



Yale Graduate Student Assembly
Representative Information Packet 2014-2015

25th August 2014

1 Our Mission Statement

The Graduate Student Assembly is an elected body of students in the Graduate School of Arts and Sciences. The Assembly's goals are to identify the needs and concerns of graduate students, consider possible solutions, and present these to the Dean and other university administrators. We also discuss and advise on changes in Graduate School policy that are proposed by the administration. The assembly provides a means for communication and deliberation both among graduate students and between graduate students and other members of the university community.

2 Who We Are and What We Do

Representatives Each department/program is allotted one representative per 40 students. Each April we hold elections for the coming academic year. We then hold an additional round of elections in September to fill as many vacant seats as possible. In the case of vacancies between the fall and spring elections, department by-elections may be held to fill those spots.

Officers Chair, Vice Chair, Treasurer, Secretary, Conference Travel Fellowship Director, Webmaster, and Publicity Chair. The positions are elected for one-year terms each April by the outgoing assembly.

- **Chair:** The Chair of the GSA is the person ultimately responsible for making sure everything runs smoothly. He or she writes the agendas for Steering and Assembly meetings (with the help of the Steering Committee), delegates work to the other officers and committees, and meets with administrators.
- **Vice Chair:** The Vice Chair essentially assists the Chair in all of his or her responsibilities. The primary jobs of the Vice Chair are to run elections and manage committees, particularly the internal ones. The Vice Chair serves on both Steering and the Executive Committee of the Graduate School.
- **Secretary:** The Secretary's primary responsibility is to take minutes of Assembly meetings and keep track of attendance. The secretary often does other light clerical work. He or she serves on the Steering Committee.
- **Treasurer:** The Treasurer deals with the money. She or he meets with the financial officers to deal with matters of accounting, make sure reimbursements are paid out, money is transferred to other bodies, etc. She or he sets the policy's governing departmental meetings. He or she also orders the food for Assembly meetings and serves on the Steering Committee.
- **CTF Director:** The director of the Conference Travel Fellowship oversees the entire administration of this important GSA program. He or she sets the submission deadlines, answers questions, collects and arranges all the applications, establishes the policies governing the selection process (with the help and approval of the administration and Steering), and finally disperses the awards and collects the conference reports.

- **Publicity Chair:** The Publicity Chair deals with all issues pertaining to the press and advertising.
- **Webmaster:** The webmaster oversees everything pertaining to the GSA website. She or he adds information, grants access to other officers, decides the content and arrangement of the site, and addresses technical glitches.

Conference Travel Fellowship A program administered by the GSA that provides \$60,000 of funding each year to graduate students presenting papers or posters at regional, national, and international conferences. There are four cycles (November, February, May, and August), each of which requires a selection committee of six representatives (two per division) along with the CTF director.

Internal Committees The GSA organizes several internal committees that are concerned with specific areas of graduate student work and life. These committees are generally more casual than the Steering Committee and external committees and allow any interested students to join. GSA representatives must serve on at least one of our four internal committees:

- **Academics and Professional Development**
- **Facilities and Healthcare**
- **Transit and Security**
- **Publicity**

The committees meet at least once per month, usually biweekly. Any graduate student may be a member of one or more of these committees, so you should encourage students in your department who are interested in a particular issue to become a member of the relevant committee(s).

Steering Committee This committee comprises the Chair, Vice Chair, Treasurer, and Secretary, plus six additional representatives (two per division) who are elected by the assembly in September. The Steering Committee meets with the Dean of the Graduate School every other week during the academic year. It also meets with the Provost, President, and Corporation once a year, and with other university administrators and committees as necessary.

External Committees Committees administered by various offices within the Graduate School and university on which GSA representatives sit. They include the following: the Graduate School's Executive Committee, the Committee on Regulations and Discipline, the Student Grievance Committee, the President's Advisory Committee on Library Policy, and the University's Health Services Advisory Committee. Representatives are elected to the external committees by the assembly in September.

Summer Steering Committee Summer Steering is a committee that meets over the summer, from once every three weeks to monthly. Any representative from the outgoing or incoming assembly may volunteer to serve on the Summer Steering Committee.

3 Recent GSA Accomplishments

3.1 Ask-A-Lawyer

Each month during the academic year the GSA has arranged for students to meet with volunteer lawyers from the New Haven Bar Association for a one-on-one consultation free of charge. In addition to this service, we have also compiled a list of lawyers who have agreed to offer a free consultations to students outside of the Ask-A-Lawyer sessions. The participating lawyers have also agreed to provide a discount if you retain them.

3.2 Housing

At the urging of the GSA and GPSS, the university formed the Student Advisory Committee on Graduate and Professional Housing in the fall of 2013. The GSA has worked with this committee, comprised of students and administrators, to create a new vision and strategy for housing. Wendy Xiao was the GSA representative on the committee which produced four major accomplishments in 2013-2014. 1) Achieved approval from the Yale Corporation for the construction of a new graduate dormitory located on Elm Street next to Tyco Printing. The new dormitory will house approximately 70 students and is expected to be completed in 2016. 2) Commissioned and built a new housing website that features the ability for students to rate off-campus housing and their landlords. 3) Commenced a series of meetings with large off-campus landlords to address common problems reported by graduate students. 4) Held the first annual Yale Housing Fair for Graduate and Professional Students. Sponsored by the GSA and the School of Medicine, several hundred students were able to meet with representatives from 13 New Haven properties and 1 realty company. The directors of Graduate Housing and of Graduate Student life, have volunteered to host future fairs.

3.3 Mental Health

GSA found the availability of care and support for mental health issues to be of persistent concern for graduate students. It therefore partnered with GPSS to write a joint report on mental health by investigating Yales Mental Health and Counseling resources and advising how to best meet graduate and professional students needs. In response, the university made immediate plans to update the Mental Health and Counseling website to make information more accessible and to produce instructional videos on how to access Yale Health. The university also publicly committed to a dialog on the implementation of changes to make mental health care less stigmatized and more accessible for all.

3.4 Teaching Fellows Program

The GSA worked with Deans Pollard and Miller to begin the modernization of Yale Teaching Fellow Program with the goal of expanding access to teaching opportunities for graduate students, especially in their non-teaching years. We have encouraged the university to simplify the process of matching student with teaching opportunities and create a system that is more transparent, more

flexible and easier to navigate for graduate students. The new TF website will eventually include a searchable list of every teaching opportunity across the graduate school as well as several other improvements. The revised program will phase in with the fall of 2014 and reach full distribution in the fall of 2015.

3.5 Increased Representation

The GSA was pleased to place a graduate student on the Advisory Committee for Deans Search to represent graduate student interests in the selection of three new Deans for Yale College, the Graduate School, and the Faculty of Arts and Sciences. This is the first time a graduate student was included on a senior administration search committee and is the result of the GSAs long working relationship with the university in more than a dozen standing committees. The GSA also held a productive meeting with two members on the board of the Yale Corporation to discuss the interests and needs of graduate students based on surveys and discussions with constituents. The Corporation board members then reported the GSA's findings and comments to the entire board. The update to the Yale Corporation is an annual event.

3.6 Ask-An-Accountant

In response to consistent feedback that filing taxes as a graduate student can be complicated and frustrating, the GSA recently hosted its first ever Ask-an-Accountant session . A certified public accountant from McGladrey and a financial planner graciously donated their time to provide basic information and answer student questions. Over 100 students attended the first hour, which was dedicated to taxes for US residents, and 50 were on hand to learn about filing taxes as an international student. The assembly anticipates making this a frequent event in the style of our Ask-a-Lawyer series.

3.7 Two Way Street Conversion

The GSA and the GPSS co-hosted a town hall meeting in response to the city's plans to change one-way streets to two-way streets in downtown New Haven. The meeting sparked a spirited discussion from concerned graduate and professional school students and highlighted unique needs of the Yale community. The concerns voiced were compiled into a report delivered to the City of New Haven.

3.8 Library Access

The GSA voted to endorse a proposal [http://gsa.yale.edu/sites/default/files/LibraryReportfinal_0.pdf] to increase hours and accessibility for university libraries. Our recommendations have been subsequently priced out by the Library administration and delivered to the office of the Provost and the Vice President for Student Life. We continue to advocate for the inclusion of this hours extension into future budgets. The GSA Facilities and Healthcare Committee and the GPSS Advocacy Committee commissioned the joint proposal as a response to student feedback expressing dissatisfaction with the availability of study and meeting space, especially late at night, early in the

morning, during the weekends, and over academic breaks. According to student input, graduate and professional students are highly impacted by library accessibility, as they do not consistently have 24/7 access to study spaces. The plan recommends increasing accessibility in four phases: first, increasing Bass Library operating hours during the weekend; second, offering 24/7 study space in Bass; third, extending Spring Break and summer hours; and fourth, extending Sterling Memorial Library hours.

