summarizes the fellowships awarded and the proposed structure of the CTF for the upcoming fiscal year. The CTF committee will have at least one, but not more than three, representative(s) from each of the

three divisions, not including the CTF director. The committee members can be nominated by any member of the GSA, after which the CTF director can appoint committee members from the nomination list. Members of the CTF committee can be removed and replaced by another representative from their division if they are unable to contribute to the committee. While there can be unequal numbers of representatives from each division, each division will only have one vote when voting on proposed changes to the structure of the CTF. The CTF committee will be appointed before the end of each fiscal year so that they can help prepare for any changes which were proposed for the coming fiscal year.

1.B.3.g. Other Standing Committees. The other standing committees are: Academics and Professional Development Committee, Facilities and Healthcare Committee, and Transit and Security Committee. These committees are authorized to act according to their title and any mandates passed as bills by the Assembly.

1.B.4. Ad Hoc Committees. Ad Hoc Committees can be constituted or dissolved by a bill passed in the Assembly. When establishing an Ad Hoc Committee, the Assembly specifies its termination date. If no date is specified, the Ad Hoc Committee dissolves upon the Transition Meeting.

1.C. Executive Board

1.C.1. Composition. The Executive Board is composed of the Chair, the Vice-Chair, the Secretary, the Treasurer, the CTF Director, the Committee Chairs of the standing committees, all Steering Committee members, and the Parliamentarian.

1.C.2. Meetings. The Secretary schedules meetings of the Executive Board, which meets regularly during each of the fall and spring semesters. The Executive Board does not normally meet in the summer. The Chair may request the Secretary to schedule additional Executive Board meetings as needed.

1.C.2.a. Prior to each Executive Board Meeting, the Secretary may invite representatives from the General Assembly who are not otherwise members of the Executive Board to attend the meeting. The number of such representatives invited to the meeting is at the Secretary's and the Chair's discretion. In the rare case more representatives express interest in a particular Executive Board meeting than can be accommodated, the Secretary may prioritize representatives who are speaking on an agenda item to be discussed at that particular meeting. The Chair may also request chairs of *ad hoc* committees to attend executive board meetings from time to time.

1.C.2.b. The Chair sets the agenda of and chairs the Executive Board meeting. Prior to each Executive Board meeting, the Secretary shall send a copy of the

agenda to all prospective attendees including those from the General Assembly. If time permits, any member of the Executive Board may propose additional agenda items.

1.C.2.c. The Steering Committee may use Executive Board meetings to fulfill their responsibilities listed in section 1.C.3 of the Charter.

2. Membership.

2.A. Assembly Representatives.

- 2.A.1. **Number of Representatives.** The number of representatives elected in a given Spring is calculated from the previous Fall registration numbers. In cases in which no such numbers exist, such as the creation of new departments, the number of representatives will correspond to the most recent registration numbers available.
- 2.A.2. **Duties.** Representatives are responsible for attending meetings, communicating Assembly business to their constituencies, and communicating the concerns of their constituencies to the Assembly.
- 2.A.3. **Resignation.** A Representative resigns by informing the Secretary in writing of her/his intent to resign. The Secretary shall then forward the resignation announcement to the Chair and inform the Assembly. The Representative shall be considered resigned from the Assembly immediately upon submission of the resignation.
- 2.A.3.a. If the presiding Chair resigns as a departmental representative, the Chair shall notify the Secretary and Vice Chair, preferably prior to the opening of fall elections in the year in which the Chair presides, when an attempt shall be made to fill the open position, in accordance with 1.A.1 of the Assembly Charter. The Chair remains their department's representative until such time as a new representative is elected to the vacated position. At this time, the Chair no longer counts towards quorum. The Chair's rights as stated in section 1.A.1 of these Bylaws are terminated at the end of the Spring term.
- 2.A.4. **Dismissal.** A Representative is subject to automatic dismissal if:
- 2.A.4.a. A Representative misses three consecutive meetings, whether excused or unexcused.
- 2.A.4.b. A Representative misses two meetings over the course of a semester without notifying the Secretary prior to being absent.
- 2.A.5. **Reinstatement.** Dismissed Representatives may appeal in person at the Executive Board meeting following dismissal. A majority vote of the Steering Committee shall be sufficient to reinstate a dismissed Representative. Rescheduling due to conflict is at the discretion of the Chair.
- 2.A.6. **Replacement.** In case of a vacancy in the Assembly, the Elections Committee will contact the department concerned and conduct a by-election as specified in

these Bylaws. No vacancies will be filled between the end of the Spring term and one week into the Fall term.

