

Senate Meeting
April 4, 2015
5:30 PM

Meeting Agenda

A. Guest Speaker- SGA Senator Adam Miller

Presentation on possible Environmental Fee to be considered this next year, committee to be created and referendum to be considered with newly elected SGA and GSC

B. Call to Order/Roll Call/Reading and Approval of Minutes 5:44

a. Minutes approval with no changes

C. Reports of Officers, Standing and Special Committees

a. President

- Elections in process for GSC executives, paid positions available for those interested in serving the needs of graduate students at UNT, deadline is this Friday
- Meeting with Provost report, follow up on Tuition Benefit Program in that no major changes coming down, dollars being allocated to deans of colleges and then on to departments in block grants with more flexibility to determine which students are funded and how many hours are covered, question on funding for Gas in non-academic departments but we do not have clarity on this, question on ability of students to not be funded if departments choose and advice given to advocate at the local level in each college, concern in lack of communication regarding these kinds of changes and how information is shared with students, multiple questions and concerns mostly focused on advocacy for students not funded this next year, may be a benefit to some departments if more funding available about it,
- continuation of discussion to include that new tuition benefit program will not be allocated to RAs, president perspective is that funds from state used to pay tuition should be used by students to give back to the university in a teaching capacity, TA or recitations as their mode of service, lacking clarity on this application to 2nd and 3rd year students, will continue discussion with Provost and president to advocate for flexibility and alternatives for smaller department, concern on ability of students to fulfill TA and/or TF roles as well as unofficial RA roles to continue research, question on other ways of showing service through research
- Follow up on legislation regarding number of courses requirements to meet tuition benefit, provost agreed with need to have some flexibility and exemption of some kind, decision must come from Dean of graduate school and should be based on situation
- April 15th graduation deadline, provost agreed notice was last minute regarding changes and stated all exemptions for this situation must come through Dean of the Graduate School, question on need for cutoff but provost clarified this was a decision by the Deans to select a cutoff that would stand
- IRB update, Dr. McCoy decided not to allow graduate students to submit their own proposals, following up to seek clarification and will discuss in the future

b. Vice President of Administration and Finance

- Budget, DC trip under budget, spring budget update provided currently at \$19,053
- Administration update, volunteer surveys available for Big Event day, meeting with president on April 21, college tour completed at College of Education and future

executive team can pick up where this year left off

- c. Vice President of Communications and Marketing
 - Sending out emails and updating website, concerned International event on Thursday will be overwhelmed and RSVP will be cutoff, International office requesting funding for international graduation ceremony \$300
 - d. Vice President of Programming and Outreach
 - Grad Student Appreciation Week going on now, still need volunteers for events especially on Thursday (sign-up sheet going around), full event list on GSC website sponsored by other departments and offices at UNT for graduate students, highlighting library event and announcement coming from dean of libraries
 - e. Parliamentarian
 - Grad student Appreciation week info in newsletter, encouraged to volunteer, thank you and nice job representing GSC at the Big Event
 - Final meeting on May 2nd, no legislation at this meeting clarified to say this is the last opportunity to have legislation heard, elections close this week
- D. Old Business: legislation to go directly to committee at 6:28 for 15 minutes, reconvene 6:48
- a. Resolution Spring 2016-2 (Senator Aditya Ayyagari) submitted to external relations
 - Presentation by sponsoring senator Aditya on Bill, request for 2 wireless printers to function at Discovery Park
 - Questions: support from senator Motes on need and benefit to college of information, senator dale question on maintenance, senator Akibar supports and discusses maintenance and current system, senator medina question on need for wireless answer due to ports and electricity at discovery park
 - Motion from Akibar second from McCormick
 - Vote: 23 for, 0 against, 0 abstain
 - b. Bill Spring 2016-4 (GSC President Jesus Valero) submitted to planning and programming
 - Keep in committee for discussion and revision, to bring back to next meeting at latest, requested sooner by president to support senator and executive elections/appointments, clarification and discussion on need for elections process for senators and adherence to idea that GSC should be a representative body to speak for graduate students, concerns on applicability and fit for graduate student needs, referred back to constitutional change voted in last month, comments and adjustment should be sent to committee chair senator Medina to be included in revisions
 - c. Bill Spring 2016-5 (GSC President Jesus Valero) submitted to performance and oversight
 - Confusion from committee on function of judicial branch without examples or best practices, moved forward to vote by senate
 - President Valero gives brief presentation on legislation, role of judicial branch in GSC
 - Questions: are these paid positions clarified to no and hours are only required to meet monthly or as needed, motion to adopt by senator Medina, second by Senator Aditya
 - Vote: yeas 22, no 0, abstain 2
- E. New Business
- F. Announcements
- a. Psychology grad association holding symposium and flyer to be sent to Christian to be shared
- G. Adjournment 7:22