3.9 Common Grounds

Begun in the Spring of 2012, Common Grounds offer vouchers for students and mentors to meet over coffee. Each voucher allows the student and mentor to purchase the items of their choice up to \$6. Participating locations are Blue Dog Cafe, Marigolds, KBT Cafe, Bass Cafe, and West Campus Dining.

3.10 Gym Access

The GSA voted to endorse a proposal to increase hours and accessibility to the Payne Whitney Gym. Our recommendations have been subsequently priced out by the Gyms administration and delivered to the office of the Provost and the Vice President for Student Life. We continue to advocate for the inclusion of this hours extension into future budgets.

4 Your duties as a GSA Representative

4.1 Attending General Assembly Meetings

To serve on the GSA you must be able to attend the general assembly meetings regularly.

4.1.1 Clickers

Attendance will be taken with clickers at the start of the meeting. Voting will, by default, be taken anonymously so representatives that are late should speak to the secretary to ensure their attendance is recorded.

4.1.2 Attendance Policy

If you are unable to attend a meeting, you must email the secretary at secretary.gsa@yale.edu, at least 24 hours before the meeting in order for your absence to be considered excused. You should also try to find a proxy (a student in your department) to attend the meeting in your place and contact the secretary with the person's name 24 hours preceding the meeting.

A representative is automatically dismissed if they have two unexcused absences in a semester or if they miss three consecutive meetings, whether excused or unexcused. As a warning, a representative will receive an email from the secretary after the first unexcused absence or second missed consecutive meeting. If a representative is automatically dismissed, they can be reinstated if they appeal in person at the Steering Committee meeting following dismissal. A majority vote will be sufficient to reinstate a dismissed representative.

4.1.3 General Assembly Meetings Schedule 2014-2015

Fall semester:

Aug. 27th, Sep. 17th, Oct. 1st, Oct. 15th, Oct. 29th, Nov. 12th, Dec. 3rd, Dec. 17th

Spring semester:

Jan. 14th, Jan. 28th, Feb. 11th, Feb. 25th, Mar. 4th, Mar. 25th, Apr. 8th, Apr. 22nd

Meetings are at 7 pm every other Wednesday during the academic year, and are held in room 119 of HGS (320 York Street). Dinner is served at these meetings. If you have dietary restrictions, contact Bill Ruff (william.ruff@yale.edu) the Friday before the meeting.

General Assembly meetings, committee meetings, and other GSA events are announced on the calendar at <http://gsa.yale.edu/calendar>. The ics link for the calendar is <http://www.google.com/calendar/ical/27279vlfvna3j3pl8uhhqnc6i8%40group.calendar.google.com/public/basic.ics>.

4.2 Serving on an Internal Committee

Every representative must serve on one of our four internal committees:

- Academics and Professional Development
- Facilities and Healthcare
- Transit and Transportation
- Publicity

Representatives choose which committee they would like to serve on in the first General Assembly Meeting of the year (Aug. 27th) or can contact the secretary (secretary.gsa@yale.edu) to join a committee at a later date.

4.3 Holding Departmental Meetings

Representatives should hold a departmental meeting once per year at which they should discuss with their fellow graduate students suggestions and concerns. The representatives should provide an overview of the GSA (our goals, accomplishments, works in progress) and find out what issues students would like to see us address. Please see section 5 for the guidelines. The representatives will report back to the assembly at a designated general assembly meeting. Each department is

allotted **\$100 per year per rep** to buy food and drinks for their departmental meeting. The procedure for obtaining the GSA credit card will be explained in full at our first meeting. All meetings should be held in the Fall semester.

4.4 Sending E-mails to Your Constituents

At the beginning of the school year or when you are first elected, you should send an email to the students in your department announcing that you are their representative. A template suggestion for this email is included in this packet, but please feel free to modify it as you see fit.

From time to time you will be asked to forward messages to the graduate students in your department. This is a very important part of your job! Our most effective way of communicating with graduate students is through e-mails sent by departmental reps. (Mass e-mails from the GSA itself are sometimes deleted without being read.)

If you don't already have a mailing list set up in your department, contact your registrar and ask them for the email addresses of your constituents so you can set one up yourself. Links to the two types of mailing lists you can request are below.

EliList request: <http://yale.edu/its/email/eliapps.html>

Mailman List request: <http://www.yale.edu/its/stc/lists/mailman.html>

4.5 Time Commitment

The time commitment required of a GSA representative is at least **one hour per week or two hours every two weeks**. The General Assembly Meetings are held once every two weeks and last about an hour or an hour and a half and the internal committee meetings are held once every two weeks and generally last about an hour.

4.6 Other Possible Responsibilities

4.6.1 Standing Committee Secretary

At the beginning of the year, the four standing committees elect a secretary. The secretary keeps a record of committee transactions and prepares documents for Assembly review.

4.6.2 Serving on Steering Committee or the Elections Committee

Representatives are elected to the Steering Committee and the Elections Committee in September.

4.6.3 Serving on an External Committee

Representatives are elected to the external committees by the assembly in September.

4.6.4 Conference Travel Fellowship Reviewer

At the end of each Conference Travel Fellowship cycle, the Director will ask two representatives from each division to volunteer to be a CTF reviewer. Reviewers are split up into groups of two individuals, each group reads a third of the applications, and proposes an allocation of funds. The official allocation of funds will be decided upon in a meeting with all of the reviewers and the CTF director.

4.7 Resigning Your Position

If you need to resign your position – and we hope you won't! – you can do so by notifying the secretary at secretary.gsa@yale.edu. Please inform other students in your department of the open position and encourage them to get involved as open positions can be filled by a department by-election. The interested person needs to email the secretary to nominate themselves, following which the election committee will canvas the department for objections. If there are no objections, the nominee fills the vacancy.

5 Guidelines: Holding Departmental Meetings

5.1 Department Meeting Information Sheet

About the GSA

The Graduate Student Assembly's goals are to:

- Identify the needs and concerns of graduate students, consider possible solutions, and present these to the Dean and other university administrators.
- Discuss and advise on changes in Graduate School policy that are proposed by the administration.

The assembly provides a means for communication and deliberation both among graduate students and between graduate students and other members of the university community.

Past Accomplishments and Current Projects

Some Recent GSA Accomplishments

- Office of Career Strategy
- Ask-A-Lawyer
- Ask-An-Accountant
- Changes to the TF system
- Expanded CTF

- Construction of a new graduate dormitory
- Housing fair for Graduate and Professional students
- Common grounds
- Student Hub Website
- Mental Health

Some Current Projects

- 6th year funding and teaching access
- Greater access to student space
- Career Services
- Mental Health

General Discussion

- Get general feedback or discuss issues about the department
- Talk about ways the GSA could get involved to improve the community

Special Topics

- Conference Travel Fellowships
- Common grounds
- New Office of Career Strategy

5.2 Process to Hold Departmental Meeting

1. Determine the location, time, and date for your department meeting.
2. Advertise your meeting!
3. **Email the treasurer, Bill (william.ruff@yale.edu), with the date you plan to hold your departmental meeting and to get authorization to use the p-card, the graduate school credit card.** He will respond back with the official authorization and a list of documents you must submit.
 - To use the p-card to purchase food (\$100/rep/year), please email Bill with details about the meeting.
 - Please use the p-card instead of your own personal credit card to purchase food for the departmental meeting. Only under unusual circumstances can you use your own personal credit card. If you must use your personal credit card, please email Bill to get authorization **before you use it** to get reimbursed

4. Fill out the Qualtrics survey after your meeting
5. Email the secretary, Liz (secretary.gsa@yale.edu), to get the date you will report to the Assembly
6. Report on your meeting at the assigned general assembly meeting.

5.3 Process for Authorized Purchases and Reimbursements

To purchase food for an authorized event, such as department meetings, please:

1. Send an email to Bill at william.ruff@yale.edu with the date of the event.
2. Upon receiving an email response authorizing you to pick up the p-card, the graduate school credit card, please contact Theresa Dio (theresa.dio@yale.edu) to schedule a time to pick up the p-card from her office, HGS 134.
3. Using the p-card is the preferred method of payment for purchasing food for the departmental meeting. Only under unusual circumstances are you allowed to use your own personal credit card. Please submit the documents as described below.

Notes:

- Vendors like to copy down the credit card numbers and charge the card on the day of the event. Please make sure that the credit card numbers are not written down anywhere. Instead, swipe the credit card.
- Please observe the budget allowance for the event. You will be reminded of the maximum allowance in the response email.
- Please return the p-card within 48 hours.