2.A.7. **Payment for Service.** The GSA will not pay active representatives (with the exception of stipend payments as set out in clause 2.A.8 of these bylaws) out of GSA funds for time or services towards the completion of GSA projects, except in cases when the Assembly overrules this decision by a simple majority vote.

2.A.8. **Stipend Payments.**

2.A.8.a. **Eligibility.** All members of the Executive Board will be paid a stipend using funds provided by GSAS. The GSAS may stipulate a maximum amount that no stipend may exceed.

2.A.8.b. **Pay Scale.** Each member of the Executive Board is assigned one of six levels of compensation, each of which specifies a target percentage for that member. Each level of compensation must specify a target percentage that is higher than the lower levels. The target percentages must satisfy the relation:

$$p_1n_1 + p_2n_2 + \dots + p_kn_k = 100\%$$

where p_i is the target percentage for Level i , n_i is the number of Executive Board members assigned to Level i , and k is the total number of levels of compensation.

2.A.8.b.1. **Level 1.** The Chair is assigned Level 1. The target percentage for Level 1 is 31%.

2.A.8.b.2. **Level 2.** The Vice Chair is assigned Level 2. The target percentage for Level 2 is 15.5%.

2.A.8.b.3. **Level 3.** The CTF Director, Secretary, and Treasurer are assigned Level 3. The target percentage for Level 3 is 7.7%.

2.A.8.b.4. **Level 4.** The Committee Chairs of the Public Relations Committee, Service Committee, Academic and Professional Development Committee, Facilities and Healthcare Committee, and Transit and Security Committee are assigned Level 4. The percentage for Level 4 is 4.4%.

2.A.8.b.5. **Level 5.** The Parliamentarian is assigned Level 5. The target percentage for Level 5 is 1.8%.

2.A.8.b.6. **Level 6.** The six members of the Steering Committee are assigned Level 6. The target percentage for Level 6 is 1.1%.

2.A.8.c. **Stipend Amounts.** Executive Board members are assigned a target stipend amount based on their level of compensation, using an algorithm that will iteratively set the stipend amount for each level as close as possible to the target percentage, and will reappropriate any remaining funds beyond the maximum stipend amount required by GSAS to lower levels. The target stipend amounts are calculated using the following formula:

$$a_i = p_i \left(B + \sum_{j=0}^{i-1} \frac{\max(a_j - M, 0)}{p_j n_j + p_{j+1} n_{j+1} + \dots + p_k n_k} \right)$$

where $a_0 = 0$, $p_0 = 0$, $n_0 = 0$, a_i is the target stipend amount for Level i , p_i is the target percentage for Level i , n_i is the number of Executive Board members assigned to Level i , k is the total number of levels of compensation, B is the total stipend budget, and M is the maximum stipend amount required by GSAS. If no maximum stipend amount is required by GSAS, then M is equal to B , the total stipend budget. The amount of each stipend is equal to the Executive Board member's target stipend amount or M , whichever is smaller.

2.A.8.d. **Proposal and Approval of Stipend Amounts.** GSAS will provide the Steering Committee with updated figures for the total stipend budget and any maximum annual stipend amount (*e.g.* the updated McDougal Fellow annual stipend amount) in the spring. When the updated figures have been received by the GSA, the Treasurer will compute updated stipend amounts using clause 2.A.8.c and report them to the General Assembly no later than the meeting prior to leadership elections. The *ad hoc* Stipendiary Committee may be convened to draft an updated stipendiary bill, which may include proposed amendments to clause 2.A.8 (see 2.A.8.e). The stipend allocation will then be provided to the GSAS for final consideration by the end of the University's fiscal year (June 30), or as requested.

