

GPSA Council Meeting script

1. Call to order

- Chair calls meeting to order with one rap of the gavel.

2. Roll call

- Members in the audience state their names and departmental affiliations.
- Secretary takes the roll. Chair thanks Secretary.
- *Please note: If you are late to the meeting, please be sure to sign in.*

3. Approval of minutes

- Chair asks for Council to review the minutes for errors. (*Note: the agenda and minutes are sent via e-mail a few days before the meeting. Please look them over early and note any errors, clarifications needed.*)
- Any corrections to the minutes?
- After corrections/there being no corrections, the Chair is willing to entertain a motion to approve the minutes.
- A member gains the floor by being recognized by the Chair. (Raise hand to be recognized).
- After being recognized by the Chair, a member states his name and departmental affiliation then the primary motion: "Joe Schmoe, Underwater Basketweaving. I move that our minutes be adopted *as circulated/ as corrected.*"
- Chair states: "Is there a second to the motion?"
- Another member states her name and departmental affiliation then seconds the motion: "Joelle Schmoe, Underwater Basketweaving. I second the motion."
- Chair recognizes the motion on the floor: "It is moved and second that our minutes be adopted. Is there any discussion? [pause] Are you ready for the question? The question is on the adoption of the minutes. I will take a voice vote. Those in favor, say aye [pause]. Those opposed say nay [pause].
- Chair: "The affirmative has it, the motion is adopted. We will accept the minutes of our previous meeting."

4. Speaker(s)

- Chair introduces speaker.
- Speakers are typically given the floor for 5 minutes
- Chair encourages questions as the end of the talk. (*Note: write down your questions for the speaker. This is helpful if many Council members are speaking.*)
- Chair states: "Are there any questions or comments from the Council?"
- Members with questions/comments are recognized by the Chair before the floor is yielded to them. (Raise hand to be recognized.)

- Be sure to state your name and departmental affiliation for the minutes before asking your question/ offering your comment (e.g., “Joe Schmoe, Underwater Basketweaving. I have a question about the...”)

5. Budget report

- Treasurer reviews the Budget with the Council.
- Chair states: “Are there any questions from the Council?”
- After questions/there being none, the Chair is willing to entertain a motion to file the budget for audit.
- After being recognized by the Chair a member states her name and departmental affiliation, then the primary motion: “Joelle Schmoe, Underwater Basketweaving. I move that our budget be filed for audit.”
- Chair states: “Is there a second to the motion?”
- Another member states his name and departmental affiliation, then seconds the motion: “Joe Schmoe, Underwater Basketweaving. I second the motion.”
- Chair recognizes the motion on the floor: “It is moved and seconded that our budget be filed for audit. Is there any discussion? [pause] Are you ready for the question? The question is on the filing of our budget. I will take a voice vote. Those in favor, say aye [pause]. Those opposed say nay.
- Chair: “The affirmative has it, the motion is adopted. We will file our budget for audit.” Chair thanks Treasurer.

6. Officer and committee reports

- Chair goes in the order of the officer and committee reports as noted on the agenda.
- The Chair and reporting members encourage questions as the end of the talk. *(Note: write down your questions for the speaker. This is helpful if many Council members are speaking.)*
- At the end of a report, the Chair will entertain questions and comments.
- Be sure to state your name and departmental affiliation for the minutes before asking your question/ offering your comment (e.g., “Joe Schmoe, Underwater Basketweaving. I have a question about the...”)
- After questions are answered to the Council’s satisfaction, the Chair files the committee reports with the minutes of the meeting. Chair thanks officer/committee chair.

7. Old business

- Chair introduces any items that were tabled/ left unfinished from a previous meeting.

8. New business

- All new business must be on the agenda. All persons or organizations seeking placement on the agenda must submit requests in writing to the GPSA President or Secretary at least ten (10) days

prior to the meeting at which it is to be considered. Emergency items can be added only under extremely rare conditions at the discretion of the GPSA President.

- Those items denoted as *information items* do not require action on the part of the Council. These items/reports are typically given to inform the Council of future action items to be considered.
- Those items denoted as *action items* imply action on the part of the Council, in the form of a motion.
- Chair introduces item and speaker.
- Speaker offers report. If there are questions from the Council during a report, a member must always be recognized by the speaker/Chair before given the floor. (*Note: write down your questions for the speaker. This is helpful if many Council members are speaking.*)
- At the end of the report the Chair states: "Are there any questions or comments from the Council?"
- After questions/there being none, the Chair is willing to entertain a motion to take some action upon the speaker's recommendation. *Please note: if a motion does not follow, the item is declared dead and the next item of new business is addressed.*
- After being recognized by the Chair a member states her name and departmental affiliation, then the primary motion: "Joelle Schmoie, Underwater Basketweaving. I move that..."
- Chair states: "Is there a second to the motion?"
- Another member states his name and departmental affiliation, then seconds the motion: "Joe Schmoie, Underwater Basketweaving. I second the motion." *Please note: if a second does not follow, the item is declared dead and the next item of new business is addressed.*
- Chair recognizes the motion on the floor: "It is moved and seconded that... Is there any discussion?" [pause]
- All potential speakers are encouraged to raise their hands and be recognized by the Chair. The Chair constructs a list of speakers to keep the discussion in order and productive.
- After the speakers have completed discussion, the Chair asks "Is there any further discussion?" [pause] Are you ready for the question? The question is on ... (Chair restates the motion). I will take a voice vote. Those in favor, say aye [pause]. Those opposed say nay.
- *Note: If there is not a discernable majority from the voice vote, the Chair may ask for a standing vote or a show of hands.*
- Chair: "The motion is adopted/ The motion fails."

9. Announcements

- Chair encourages those members of the Council or guests with announcements on the agenda to state them in the order printed.
- Chair then encourages all other announcements on the agenda

10. Public Comment

- *Note: Public comment is an opportunity for all Council members to share their remarks for the good of the organization and/or share information of interest to graduate & professional students.*

- Chair passes the gavel from his left. The member holding the gavel has the floor. If another member has a question, she must be recognized by the member holding the gavel. The speaker with gavel may choose to address the question (or not).
- If a member wishes to offer public comment, he is encouraged to limit his speaking to no more than 2 minutes.
- If a member declines public comment, she is encouraged to pass it to her neighbor.
- As the Chair receives the gavel back from the Council he makes any final remarks then recommends adjournment.

11. Adjournment

- Chair entertains a motion for adjournment.
- A member gains the floor by being recognized by the Chair. (Raise hand to be recognized).
- After being recognized by the Chair a member states his departmental affiliation, then the primary motion: “Joe Schmoe, Underwater Basketweaving, I move that our meeting adjourn.”
- Chair states: “Is there a second to the motion?”
- Another member states her departmental affiliation, then seconds the motion: “Joelle Schmoe, Underwater Basketweaving. I second the motion.”
- Chair recognizes the motion on the floor: “It is moved and seconded that our meeting adjourn. Is there any discussion? [pause] Are you ready for the question? The question is on the adjournment of our meeting. I will take a standing vote. Those opposed to adjournment please stand [pause]. Those in favor of adjournment please stand [pause].
- Chair: “The affirmative has it, the motion is adopted. We will adjourn at (time).” Chair thanks Council for their attendance.