5.3.1 Document submission

When you return the p-card, please submit the following documentation along with it:

- (1) The credit card slip that you have received when you had the card swiped at the vendor/restaurant. Please write your name legibly on top of that receipt. Also, please include the tip on that receipt so that the slip can be compared to the actual charged amount.
- (2) An itemized receipt. The credit card slip only contains the total amount, but the Graduate School also would like to know what the money has been spent for. This can be hand-written or a printed document, but it has to come from the vendor that swiped the card. You CANNOT write this yourself.
- (3) An attendance list of the event. Just have everyone attending print their name.
- (4) An invitation or an agenda for the event.
- (5) A printout of the authorization email that you received from Bill Ruff.

Please hand (1)-(5) to Theresa Dio when you return the card. The treasurer does not need to have any of the documentation.

If you must use your personal credit card, you can pay with your own credit card upon approval. Then, you also need to submit (1)-(5) and (6) your netID. Once the expense report has been submitted, you will get an email from Yale. You must approve the expense report by responding to the email. You will be reimbursed into your student account.

If you have any questions or comments please contact `william.ruff@yale.edu`.

6 Parliamentary Procedure Basics Reviewed

The following is not an exhaustive account of all rules of order nor is it strictly in line with all of Robert's Rules. What follows is a summary of the basic rules of order needed to function within our assembly in accordance with the Charter and Bylaws of the GSA.

6.1 Order of Business

Business is what we conduct in a meeting. What follows is the order of business for the Assembly. Its general structure comes from the Bylaws.

1. **Special Guest Presentations.**
2. **Approval of minutes.** Minutes are deemed to be approved unless objections or amendments are raised.
3. **Approval of agenda.** Agenda is deemed to be approved unless amended.
4. **Committees Reports.** Reports will proceed in the sequence: Steering Committee, Graduate School Standing Committees, Assembly Standing Committees, Graduate School Ad-hoc Committees, Assembly Ad-hoc Committees. Ideally these reports are purely informational, but motions may be entertained during this portion of the meeting provided that discussion is kept to a minimum.
5. **Appointments.** Offices are filled and appointments are made to committees.
6. **Old Business.** The Secretary reads motions on the table in the order they were added. Motions are moved from the table to the floor.
7. **New Business.** All new business must be emailed to the Chair in advance of the meeting, but new business may be added from the floor at the Chair's discretion. This is when the Assembly addresses new motions pertaining to the function of the Assembly or calling for specific action (e.g., elections, referenda, official positions, etc.).
8. **Concerns from the Floor.** This is when representatives may voice comments and concerns that are not relevant, and thus "out of order" during other parts of business.
9. **Adjournment.** This is technically part of business and must be conducted as a motion.

6.1.1 The Minutes

The minutes are made available on the GSA website at <http://gsa.yale.edu/assembly-minutes>. Requests to change the minutes should be sent to the Secretary no later than 24 hours before a meeting.

6.1.2 The Agenda

The agenda for each GSA meeting will be emailed out no later than 48 hours in advance of the meeting to all representatives. Representatives are expected to look over the agenda and email requests to change the agenda to the Chair and Secretary no later than 24 hours before the meeting.

The agenda will include all business that is due to come off the table and all new business. While there is no strict rule, if it is at all possible, new business should be emailed to the Chair approximately 1 week before an Assembly meeting so that the Steering Committee has a chance to determine where it best belongs on the agenda.

6.1.3 Staying in Order

If business has a structured order to it, then there must be a manner of keeping representatives in line with that order so as to preserve the meeting structure and flow. With that said, all representatives are expected to do the following to stay in order:

1. **Speak only when called on.** Assembly Bylaws do not dictate that you are entitled to speak unless acknowledged by the chair, but, in general practice, a queue is kept. If you speak out of turn, you may be told you have broken from the rules of order and business will continue with the next speaker in the queue.
2. **Stay within the Scope of Business on the Floor.** This is key. Make sure that your comment pertains to the discussion at hand. If discussion has finished on a topic, you may not continue it by getting your name in the speaking queue for the next motion.

6.1.4 Sergeant at Arms

The GSA does not elect a Sergeant at Arms to maintain order during meetings, rather, it has decided that the Vice Chair will play this role. The Vice Chair is thus responsible for updating the speaking queue during discussion and settling questions of order.

6.2 Motions

Each piece of business conducted takes the form of a motion and is subsequently debated and voted on by the Assembly.

6.2.1 Debate

Each motion that is debated receives a previously allotted number of minutes for debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. Within reason, we strive that all members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

6.2.2 Voting

The GSA cannot vote on a motion on the floor unless it has achieved quorum, as defined by the GSA Charter (50% of representatives). Most motions require a majority vote of the assembly, but there are certain exceptions to this rule. These along with other special motions are included in the following sections.

6.3 Procedural Motions

What follows is a list of motions that will prove useful to you in your time on the GSA. The descriptions include the types of the motions, typical wording for how they are made, their purposes, and how they are enacted.

Type	Purpose	To Enact Motion
Main Motion “I move that...”	To take action on behalf of the body	Second needed. Debatable. Requires majority vote.

A main motion begins in by a representative saying that they “move” for something to occur. The chair may also call for a motion by saying he/she would like to “entertain a motion for...” A representative may then choose to “move” for what the chair has requested or simply say “so moved.” The motion must then be seconded by another representative who says, “second” to indicate his/her support.

A Note on Amendments

Amendments to motions are motions in and of themselves and all rules of order pertaining to a motion must be obeyed when they arise. Amendments are a type of subsidiary motion and will be addressed shortly.

6.3.1 Privileged Motions

Privileged motions have to do with the rights or needs of the organization. They outrank all other motions and have rank among themselves.

Type	Purpose	To Enact Motion
Call for orders of the Day Chair asks if there are any objections to the agenda.	Asks Assembly to stick to the agenda	Not debatable; approved unless there is an objection, requires 1/3 to sustain.
Adjourn “I move to adjourn”	End of meeting	Second needed. Not debatable. Not amendable. Meeting closes unless there is an objection, otherwise immediately voted upon and requires majority vote.

6.3.2 Subsidiary Motions

Subsidiary motions are applied to other motions. They rank below privileged motions. They are as follows:

Type	Purpose	To Enact Motion
Table Current Business “I move to table the current business...” – Indefinitely or a set amount of time.	To lay one matter aside temporarily so that a more urgent matter can be considered.	Second needed. Not debatable. Not amendable. Requires majority vote.
Call the Question “I move the previous question” “I call the question”	Closes debate and forces vote.	Second needed. Not debatable. Not amendable. Requires 2/3 vote.
Motion to Limit or Extend Debate “I move that debate be limited to (or end at)...”	Limits or extends debate.	Second needed. Not debatable. Not amendable. Requires 2/3 vote.
Motion to postpone to a definite time “I move that debate we postpone consideration of this question to...”	Changes the order of business on the agenda.	Second needed. Debatable. Amendable. Requires majority vote.
Motion to refer “I move that we refer the question of... to... (name of group) for... (further study)”	Another group considers the motion and may change or modify the motion and then present it to the assembly.	Second needed. Debatable. Amendable. Requires majority vote.
Amendments		

“I move to amend the motion by...”	Used to change a motion. Change must be related to the subject of the motion.	Second needed. Debatable. Amendable. Requires majority vote.
------------------------------------	---	--

6.3.3 Incidental Motions

Incidental motions are incidental to the pending question. They must be disposed of before action is taken on the question from which they arise. They are as follows:

Type	Purpose	To Enact Motion
Point of order “Point of order”	A question about the process or a particular motion. Typically to call attention to a mistake in parliamentary procedure or a question of Scope based on the Charter and Bylaws.	The member addresses the Chair. She/he need not be recognized before speaking, She/he may interrupt a speaker who has the floor. Automatic if granted by the Chair. No second needed. Not debatable. Not amendable. No vote.
Point of information “Point of information”	To ask about the particular motion.	Automatic.
Parliamentary Inquiry “Parliamentary Inquiry”	To ask about the particular motion.	Automatic.
To verify the accuracy of a vote “Division.”	A request to vote again if results of first vote are in doubt.	No second needed. Not debatable. Not amendable. No vote.
To change the type of voting “I move the vote to be taken by (acclamation, hands, secret ballot).”	A request to vote again if results of first vote are in doubt.	Second needed. Not debatable. Amendable. Requires majority vote.

7 Internal Committees

7.1 Steering Committee

The Steering Committee consists of the executive board (Chair, Vice-Chair, Secretary, and Treasurer) and, in addition, six representatives, to be chosen by the Assembly of Graduate Students (hereafter “Assembly”), such that each Division (Sciences, Social Sciences and Humanities), is represented by at least two of the ten Steering Committee members.