Resolution Spring 2016-2

WHEREAS the printing facilities at the Discovery Park campus are available at the Engineering library and at the General Access Laboratories located on the first and second floors respectively.

WHEREAS the library closes at 7 pm, and the General Access Laboratories close at 9 pm on working days, and are fully or partially closed on weekends

WHEREAS several students working late into the night and on weekends do not have access to any kind printing facility while at Discovery Park, thus causing students inconvenience. The academic departments and TA offices are also closed after regular business hours thus restricting the access to printers located there in.

WHEREAS smart solutions like wireless and remote printing facilities are accessible in other parts of the campus like the Sage Hall.

LET IT BE RESOLVED THAT students be provided with access to printing facilities 24 hours a day, 7 days a week on the discovery park campus by installing two wireless printers, with USB printing capabilities on each side of the campus. Such printing costs shall be borne by the students from their student printing credits.

Respectfully Submitted,

Venkata Aditya Ayyagari

In Witness thereof, I hereby certify the Student Senate of the University of North Texas Graduate Student Council has approved this document and is referred to the office of the GSC President.

Parliamentarian

Date

Presidential Action:

- Vetoed
- Approved

GSC President

Date

Associate Dean of Toulouse Graduate School

Date



Bill Spring 2016-4

WHEREAS The Graduate Student Council is in need of a process by which Executive Officers and Senators are elected by the graduate student body at UNT

WHEREAS The current Bylaws of the GSC do not provide specifics by how officers and Senators must be elected

WHEREAS It is important that a transparent and fair election process be established by the GSC

LET IT BE RESOLVED THAT Article V, Section 1 C-D be amended and Article XI: Election Code be adopted as part of the GSC Bylaws (see attachment).

Respectfully Submitted,

Jesus Valero (on behalf of the GSC Governance Committee)
GSC President

In Witness thereof, I hereby certify the Student Senate of the University of North Texas Graduate Student Council has approved this document and is referred to the office of the GSC President.

Parliamentarian

Date

Presidential Action:

- Vetoed
- Approved

GSC President

Date

Associate Dean of Toulouse Graduate School

Date

Article V. Rules on the GSC Senate

Section 1. Composition of the Senate & ~~Senator Appointment~~

- A. The GSC Senate shall consist of 55 Senators, representing each of the graduate programs at the University of North Texas.
- B. GSC Senators must meet the qualifications outlined in the GSC Constitution.
- ~~C. Call for Senate appointments are to be sent out twice a year.~~
- ~~D. The appointment of a Senator representing a graduate program has to be approved via email or in writing by either the Graduate Advisor or the Department Chair.~~

Article XI: Election Code

Section 1: General Provisions

- A. This section shall apply to all aspects of the electoral process for the Graduate Student Council (GSC) of University of North Texas at Denton with special provisions for Senator Elections. Candidates for any election, opponents/proponents for any referenda on the ballot (“Referendum Parties”), and members of the Election Board shall be responsible for the regulations provided herein. Ignorance of these regulations shall not be an acceptable defense in response to any violation in any election, either by the candidates or Referendum Parties themselves or by individuals campaigning on behalf of a candidate or Referendum Party.
- B. These regulations are subject to interpretation only by the Election Board, interpretation of which is subject to review only by the GSC Supreme Court. Additionally, any liberties of interpretation given specifically to the Election Commissioner are subject to review by the GSC Supreme Court. No other member of GSC or the Election Board is authorized to provide interpretations of the Election Code.
- C. Candidates and Referendum Parties may contact the Election Commissioner for the purpose of consultation pertaining to the election. The Election Commissioner shall be contacted via UNT e-mail, and the Election Commissioner will make reasonable attempts to respond to queries within two (2) business days.
- D. The Election Code is intended to provide for the fairness, equitability, and efficiency of all GSC elections with respect to candidates, Referendum Parties, and voters. In the absence of established guidelines, rulings concerning elections should be made with this principle in mind.