2.A.8.e. **Reconvening the *ad hoc* Stipendiary Committee.** The Stipendiary Committee should be convened as an *ad hoc* committee to review clause 2.A.8 every five years, or whenever the General Assembly deems necessary. The Stipendiary Committee membership should have equal representation across divisions (Humanities, Natural Sciences, and Social Sciences).

2.B. Elections.

2.B.1. **Annual Elections.** Annual Elections shall be held in the Spring and the Fall. The Annual Election is divided into two phases, Nomination and Election, each of which will last a minimum of one week.

2.B.1.a. **Nomination Phase.** During the Nomination Phase, the Elections Committee gathers nominations from departments. The Elections Committee may publish nominations provisionally, in advance of the Election Phase. The Elections Committee publishes a final list of nominations at the conclusion of the Nomination Phase.

2.B.1.b. **Election Phase.** Elections may be conducted in any manner according to the discretion of the Elections Committee. The Elections Committee counts the votes. If at least two candidates in a department receive the same number of votes to win an unfilled seat in the GSA, the Elections Committee may conduct a runoff election in the department between only these candidates.

- 2.B.1.c. **Timing.** The Spring Annual Election shall be finished two weeks before the exam period, so that the Transitional Meeting may be held the week before exams. The Fall Annual Election shall be finished before the 1st of October.
- 2.B.2. **By-elections.** If, after the Fall Annual Election, but before the Spring Annual Election, a graduate student wishes to run for an empty Assembly seat, the Elections Committee will survey his or her department for objections, allowing at least one week for responses.
 - 2.B.2.a. If there are no objections, the student will occupy the vacant seat.
 - 2.B.2.b. If any student in the department objects then the Elections Committee will hold a by-election, allowing a suitable amount of time for other candidates to step forward.
 - 2.B.2.c. Representatives for one-year master's degree programs that constitute their own programs will be elected in the Fall Annual Election.
- 3. **Procedures.**
 - 3.A. **Meetings.**
 - 3.A.1. **Order of Business.**
 - 3.A.1.a. **Approval of minutes.** The minutes of the previous Assembly meeting are approved unless objections or amendments are raised.
 - 3.A.1.b. **Approval of Agenda.** The Agenda is approved. Amendments to the Agenda may be raised and voted on prior to approval of the Agenda.
 - 3.A.1.c. **New Business from the floor.** The Chair asks for any issues from the floor. Representatives may raise issues not on the Agenda and place them under New Business.
 - 3.A.1.d. **Reports from Committees.** Reports from the following committees will be given at the discretion of the Steering Committee: Steering Committee, Graduate School Standing Committees, Assembly Standing Committees, Graduate School Ad Hoc Committees, Assembly Ad Hoc Committees, and Departmental Meetings. At the Chair's discretion, motions may be moved to the New Business section of the agenda. If a committee foresees substantial discussion of an issue, they should notify the Steering Committee in advance.
 - 3.A.1.e. **Appointments/Nominations, Old and New Business.** The meeting should move from Appointments and Nominations to Old Business to New Business. The Steering Committee may change the order of these three parts of the Agenda.
 - 3.A.1.f. **Announcements.** Any member may make an announcement. Announcements are for informational purposes only.
 - 3.A.1.g. **Adjournment.** A motion to adjourn must be seconded and accepted without objections.

3.A.2. Rules of Order.