The Steering Committee will generally meet twice a month during the academic year with the Dean of the Graduate School to discuss issues of interest to the Assembly or Dean, including recommendations that originate with the Dean or with the Assembly. Through these discussions, the Assembly will be consulted about changes in Graduate School policies. The Steering Committee

will set the agenda for meetings of the Assembly and be responsible for regular communication between the Assembly and the administration.

For more information on the Steering Committee, you can read the GSA's Charter and Bylaws at the end of this Document.

Time Commitment: Twice a month, meetings are generally every other Thursday at 4 PM

7.2 Elections Committee

The Elections Committee administers all elections as specified in the Charter and the Bylaws (the elections at the beginning of the Fall semester and at the end of the Spring semester). The Elections Committee must be appointed by the end of September. Before the end of March, the Elections Committee should present its election plan to the Assembly. The Assembly Vice-Chair serves as Chair of the Elections Committee. The Elections Committee will be composed of no less than one representative from each division, but no more than six representatives in total.

Time Commitment: A few times a semester

7.3 The Standing Committees

The four standing committees are the Academics and Professional Development Committee, the Facilities and Healthcare Committee, the Transit and Security Committee, and Publicity. All standing committees select a Chair and a Secretary. The Chair convenes meetings regularly and runs meetings. The Secretary keeps a record of committee transactions and prepares documents for Assembly review. The Chair is elected in the May election of the preceding academic year and the Secretary is elected at one of the first committee meetings.

7.3.1 Academics and Professional Development Committee

This committee focuses on issues pertaining to teaching, mentoring, professional development, international students, master's students, and the libraries. Current projects include include:

- Helping graduate students find teaching positions in and after their teaching years,
- Seeking guaranteed teaching and funding for PhD students in their 6th year,
- Advocating professional development, including the development of mentoring skills,
- Enhancing the visibility and the perception of the Graduate Mentor Award

For more information on the Academics and Professional Development Committee, see <http://gsa.yale.edu/academics-and-professional-development>

2014-2015:

Chair: William Gray (william.gray@yale.edu)

7.3.2 Facilities and Healthcare Committee

This committee deals with issues pertaining to graduate student housing, gym access and usage, and healthcare access and insurance. Current projects are:

- Communicating with the administration of Payne Whitney Gym about facilities and usage concerns
- Advocating for greater investment in Yale Health Plan's Mental Health division
- Improving on- and off-campus housing for Yale graduate students,
- Making sure that all graduate students have 24-hour access to study, collaboration, and teaching space

For more information on the Facilities and Healthcare Committee, see <http://gsa.yale.edu/facilities-and-healthcare>

2014-2015:

Chair: Wendy Xiao (wendy.xiao@yale.edu)

7.3.3 Transit and Security Committee

This committee addresses all issues related to transit and security. Current initiatives include:

- Optimizing shuttle routes and the minibus service to better accommodate graduate students
- Increasing bike awareness and safety on and around campus
- Improving safety on campus, especially at the School of Medicine

For more information on the Transit and Security Committee, see <http://gsa.yale.edu/transit-and-security>

2014-2015:

Chair: Ankit Disa (ankit.disa@yale.edu)

7.3.4 Publicity

If you have a knack for making flyers and crafting witty emails, this is the place for you!

For more information on the Publicity Committee, contact the former chair, Justine Walden.

2014-2015:

Chair: To Be Elected (publicity.gsa@yale.edu)

8 External Committees

8.1 Graduate School of Arts and Science

8.1.1 Graduate School Executive Committee

This is the dean's advisory committee for changes to Graduate School policies and procedures. It typically meets two or three times per semester. The GSA contribution to this committee consists of the GSA Chair, GSA Vice Chair, and one representative each from the Humanities, Social Sciences, and Sciences.

Time Commitment: A few times a year

8.1.2 Dean's Advisory Committee on Regulations and Discipline

This committee is convened in the instance of a breach of academic and/or personal regulations set forth in the bulletin (Graduate School of Arts & Sciences Programs and Policies) by a graduate student. The GSA contribution to this committee consists of one representative each from the Humanities, Social Sciences, and Sciences, plus two alternates in the event of a conflict of interest.

For more information on the *Dean's Advisory Committee on Regulations and Discipline*, consult the *Disciplinary and Grievance Procedures* document posted on the Graduate Arts & Sciences website: <http://www.yale.edu/graduateschool/policies/disciplinary.html>.

Time Commitment: A few times a year

8.1.3 Committee of Review

The committee may review and, when appropriate, request reconsideration of disciplinary decisions made by the Dean after a formal hearing by the Committee on Regulations and Discipline. A student who has been assigned a penalty by the Dean after a hearing by the Committee on Regulations and Discipline and who believes that the decision, in matters of fact or the assignment of penalties, is inconsistent with precedent or otherwise in error may submit a written request for review to the Chair of the Committee of Review.

For more information on the *Committee of Review*, consult the *Disciplinary and Grievance Procedures* document posted on the Graduate Arts & Sciences website: <http://www.yale.edu/graduateschool/policies/disciplinary.html>.

Time Commitment: A few times a year

8.1.4 Dean's Advisory Committee on Student Grievances

The Graduate School Procedure for Student Complaints "governs any case in which a student has a complaint, including but not limited to a complaint of discrimination on the basis of race, sex, color, religion, national or ethnic origin or handicap, against a member of the faculty or administration

of the Graduate School. Complaints that involve a misapplication of Graduate School policy are also appropriate for consideration by the *Dean's Advisory Committee on Student Grievances*. Complaints that would require an emendation of policy will be referred to the Graduate School Executive Committee. The GSA contribution to this committee consists of one representative each from the Humanities, Social Sciences, and Sciences.”¹

For more information on the *Dean's Advisory Committee on Student Grievances*, consult the *Disciplinary and Grievance Procedures* document posted on the Graduate Arts & Sciences website: <http://www.yale.edu/graduateschool/policies/grievances.html>.

Time Commitment: A few times a year

8.2 Nominations from Academics and Professional Development

The Academics and Professional Development committee recommends nominations of its members to the Dean for appointment to the following external committees.

8.2.1 Graduate Teaching Center Advocate

The GTC advocate meets regularly with the directors of the GTC to advocate for graduate student concerns.

8.2.2 Advisory Committee on Library Policy

The committee serves as an advisor about the library to the president, provost and the library staff, and is usually chaired by a senior faculty member. The representative attends library policy meetings and reports back to the GSA.

Time Commitment: Monthly

8.2.3 Career Services Advocate

Time Commitment: a few times a year

8.2.4 Office of Diversity and Equal Opportunity Advocate

ODEO meetings are led by the director of the ODEO and the ODEO Fellows and they are held weekly meetings and the advocate is expected to attend at least two meetings a semester. The advocate is also encouraged to attend at least one ODEO sponsored event. ODEO sponsors various conferences, lectures, and receptions throughout the year, as well as serving as a support network for underrepresented students.

¹Direct quote taken from the *Disciplinary and Grievance Procedures* document posted on the Graduate Arts & Sciences website: <http://www.yale.edu/graduateschool/policies/grievances.html>

Time Commitment: Weekly

8.2.5 Minority Advisory Council

“The Minority Advisory Council (MAC) advises Yale President Richard C. Levin on issues relating to the welfare of minority groups across all units at Yale. The Council, comprised of students, faculty and staff, is chaired by Marvin Chun, Professor of Psychology and Neurobiology, and Master of Berkeley College. MAC operates like all other committees appointed by the President: it is not a policy-making body. It serves as an advisory council that can bring very specific recommendations to the attention of the President, but the Council does not set policy.”²

8.3 Nominations from Facilities and Healthcare

The Facilities and Healthcare committee recommends nominations of its members to the Dean for appointment to the following external committees.

8.3.1 Yale Health Plan Member Advisory Committee

The Member Advisory Committee is comprised of representatives from all sectors of our community. YHP is one of the few departments on campus with a working committee, which includes Yale faculty, clerical and technical workers, service and maintenance workers, managerial and professional staff, Yale retirees, and students from Yale College, the Graduate School of Arts and Sciences and the professional schools. This committee reflects the rich diversity of Yale’s community and ensures that we clearly understand the needs and interests of our many constituencies. The GSA representative is charged with bringing forward health and health plan issues of concern to graduate students and reports back to the Assembly.

8.3.2 Yale Health’s Student Coverage Task Force

Yale Health’s Student Coverage Task Force is “a committee which was convened in 2008 to review student coverage options and make recommendations for improvements, and includes graduate and undergraduate student representation, international student representation as well as key University leadership, and representatives from Yale Health.”³ Last year, the focus of the Task Force was to make changes to student coverage in order to bring student coverage closer to compliance with the regulations of Health Care Reform. This year, the Task Force will evaluate the impact of the changes made and will work towards making recommendations for additional improvements for 2013-2014.