Section 2: Election Board

- A. The Election Board shall consist of six members and an Election Commissioner appointed by the GSC President. Election Board must be vetted through an application process.
- B. The role of the Election Commissioner will be to serve as a liaison between the Election Board and other entities on campus. The Election Commissioner shall oversee Election Board meetings, represent the Election Board in any public situation, draft the final election report, and only vote in an Election Board decision in the event of a tie.
- C. The Election Board shall have the power to rule on matters pertaining to Elections, including but not limited to: interpretations and violations of the Election Code, questions of candidate eligibility not covered in these Bylaws, candidate and Referendum Party complaints and concerns, questions of referendum eligibility, filing dates and deadlines, and the certification of any election results.

- D. Appointees must be approved by the GSC Senate at the second Senate meeting of the fall semester and must be present to be confirmed, unless the appointee has class during this time, as verified by the GSC Advisor.
- E. Election Board members must meet the executive committee eligibility requirements as stated in these Bylaws. No member of the Election Board shall be an active member of any branch of GSC while serving on the Election Board.
- F. In case of a vacancy in the Election Board, the GSC President must immediately appoint a replacement. This replacement must be present at the next GSC Senate meeting to be confirmed, unless the appointee has class during this time, as verified by the GSC Advisor.
- G. All Election Board meetings will be open only to Election Board members and the GSC Advisor. The Board shall keep written minutes of all meetings, including hearings. Quorum for all Board meetings, including election certification meetings, shall be defined as three Board members plus the Election Commissioner.
- H. Election Board members and Commissioner shall maintain the right to vote on all GSC elections.
- I. Election Board members and Commissioner may be removed from office by a simple two thirds (2/3) majority vote of the GSC Senate.

Section 3: Election Calendar

- A. The Election Board shall present a list of Official GSC Restricted Zones and an Election Calendar to the GSC Senate. The calendar shall include dates for filing periods, mandatory meetings, referenda deadlines, campaigning, general elections, run-off elections, and release of the final election report.
- B. Dates for Special Elections shall be established by an act of the GSC Senate or ballot referendum at least three (3) full academic weeks before the week of the election proposed by the legislation.
- C. Dates for summer Senator elections shall be established by the Election Board.

Section 4: Rules on Candidacy for Executive Officers and Senators

- A. To be eligible for candidacy, an individual must meet active member eligibility requirements as stated in the GSC Constitution. An individual must meet these requirements prior to the beginning of campaigning. These requirements shall only be confirmed by the GSC Advisor.
- B. An individual must file for candidacy via the designated application. At the close of the application, the Election Commissioner will notify applicants, by email, of their eligibility for candidacy.
- C. Each candidate must attend an Election Code meeting hosted by the Election Commissioner; attendance at all mandatory meetings is required for election eligibility.
- D. Only in the event that a position is running unopposed shall a write-in candidate be allowed.
 - a. After the application closes, write-in candidates may file a Voluntary Compliance notice with the Election Board. This notice shall bind write-in candidates to election regulations and subject the candidate to disciplinary action in accordance with said regulations. This notice shall also allow such a write-in candidate to participate in forums, debates, election guides, or other events or activities deemed appropriate by the Election Commissioner. Write-in candidates shall not be able to participate in such activities without such a notice. The required content of the notice shall be determined by the Commissioner. A write-in candidate shall never be placed on an official ballot by means of this notice.
 - b. If elected, write-in candidates shall be accepted provided they meet the active member eligibility requirements as stated in the GSC Constitution and Article II, Section 1A of these Bylaws. These requirements will be confirmed by the GSC Advisor.