- 3.A.2.a. **Setting the Agenda.** Any student in the Graduate School of Arts and Sciences may ask any Representative to place items on the General Assembly meeting Agenda. Representatives are strongly encouraged to place these requested items on the Agenda.
- 3.A.2.b. **Sequence of Duties.** If an officer is unable or unwilling to perform one of his/her duties, those duties will fall on the next officer in this order: Chair, Vice-chair, Secretary, Steering Committee member chosen at the Chair's discretion.
- 3.A.2.c. **Motions.** All motions from the floor must be seconded before a vote is taken. Only one motion may be on the floor at any given time.
- 3.A.2.c.1. Any Representative may suggest amendments to a motion. If the motion's original sponsor agrees, the amendment is automatically included in the main motion as a friendly amendment. If the motion's original sponsor does not agree to the amendment, a vote must first be taken on whether or not to accept the amendment before the main motion can be accepted or rejected.
- 3.A.2.c.2. The Chair may decide to call a vote on a motion at her/his discretion. If a Representative on the floor objects, a vote must be taken on whether to call the motion to a vote. Any Representative may also move that a vote be taken.
- 3.A.2.c.3. Representatives may vote in the affirmative, vote in the negative, or abstain on a motion. A motion passes on a simple majority, with abstentions not counted. If abstentions outnumber affirmative votes, however, the Chair must reopen discussion of the motion on the floor.
- 3.A.2.d. **Opposition Views.** After the Assembly passes a motion, any Representative or Representatives may express opposition to the vote just taken from the floor. The opposing Representative(s) will briefly state the nature of the objection, which will be entered into the minutes. Alternatively, the opposing Representative(s) may compose a written explanation of their objection following the meeting, which will be appended to the minutes by the Secretary.
- 3.A.2.e. **Speaking Sequence and Time Limits.** The Chair may run the meeting either by calling on Representatives at his/her discretion or by keeping a speaking order. Any Representative may request that the Chair keep a speaking order, subject to approval by a majority of the Assembly. The Chair may impose a time limit at her/his discretion. Alternatively, a time limit may be proposed from the floor and agreed upon by a majority of the Assembly. Normally, speakers from the floor should limit their time to one minute.

- 3.A.2.f. **Absence of Quorum.** If quorum has not been reached Assembly business may still go forward normally. However, votes are not binding. When quorum is reached, whether at the same meeting or at a subsequent meeting, all motions approved without quorum shall be read out. The Assembly may then vote on these motions together or individually.
- 3.A.2.g. **Removal of Officers.** Officers may be removed by a two-thirds vote of all Assembly Representatives. Failing two-thirds of all Representatives at a meeting, two-thirds of quorum may remove an officer provided notice of the motion to remove is disseminated to all Representatives at least one week prior to the meeting.
- 3.A.2.h. **Robert's Rules.** Except where otherwise specified in these Bylaws or the Charter, General Assembly meetings shall be governed according to the most recent official edition of Robert's Rules of Order. Robert's Rules may be suspended by a majority vote of the Assembly.
- 3.A.3. **Transitional Meeting.** The first meeting after the Spring Annual Election shall be called the Transitional Meeting. The outgoing Steering Committee sets the Agenda for this meeting, which is chaired by the outgoing Chair. Outgoing Representatives are invited to the Transitional Meeting and may speak from the floor, but they do not vote or make motions. The Summer Steering Committee is appointed at the Transitional Meeting.
- 3.A.4. **Special Assembly Meetings.** In the case where the Chair of the Assembly deems it both necessary and appropriate to convene an emergency meeting of the Assembly outside of the academic year, the Chair shall set the agenda of the meeting and task the Secretary with alerting all elected representatives of the intent to schedule a meeting with at least 24-hour notice. If quorum is reached as defined in the Charter (Section 1, C.5), business may proceed as for regular meetings of the Assembly, including that votes shall be binding on the Assembly. If a representative misses this special meeting of the Assembly, their absence is not counted towards dismissal from the Assembly (section 2.A.4.b of these bylaws).

3.B. Legislation.

3.B.1. Types of Legislation.

- 3.B.1.a. **Referendum.** Any Representative may propose that the Assembly hold a referendum as specified in section 1.C.6 of the charter. If a referendum is approved, an Ad Hoc Committee is appointed to administrate it. To the extent that a referendum is binding on Assembly action, the outcome will be determined by a simple majority of voting students.