Time Commitment: a few times a year

²Direct quote taken from the HR Diversity and Inclusion website: <http://www.yale.edu/hronline/diversity/minority.html>

³The direct quotes comes from a message sent by Yale Health (http://yale.edu/uhs/e-message/apr2012_student_coverage.html)

8.4 Nominations from Transportation and Security

The Transportation and Security committee recommends nominations of its members to the Dean for appointment to the following external committee.

8.4.1 Traffic and Safety Subcommittee

Time Commitment: a few times a year

8.4.2 University Safety Committee

“The University Safety Committee shall advise the President, Provost, and other Officers on matters concerning safety, including radiation, biological materials, chemicals, physical safety, fire safety, and security.

The Committee shall meet regularly to receive and discuss reports from its members concerning any safety issues. The members shall include, ex officio, the Director of EHS, the Chairman of the Radiation, Chemical and Biological Safety Committees, and representatives of the Offices of the Secretary, General Counsel, Associate Vice President for Administration, Dean of the School of Medicine, University Police, and Fire Marshal. The Provost or delegate will chair the committee.”⁴

8.5 University-Wide

8.5.1 University Tribunal Committee

This committee is appointed by the dean and is convened in situations that involve the revocation of faculty tenure or other disciplinary action.

Time Commitment: Meets only if there are cases

8.5.2 University Disabilities Committee

The Committee provides the University with advice and assistance in fulfilling its commitment to maintain an environment that is accessible and supportive of the work and scholarship of all students, faculty, and staff. The Committee advises the Provost on issues including access, services, and education and awareness.

Time Commitment: a few times a year

To be elected: 1 representative

⁴Direct quote taken from the Yale Environmental Health & Safety website: <http://www.yale.edu/ehs/univcommittee.htm>

8.5.3 University-Wide Committee on Sexual Misconduct

“The UWC governs cases in which a graduate student complains of sexual harassment or sexual misconduct of other kinds by an administrator, faculty of the Graduate School of Arts and Sciences, other instructors of graduate students, post doctoral appointees, or other graduate students.”⁵

Time Commitment: A few times a year

To be elected: 1 representative

8.5.4 University-Wide Committee on Accessibility

This committee works on American with Disabilities Act (ADA) compliance.

To be elected: 1 representative

8.5.5 Human Subjects Committee

To be elected: 1 representative

8.6 President’s Committees

8.6.1 Committee on Racial and Ethnic Harassment

This rep meets periodically with the Presidents advisory committee which deals with University-wide policy. As well, this committee may meet when a student who has been harassed based on race or ethnicity files a complaint.

To be elected: 1 representative

8.7 Other External Committees

8.7.1 Graduate School Alumni Association

The GSA Chair serves on this committee.

9 Documents

9.1 Template for New Representatives

Welcome to a new school year!

⁵Direct quote taken from the *Disciplinary and Grievance Procedures* document posted on the Graduate Arts & Sciences website: <http://www.yale.edu/graduateschool/policies/grievances.html>.

Last spring I was elected by the students of the – **name of your department** – department to represent you at Yale’s Graduate Student Assembly (GSA). GSA is a body of graduate students comprising a majority of departments in the Graduate School of Arts and Sciences. The GSA’s goal is to advocate for graduate students in order to improve the quality of your experience in the graduate school. All representatives meet at the Assembly twice per month and smaller committees of representatives meet regularly with Dean Pollard and other university administrators. The committees are Academics and Professional Development, Facilities and Healthcare, Transit and Security, and Publicity, and any graduate student can be a member of these committees, so if you are interested in a particular issue, please feel free to join a committee. More information is available on the website, www.yale.edu/gsa.

The GSA’s main goal is to help you and I welcome your comments and concerns about student life at Yale, academic or otherwise. This fall, the GSA published “The Compass, A Graduate Student’s Guide to New Haven.” The Compass is available online at our website www.yale.edu/gsa. The GSA will also be taking applications for the Conference Travel Fellowship. The deadline for the first cycle is November 1st.

Highlights of Recent GSA Accomplishments:

- Conference Travel Fellowship: Last year, GSA gave out \$60,000 in CTF scholarships for graduate student travel to professional meetings.
- Legal Aid: Almost every month, graduate students have access to free one-on-one sessions to ask legal questions to New Haven area lawyers through the Ask-A-Lawyer program.
- Common Grounds: The GSA initiated a voucher program to encourage mentoring. This program allows students and mentors to meet over coffee.
- Teaching Fellows Program: The GSA worked with the GSAS to begin the modernization of Yale Teaching Fellow Program with the goal of expanding access to teaching opportunities for graduate students, especially in their non-teaching years. A new TF website was created to begin addressing some of these concerns.
- Housing: At the urging of the GSA and GPSS, the university formed the Student Advisory Committee on Graduate and Professional Housing in the fall of 2013. We achieved the approval from the Yale Corporation for the construction of a new graduate dormitory located on Elm Street next to Tyco Printing. We commissioned and built a new housing website that features the ability for students to rate on-campus housing and private landlords. Additionally, along with the School of Medicine, we held a highly successful first annual Yale Housing Fair for Graduate and Professional Students.
- And many more! Please see our website for more accomplishments (<http://yale.edu/gsa>)

How to use the GSA: Before the end of this academic year, I will host a departmental meeting where you can voice all concerns or annoyances you’ve experienced at Yale. Any question I can’t answer, I’ll bring to the next GSA Assembly meeting, where all reps will consider how to solve the problems you voice.

Any time you find yourself searching for a resource or struggling at Yale, please contact me. Some resources, including Conference Travel Fellowship applications, are available at GSA’s website at

<http://yale.edu/gsa>. I'll soon send more info about Conference Travel Fellowship by email. Thanks for reading. I look forward to serving you!

9.2 Helpful Hints for New GSA Reps: Acronyms

CTF The Conference Travel Fellowship, one of GSA's great points of pride. The CTF awards travel money to graduate students to help defray the cost of attending conferences in order to present. The awards are made in four cycles: November, February, May, and August. As of this past fall, the CTF distributes a total of \$60,000 or \$15,000 per cycle.

GPSCY or Gryphon's Pub The cool graduate student pub on the corner of York and Chapel. Run by and for Grad and Professional students. Cheap drinks and lots of fun. GSA usually holds both of its yearly parties here.

GSAS Graduate School of the Arts and Sciences

GPSS Graduate and Professional Student Senate. We works with them often on issues that concern both graduate and professional students. They also plan a number of social events.

Graduate Mentor Award Awarded each year to three outstanding faculty members, one from each division, who have been nominated by graduate students as excellent mentors. These people are chosen by a committee of last years winners, the associate dean (usually), and 2 GSA students from each division. The award is administered by Bill Rando and given each year at Commencement.

Ivy Grad. Summit A yearly meeting of the Presidents and other leaders (5 each) of the graduate student organizations at each of the Ivy League graduate schools. Held each year at a different university, its goal is to foster an exchange of information and ideas and help us see how we compare to our peers.

P-Card The Yale credit card GSA members use for food purchases for meetings

YCC Yale College Council. The undergraduate parallel to GSA and GPSS. They organize many social events, most notably Spring Fling, and also deal with a number of administrative issues within Yale College. We are working to increase our interactions with them.

9.3 GSAS Administration

The Graduate School of Arts and Sciences has a full-time staff dedicated to helping you develop and succeed during your time at Yale, and here we list some of the people and offices that may be helpful.

Website <http://www.yale.edu/graduateschool>

The most important academic links are "Forms" and "Publications" at the very top of the page.

Lynn Cooley - Dean of the Graduate School Dean Cooley approves all the operating decisions of the Graduate School. Dean Cooley is a professor in the departments of Genetics, Cell Biology and Molecular, Cellular and Developmental Biology. Dean Cooley graduated from Connecticut College in 1976 and received her PhD from the University of Texas in 1984. She became Dean of the Grad School in 2014.

Tamar Gendler - Dean of the Faculty of Arts and Sciences Dean Gendler is responsible for governing the Faculty of Arts and Sciences including overseeing appointments, promotions, and the budget. She is the Vincent J. Scully Professor of Philosophy, Professor of Psychology and Cognitive Science, and Deputy Provost for humanities and initiatives. Dean Gendler received her B.A. in Humanities and Mathematics and Philosophy from Yale College in 1987 and her Ph.D. in Philosophy from Harvard in 1996.

9.3.1 Academic Deans

The academic associate and assistant deans of the Graduate School are responsible for the administration of graduate programs, normally in consultation with the Directors of Graduate Studies. They oversee academic performance and the regulations and policies of the Graduate School, conduct various fellowship competitions, and coordinate admissions and financial aid.

If you are having any issues with your program, another student or a faculty member, or you are simply confused about what is expected of you, we cannot stress enough that these are the people to see. Meetings with the Deans are confidential and they will never pursue a course of action without your permission. The Deans work in two teams: One team consists of Deans Schirmeister and di Bonaventura and the other team of Deans Sleight, Harper-Mangels, and Hashimoto. The most efficient way is to get in touch with the specific team that is responsible for your program, but you are of course free to talk with whomever you are most comfortable.

Pamela Schirmeister - Associate Dean *HGS 136, 203-432-7598, pamela.schirmeister@yale.edu* Besides being an associate dean, Pamela Schirmeister is also Dean for Special Projects at Yale College. Her responsibilities include the academic affairs of the graduate programs in the humanities, African American Studies, Economics, Management, Political Science, Sociology, as well as master's programs in African Studies, East Asian Studies, European & Russian Studies, International & Development Economics and International Relations. She oversees the Graduate Writing Center, Graduate Career Services and the Graduate Teaching Center. She also serves as the Title IX coordinator for both the College and the Graduate School and sits on a number of University advisory committees that provide academic support, student services and resource management. Dean Schirmeister received from Yale both her B.A. and Ph.D. in English and currently serves as Lecturer in Yale College where she has taught courses in English, Comparative Literature and the Humanities.

Richard Sleight - Associate Dean *HGS 132, 203-432-2744, richard.sleight@yale.edu* Richard Sleight's portfolio includes the central campus science departments, the School of Engineering and Applied Sciences, the School of Forestry and Environmental Sciences, the Medical

School, the Nursing School and the School of Public Health, as well as the departments of Anthropology, Psychology, Linguistics and Statistics. He has research expertise in lipid biochemistry and the intracellular transport of lipid molecules. Dean Sleight received his B.S. in Biology from the University of Southern California and his Ph.D. in Biochemistry from Purdue University.

Allegra di Bonaventura - Assistant Dean *HGS 135, 203-432-7598, allegra.dibonaventura@yale.edu*) Allegra di Bonaventura deals with the academic affairs of the graduate programs in the Humanities, African American Studies, Economics, Management, Political Science, Sociology, as well as master's programs in African Studies, East Asian Studies, European and Russian Studies, International Development & Economics, and International Relations. She advises students regarding financial aid, exchanges and leaves, and she oversees funding competitions sponsored by the Graduate School. Dean di Bonaventura received a Ph.D. in History from Yale and a J.D. from Yale Law School. She also holds a B.A. in History and an M.A. in German from Middlebury College.

Robert Harper-Mangels - Assistant Dean *HGS 133, 203-432-1884, robert.harper-mangels@yale.edu*) Robert Harper-Mangels' responsibilities include the academic affairs of the graduate programs in the Sciences and Engineering, as well as Anthropology, Linguistics, Psychology, and Statistics. He is the campus advisor for graduate and professional students applying to the Fulbright student award, the Fulbright-Hays Doctoral Dissertation Research Award, and the National Science Foundation Graduate Research Fellowship Program, as well as liaison to the Graduate Student Assembly. Dean Harper-Mangels earned his B.A. in Music and Psychology at Wesleyan University and a Ph.D. in Neuroscience and Behavior at the University of Massachusetts at Amherst.

Carl Hashimoto - Assistant Dean *HGS 134, 203-432-7598, carl.hashimoto@yale.edu*) Carl Hashimoto deals with the administration of the Gruber Science Fellowship Program, special projects to enhance graduate education and training, and academic affairs of graduate programs in the sciences and Engineering. Dean Hashimoto is also professor and director of graduate studies in the Department of Cell Biology at the Medical School. He received his A.B. in Biochemistry from the University of California, Berkeley, and his Ph.D. in Molecular Biophysics and Biochemistry from Yale.

Robin Ladouceur - Assistant Dean *HGS 137, 203-432-8093, robin.ladouceur@yale.edu*) Robin Ladouceur joined the Graduate School this fall as an Assistant Dean. Her responsibilities include overseeing communications activities for the Graduate School and working with Associate Dean Pamela Schirmeister and Assistant Dean Allegra di Bonaventura to administer the academic programs and fellowships in their portfolios. Previously, she held posts with the University's Instructional Technology Group (ITG), where she worked with faculty to expand the uses of technology in undergraduate courses; as a Lector for Russian language and Lecturer in Russian Literature; and as a language resource specialist with the Center for Language Study. She received her undergraduate degree from the University of California, Berkeley in 1993 and her PhD in Slavic Languages and Literature from Yale in 2004.

Two administrative assistants support the academic deans:

- Alicia Grendziszewski, *HGS 134, 203-432-7598*, alicia.grendziszewski@yale.edu, (Schirmeister, di Bonaventura)
- Theresa Dio, *HGS 134, 203-432-2744*, theresa.dio@yale.edu, (Sleight, Harper-Mangels, Hashimoto)

9.4 GSAS Offices & Committees

The Graduate School of Arts and Sciences is much more than just the Dean's Office. It is a place to study, to socialize, to improve your teaching, and, of course, to have any issue addressed that does not fall within the direct purview of the Dean's Office. It has a full-time staff dedicated to helping you develop and succeed during your time at Yale, and here we list some of the people and offices that may be helpful.

9.4.1 The McDougal Center

The McDougal Center (<http://www.yale.edu/graduateschool/mcdougal/index.html>) has services and facilities designed specifically for graduate students and postdocs. Created in 1997 through a generous gift from Alfred McDougal '53 and his wife Nancy Lauter, its mission extends beyond the walls of HGS throughout Yale and New Haven. The Center is a great physical space, with a neo-gothic Common Room, meeting rooms, a children's play area and family resource room, a computer cluster, and offices for the Graduate Student Assembly and the McDougal staff and fellows. The McDougal Center is the umbrella organization over the following offices.

Office of Student Life *HGS 126/125, 203-432-2583*, <http://www.yale.edu/graduateschool/studentLife> The Office of Student Life directs programs organized by the McDougal Fellows and supervises events such as New Student Orientation and Commencement. The office coordinates graduate student services; serves as the students' advocate and liaison for graduate housing, dining services, health services, athletics, security, parking and transit; and provides confidential consultations to address student questions and complaints.

The Office of Student Life is headed by Lisa Brandes (Assistant Dean for Student Affairs and Director of the Office of Student Life, lisa.brandes@yale.edu) and Jennifer Mendelsohn (Associate Director of the Office of Student Life, jennifer.mendelsohn@yale.edu).

Graduate Teaching Center *HGS 120, 203-432-2583*, <http://www.yale.edu/graduateschool/teaching> The Graduate Teaching Center (GTC) provides a wide array of teaching enhancement services, from individual consultations to University-wide events like "Teaching at Yale" Days and the Spring Teaching Forum and Innovation Fair. GTC courses and workshops combine peer-led discussions of teaching experiences with the introduction of expert teaching methods in all aspects of pedagogy. GTC also works with academic departments and programs to help their graduate students succeed in the classroom.

The Graduate Teaching Center is headed by Bill Rando (Director of the Graduate Teaching Center, william.rando@yale.edu) and Kristin Rudenga (Associate Director of the Graduate Teaching Center, kristin.rudenga@yale.edu).

Office of Career Strategy *55 Whitney Ave, 3rd Floor, 203-432-0800, <http://www.ocs.yale.edu/>* The Office of Career Strategy (OCS) is a career center for students and alumni of Yale University. Through individual advising, programs and a library of resource materials as well as internet resources, the office assists graduate students and alumni with career planning and decision-making. OCS consults with directors of graduate studies to develop programs that supplement the department's role in the professional development of students pursuing an academic career. For graduate students considering careers beyond academia, OCS initiates programs and develops links with employers who seek the skills of our students and alumni.

9.4.2 Graduate Writing Center

The Graduate Writing Center (*35 Broadway, Room 210, 203-432-4723, <http://www.yale.edu/graduateschool/writing/index.html>*) helps graduate students become prolific and successful academic writers. It offers assistance through academic writing workshops, panels with invited speakers, and individual consultations between students and writing tutors. GWC also offers dissertation support groups, boot camps and peer-review groups in order to reduce the stress that students often encounter during the process of writing a dissertation. Its staff works with faculty and students of all departments to understand and address their specific disciplinary cultures.

The GWC is run by Elena Kallestinova (Director of the Graduate Writing Center, elena.kallestinova@yale.edu).