- 3.B.1.b. **Bill.** A bill is any action internal to the GSA including but not limited to forming an ad hoc committee, passing or revising the budget, and changing the bylaws. Except where otherwise specified, a bill passes with a simple majority.
- 3.B.1.b.1. **Amendment to Bylaws.** The Bylaws can be amended by a two-thirds vote of all Representatives. The full text of a proposed amendment to the Bylaws must be submitted to the General Assembly. The General Assembly shall have two weeks to consider the proposed amendment before voting on it. Standing Committees – except for Steering, Summer Steering, and Elections – will be asked to report their views on the proposed amendment prior to the General Assembly voting.
- 3.B.1.b.2. **Communication with the Graduate Student Body.** The Assembly may compose and send emails or other communications to the graduate student body, or any portion thereof. The Chair is responsible for sending these communications, but can delegate this responsibility to the Public Relations Chair.
- 3.B.1.c. **Resolution.** A resolution states the opinion of General Assembly on an issue. It should be addressed to a recipient and state the Assembly’s reasons for its position on an issue. Recipients can include, but are not limited to, university administrators, academic departments, and the graduate student body. Except where otherwise specified, a resolution passes with a simple majority.
- 3.B.1.d. **Nominations.** The General Assembly recommends nominations for graduate student appointments to GSAS and university-wide external committees in accordance with sections 2.A and 2.B of the Charter.
- 3.B.1.d.1. The General Assembly shall nominate, in a manner at the discretion of the Chair, the Assembly’s representatives to the following external committees: Advisory Committee on Investor Responsibility, Title IX Advisory Board, University-wide Committee on Sexual Misconduct, GSAS Grievance Committee, GSAS Disciplinary Committee, and GSAS Executive Committee.
- 3.B.1.d.2. Standing Committees shall nominate, in a manner at the discretion of each respective Standing Committee Chair, the Assembly’s representatives to the following external committees:
- 3.B.1.d.2.1. **Academics and Professional Development:** Advisory Committee on Library Policy, Advisory Committee for the Office of Career Strategy, Calendar Committee.
- 3.B.1.d.2.2. **Facilities and Healthcare:** Student Health Advisory Committee, Advisory Committee on Accessibility Resources.

3.B.1.d.2.3. **Transit and Security:** Traffic Safety Committee, Advisory Committee on Community Policing, Police Advisory Board.

3.B.1.d.2.4. **Service:**

3.B.1.d.2.5. **Public Relations:**

3.B.1.d.3. Assembly representatives for external committees not otherwise specified in these Bylaws or the Charter may be nominated either by the General Assembly or delegated to a Standing Committee at the discretion of the Chair.

3.B.1.d.4. The lists defined in 3.B.1.d.1 and 3.B.1.d.2 shall be reviewed and updated by the Chair and Standing Committee Chairs before the first General Assembly meeting of each academic year.

3.B.2. Rules for Legislation

3.B.2.a. **Eligibility to Submit Legislation.** Only Representatives may introduce pieces of legislation.

3.B.2.b. **Submission of Legislation to the Chair.** All pieces of legislation must be presented to the Chair in final form at least seventy-two hours before a regular meeting so that they may be placed on the Agenda and distributed to all Representatives beforehand. Exceptions to this rule shall be permitted at the discretion of the Chair.

3.B.2.c. **Title and Sponsor.** All pieces of legislation shall have a title and at least one sponsor, both of which must be listed at the top of the bill. At the discretion of the sponsor(s), a bill may be designated as being “on behalf of” one or more individuals or committees of the Assembly.

3.B.2.d. **Record of Bills.** Copies of all bills and a record of the votes on each bill, regardless of the outcome, shall be maintained by the Parliamentarian and posted on the Assembly website by the Parliamentarian.

3.B.2.e. **Amendment and Debate of Legislation.** A bill may not be amended or debated until it is eligible to be put to a vote. Until this time, only questions of a factual nature may be directed towards the bill’s sponsor(s).

3.B.2.f. **Numbering System.** All legislation shall be numbered according to its semester, year, and sequence of introduction in the following format.

3.B.2.f.1. **Semester:** “F” or “S” to indicate the fall or spring semester.

3.B.2.f.2. **Year:** The last two digits of the calendar year, followed by a dash.

3.B.2.f.3. **Sequence:** The order in which the bill was introduced during this semester.