9.4.3 Center for Language Study

The Center for Language Study (*370 Temple Street, 203-432-6456, <http://cls.yale.edu>*) offers a range of specialized programs that supplement and extend the work done in Yale's language departments. These include the English Language Program, Directed Independent Language Study (DILS), advanced-level language study within the context of students' academic area of focus (Fields), foreign language tutoring, and language courses for special purposes.

The CLS is run by Nelleke Van Deusen-Scholl (Director of the Center for Language Study, nelleke.vandeusen-scholl@yale.edu). General Inquiries may be directed to cls@yale.edu.

English Language Program *370 Temple Street, Room B29, 203-432-6806, <http://cls.yale.edu/english-language-program>* The English Language Program is a part of Yale's commitment to internationalization, and supports academic communication and the cultural and professional development of the Yale international community. Offering a program centered on assessment of needs, advising, instruction, and consulting, it draws on the expertise of its instructors and staff, as well as a network of English language resources across Yale. ELP also administers the SPEAK

test, an English language assessment that is required to obtain a teaching position on campus. This test may be waived under certain circumstances.

The ELP is run by James Tierney (Director of the English Language Program, james.tierney@yale.edu).

9.4.4 Office for Diversity and Equal Opportunity

The Office for Diversity and Equal Opportunity (*HGS 127, 203-436-130*, <http://www.yale.edu/graduateschool/diversity>), more commonly referred to as ODEO, provides support and resources at all levels to all graduate students in an attempt to foster a sense of understanding and respect among students from diverse socio-economic, racial, ethnic, religious, political, cultural and lifestyle backgrounds. The Office is under the administrative direction of an Assistant Dean, and operates collaboratively with departments and programs to proactively recruit and support the needs of diverse students as they pursue graduate study at Yale. Individual confidential advising sessions are also available with the Assistant Dean.

The ODEO is run by Michelle Nearon (Director of the Office for Diversity and Equal Opportunity, michelle.nearon@yale.edu).

9.4.5 Teaching Fellow Program

The Teaching Fellow Program (*HGS 139, 203-432-2709*, <http://www.yale.edu/graduateschool/academics/program.html>) provides opportunities for graduate students to develop teaching skills under faculty guidance through active participation in the teaching of Yale undergraduates. Throughout the year, the TFP office works directly with graduate students to answer questions about teaching fellowships and match interested students to teaching opportunities in departments and programs other than their own. Teaching fellows who have questions about any aspect of their appointments at any time during the semester are encouraged to contact the director of the TFP office or their associate dean. Decisions regarding the program are made in close collaboration with the Deans of the Graduate School and Yale College, as well as with the Chairs, Directors of Graduate Studies (DGSs), and Directors of Undergraduate Studies (DUSs) of the arts and sciences academic departments and programs.

The TFP is run by Judith Hackman (Associate Dean for Assessment and Director of the Teaching Fellow Program) and Howard el-Yasin (Assistant Director of the Teaching Fellow Program). You can reach them at teaching.fellows@yale.edu.

9.4.6 Office of Financial Aid

The Office of Financial Aid (*HGS 129, 203-432-7980*, <http://www.yale.edu/graduateschool/financial>) is a resource to graduate students, departments, and non-Yale organizations needing guidance or assistance regarding financial aid policies and the administration of fellowships and student loan programs. The office oversees and maintains financial and data management systems and disburses all graduate student financial aid.

The OFA is run by Jennifer Brinley (Director of the Office of Financial Aid, jennifer.brinley@yale.edu).

9.4.7 Registrar's Office

The Office of the Registrar (*246 Church Street, 3rd floor, 203-432-2743*, <http://www.yale.edu/sfas/registrar>) maintains the academic records of all students in the Graduate School. In addition, the office develops course and classroom schedules and oversees registration, tuition charges, academic holds, dissertation submission, final clearance at graduation, and release of diplomas for Commencement. Students should consult this office to report changes in name or Social Security number, to request transcripts, or to certify their enrollment in the Graduate School. Students can change their address listing at www.yale.edu/sis.

The Registrar's Office is run by Stephen Goot (Deputy Registrar, registrar@yale.edu).

9.4.8 Committees

Currently, four standing committees are concerned with the policies and procedures of the Graduate School. As with all standing committees, their deliberations are confidential. Student members of these committees are selected by the Graduate Student Assembly (GSA).

The Executive Committee A committee of faculty members and graduate students, chaired by the dean, advises the dean on broad matters of policy and procedure and makes recommendations to the faculty of the Graduate School.

The Degree Committees There are three degree committees, serving the divisions of Humanities, Social Sciences, and Biological and Physical Sciences. The degree committees, composed of members of the division's faculty and chaired by the dean, meet twice a year and are responsible to the faculty of the Graduate School for maintaining standards of graduate education in the School and for recommending candidates for degrees. They review special academic problems of individual students and, when appropriate, the educational programs of the departments.

Dean's Advisory Committee on Student Grievances Composed of three graduate students, three faculty members, normally one from each division, and one administrator of the Graduate School, the committee reviews complaints brought by graduate students against a member of the faculty or administration of the Graduate School (see Grievance Procedures, under Policies and Regulations).

The Committee on Regulations and Discipline Composed of three graduate students, three faculty members, normally one from each division, and an associate dean, the committee reviews violations of the regulations governing academic and personal conduct (see Personal Conduct, under Policies and Regulations).

10 Charter of the Graduate Student Assembly of Yale University

1. This Charter enumerates procedures for the constitution and functioning of an assembly of graduate students at Yale. In order to assure that graduate students can be represented and can participate effectively in Graduate School policymaking about matters that are relevant to their education and their lives as students, an Assembly of Graduate Students (hereafter Assembly) shall be constituted by the election of representatives. The constitution and functioning of this Assembly shall not infringe upon the formal authority and responsibilities that are assigned to the Dean and the Graduate Faculty.
 - A. Representatives to the Assembly will be elected on a departmental basis. Each department or degree-granting program in the Graduate School is guaranteed a minimum of one representative. Departments having 40 or fewer registered students in all years will be entitled to one representative, departments having between 41 and 80 students will be entitled to two representatives, and so on.
 - B.
 1. Elections will be held toward the end of the spring semester of each academic year. The Assembly will determine the dates of its elections.
 2. All students currently registered in the Graduate School during the semester in which elections occur (including those registered in absentia) will be eligible to participate in the election of the Assembly as voters and candidates. Students serving in the Assembly must be currently registered in the Graduate School and in residence.
 3. The Assembly shall determine its electoral process. The Assembly may hold one by-election per semester and additional elections as needed, including recall elections as established in the by-laws. An Assembly Election Committee appointed by the Assembly will supervise all elections. Issues and concerns pertaining to elections, including complaints about electoral procedures, will be directed to the Committee for adjudication. Moreover, the Committee is empowered to hold a recount of the vote, or conduct a new election, in any department in which the Committee judges that a violation of electoral roles has occurred. Implementation of the electoral process will be governed under the provisions of the appropriate by-law.
 4. Candidates for election to the Assembly must be nominated by one or more students currently registered in the Graduate School. Candidates may nominate themselves. Candidates must stand for election in the department in which they are currently registered. Students registered in multiple departments may stand for election in only one department.
 5. Students vote in the department or program in which they are currently registered or, in the event of registration in more than one department or program, in one department or program as they so choose. They may vote for one candidate for each representative position allocated to their department.
 - C.
 1. The Assembly will meet at least once a month during the academic year. It should report regularly to the graduate students in each department on its proceedings.
 2. The Assembly will elect a chair, vice-chair, secretary, treasurer, and other officers as it

deems appropriate. The Steering Committee of the Assembly will consist of the four officers named and, in addition, six representatives, to be chosen by the Assembly, such that each Division, as determined by the Faculty of Arts and Sciences, is represented by at least two of the ten Steering Committee members. If, after a certain point in the academic year to be determined at the discretion of the chair, the Divisional requirement cannot be met, the Assembly will fill the vacant positions with representatives from any Division. Officers and Steering Committee members may be removed from their positions as per the Assembly by-laws.

3. The Steering Committee will generally meet twice a month during the academic year. It will set the agenda for meetings of the Assembly and be responsible for regular communication between the Assembly and the administration. Any decision that the Steering Committee reaches will be subject to approval by the Assembly. The chair and vice-chair will share responsibility for chairing all meetings of the Steering Committee and the Assembly. The secretary will be responsible for keeping a written record of all Assembly and Steering Committee meetings and deliberations and for overseeing the circulation of information about those meetings and deliberations to graduate students.
 4. The Assembly will establish a process by which graduate students can place items on its agenda.
 5. A quorum of the Assembly will consist of one-half of the total number of elected representatives.
 6. The Assembly may hold referenda including all graduate students on matters that the Assembly deems of particular significance. The Assembly shall have full responsibility for preparing and carrying out such referenda independent of the Dean and Faculty. A referendum may be authorized by a two-thirds majority of the Assembly. A referendum may also be authorized by a three-quarters majority of the representatives of a single Division, provided that the number of representatives voting is at least one-fifth of the total number of Assembly seats allocated to that Division. The Charter can only be revised according to the procedures described in article 3.
 7. The Assembly may introduce by-laws to determine the process or mechanisms by which the Charter provisions are implemented. By-laws will be drafted by the Steering Committee and presented at least two Assembly meetings prior to approval or rejection by the Assembly. Approval will require a two-thirds majority vote of Assembly members.
- D. The Assembly shall receive funding to cover the cost of its activities, including but not limited to costs associated with elections and referenda. An annual budget for the Assembly will be developed by the Steering Committee in consultation with the Dean and submitted to the full Assembly for its approval. The Assembly shall, at its sole discretion, determine the expenditure of funds supplied in its budget, provided that this expenditure is in accordance with University guidelines.
2. The Assembly and its Steering Committee shall have the following responsibilities:
 - A. 1. The Assembly will choose graduate student representatives to all standing committees of the Graduate School on which students serve. These committees will include, but are not

limited to, the Executive Committee of the Graduate School, the Deans Advisory Committee on Student Grievances, the Grievance Board for Student Complaints of Sexual Harassment, and the Committee on Regulations and Discipline. Members of the Executive Committee will include the Chair, vice-Chair, and one Representative from each Division of the Graduate School. The Assembly will attempt to achieve a rough balance in representation among the Divisions in its selections for the other committees.

2. The Assembly will appoint one graduate student representative to the Yale University Health Services Member Advisory Committee. The Assembly will also appoint a graduate student representative to the Presidents Advisory Committee on Library Policy.
 3. The Assembly will appoint graduate-student representatives to the Advisory Committees in the Graduate School, including those associated with the McDougal Center and with the Offices of Teaching Fellow Preparation and Development, Career Services, and Diversity and Equal Opportunity. The Assembly will attempt to achieve balanced Divisional representation on these committees.
- B. 1. The Assembly shall select graduate students to serve on ad hoc committees created by the Dean and composed of faculty, administrators, and graduate students.
2. The Assembly may propose that the Dean create ad hoc Graduate School committees composed of faculty, administrators, and graduate students to study issues and to make recommendations to the Dean and to the Assembly. The graduate students on these committees shall be selected by the Assembly, with each Division entitled to equal representation.
- C. The Assembly may appoint committees consisting of representatives and, at its discretion, other registered graduate students, to consider matters pertaining to the Graduate School and Graduate School policy. Each Division is entitled to equal representation on these committees.
- D. The Steering Committee shall meet regularly (normally every two weeks) with the Dean to discuss issues of interest to the Assembly or Dean, including recommendations that originate with the Dean or with the Assembly. Through these discussions, the Assembly will be consulted about changes in Graduate School policies. The Steering Committee will report the sense of these meetings to the general membership.
- E. Given the particular importance to graduate students of Graduate School policies concerned with the Graduate School Teaching Fellow and teacher training programs, the grievance procedure, the disciplinary procedure, health services, career services, diversity and equal opportunity, and the programs of the McDougal Center, the Steering Committee will work closely with the Dean in the formation of policy in these areas with the goal of achieving consensus. No policy changes in these areas will be implemented without affording the Assembly an opportunity to discuss and comment upon them. Failure to do so may result in a re-examination of policy under the provisions of article 2.F.
- F. When the Assembly votes by a two-thirds majority that the Dean has violated the Charter, it will move to take that violation to the Steering Committee to resolve the matter. The Assembly must put in writing the specific language of the Charter that has been violated

and a description of the manner in which it was violated. If the Steering Committee fails to resolve the matter with the Dean in a manner acceptable to two-thirds of its members, it will bring to the Executive Committee of the Graduate School the original written complaint and the written minutes of the Steering Committee meeting at which the matter was discussed. A faculty member of the Executive Committee will chair the meeting, the Dean will be present, and another faculty member will take minutes. The Executive Committee will make a formal written recommendation to the Dean that will be sent to the Steering Committee for publication to the Assembly.

3. The following procedures shall govern the implementation, review and revision of the Assembly Charter:
 - A. In order for this Charter or any future revision of this Charter to take effect, it must be approved in identical form by a majority of all voting students in a referendum conducted among all currently registered graduate students, by the Graduate Faculty, and by the Dean. The approval of the student body, Dean, and Faculty shall be secured by the end of the academic year in which the Charter review process has been carried out. Once in effect, the provisions of the Charter may not be amended or curtailed except by means of the revision process described in articles 3.B. and 3.C.
 - B. A re-examination of the Charter will take place at the end of every fourth academic year. Charter review will be carried out by a Charter Review Committee consisting of twelve members; six faculty members equally representing the three Divisions will be designated by the Dean, and six graduate students equally representing the three Divisions will be designated by the Assembly. The Dean shall name the Committee Chair. The Committee will review the Charter and, if deemed necessary, propose modifications. The Committee will also supervise a referendum to approve a continuance of the Charter under the provisions of the existing Charter, a modified Charter, or other propositions. Acceptance of any proposition requires the joint approval of graduate students, Dean, and Faculty as described in article 3.A.
 - C. With a two-thirds majority vote, the Assembly may request that the Dean initiate a Charter review process earlier than specified in article 3.B. Early review can occur only with the joint approval of the Dean and two-thirds of the Assembly. The procedures for conducting an early review and approving the resulting Charter remain as specified in articles 3.A., 3.B., and 3.D.
 - D. If, upon completion of a Charter review process as described in article 3.B. or 3.C., the Charter recommended by the Charter Review Committee is not approved by graduate students, Faculty, and Dean as stipulated in article 3.A, the Assembly will continue to operate under its existing Charter for four years. At the end of the four-year period, another review and approval process will be carried out as specified in article 3.B.

11 Bylaws of the Graduate Student Assembly: Revised March 2012

1. Structure.

1.A. **Officers.** All officers of the Graduate Student Assembly must also be elected as Representatives for their term of office.

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.

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 Fellowship Director.** The CTF Director handles all issues related to the organization and implementation of the CTF. The CTF Director publicizes the rules and deadlines, collects all applications, and verifies that they are valid. The CTF Director distributes applications to appropriate readers without conflict of interest. The CTF Director then convenes a meeting to determine CTF recipients, conveys decisions to the applicants, and transmits all award decisions to the financial aid office for the distribution of funds. The CTF Director assembles relevant statistics and reports to the Assembly following each cycle.

1.A.6. **Publicity Chair.** The Publicity Chair contributes to the GSAS Newsletter, deals with PR issues such as interviews and relations with the press, heads any advertising campaigns, and chairs the Publicity Committee.

1.A.7. **Webmaster.** The Webmaster is in charge of maintaining the GSA website, ensuring that all links function, information is up-to-date, minutes are posted, etc. The Webmaster will be assisted in updating information by the Secretary, as needed, and by any other student(s) she/he appoints.

1.B. Committees.

1.B.1. **Composition.** The Assembly divides into six Standing Committees. The Assembly may also create and populate Ad Hoc Committees.

1.B.1.a. All committees select a Chair and a Secretary. The Chair convenes meetings regularly and runs meetings. The Secretary keeps a record of committee transactions and prepares 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. 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 the Charter and these Bylaws. The Elections Committee must be appointed

by the end of September. Before the end of March, the Elections Committee should present its election plan to the Assembly. The Assembly Vice-Chair serves as Chair of the Elections Committee. 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. **Publicity Committee.** The Publicity Committee handles issues of publicity, public relations, and printed material. The Publicity Committee approves GSA-related press releases and advertising.

1.B.3.e. **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.

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.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 Steering Committee 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.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 and publishes them provisionally, at least two days in advance of the Election Phase, and then 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 Election Committee counts the votes.

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 will proceed in the following sequence: 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.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 Publicity 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.** Except where otherwise specified in these Bylaws or the Charter, the General Assembly recommends nominations to the Dean for appointment to external committees. Standing Committees shall nominate the Assembly's representatives to the following external committees:
- 3.B.1.d.1. **Academics and Professional Development:** Library Committee, Graduate Teaching Center Advocate, Career Services, Diversity and Equal Opportunity.
- 3.B.1.d.2. **Facilities and Healthcare:** Health Plan Member Advisory Committee, Student Coverage Task Force, Housing Committee.
- 3.B.1.d.3. **Transportation and Safety:** Transportation Committee.
- 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 posted on the Assembly website.
- 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.