- c. Upon release of the final election report, elected write-in candidates must submit the following to the Election Commissioner within two (2) business days:
 - i. A Statement of intent to serve in the elected position.
 - ii. An expense report, if required by that position.
- d. If a write-in candidate fails to submit these documents, or exceeds the campaign expenditure limit for the position in which they are elected, then they shall be disqualified.
- E. Any candidate may withdraw his/her name from the ballot any time prior to 5 p.m. on the business day before the election by submitting written notification to the Election Commissioner. The Election Commissioner shall verify said notification and provide notice to the GSC Advisor.

Section 5: Rules on Campaigns

Subsection 1: General Campaign Rules

- A. Candidates and Referendum Parties shall take reasonable measures to ensure that every individual campaigning on behalf of or volunteering for the candidate/Referendum Party is aware of campaign regulations and guidelines. Candidates/Referendum Parties may be liable for the campaign infractions of their campaigners and volunteers even if the candidate/Referendum Party did not specifically direct the offending action.
- B. Candidates and Referendum Parties may only begin publicizing their campaigns after the Election Code meetings have been held and on the date set forth on the Election Calendar. If candidates or Referendum Parties are found actively campaigning in any way before the above dates, it is grounds for disqualification.
- C. Candidates and Referendum Parties shall abide by all University policy, which supersedes Election Board mandates and Election Code regulations.
- D. Candidates and Referendum Parties shall not damage any University property and shall be responsible for any damage caused by said candidate's/Referendum Party's campaign materials.
- E. Candidates and Referendum Parties shall not unduly disrupt the normal activities of the University.
- F. Candidates and Referendum Parties shall assume responsibility for the accuracy and truthfulness of their statements and campaign materials.
- G. No University, State, or public funds may be used by Candidates or Referendum Parties. This includes the utilization of university employee work time (i.e., university position of Teaching Fellow, Research Assistant, Teaching Assistant, Graduate Student Assistant, etc.). No Candidate or Referendum Party may solicit campaign assistance from a university employee during the employee's work hours.
- H. The Election Commissioner and Election Board members have the right to solicit the names of all members of a campaign from the affiliated candidate or Referendum Party.
- I. All posters and signs must be placed in accordance with University policy and may not exceed 18x24 inches. All campaign materials must follow university policy.
- J. No more than 20 ground signs may be placed on campus, but other promotional items are not limited in quantity. Promotional items must be approved by the Election Board.
- K. Each candidate and Referendum Party shall be responsible for the removal of their campaign materials from public areas and buildings by the Monday following the final election report. Failure of Candidates and Referendum Parties to remove their materials may result in a violation of the Student Code of Conduct.

Subsection 2: Rules on Campaigns

- A. Executive committee candidates may spend up to \$300 USD on their campaign.
 - a. An additional \$100 USD may be spent in the event of a run-off election.

- B. Senatorial candidates may spend up to \$100 USD on their campaign.
 - a. An additional \$50 USD may be spent in the event of a run-off election.
- C. A typed expense report must be filed with the Election Board at the close of polling. These reports must include itemized receipts of all purchases made pertaining to the candidate team's campaign.

Subsection 3: Rules on Election Board-Sponsored Campaigns

- A. In the interest of increasing graduate student engagement and voter turnout, the Election Board may produce campaign materials or host campaign events.
- B. Such materials or events shall not endorse any one candidate or item on the ballot, but shall give unbiased information about the election, candidates, and referenda.
- C. Such events and materials may include, but are not limited to: debates, town halls, forums, and election guides.

Subsection 4: Rules on Special Buildings and Areas

A. *GSC Office*

No campaigning may take place within the GSC Office. Any materials that are campaign related may not be stored or left in the GSC office/space.

B. *Campus Housing*

All campaigning and campaign material in or on the property of UNT Housing requires the expressed consent of the Director of UNT Housing & Residence Life or designee, and must abide by UNT Housing policies. Door-to-door campaigning shall not be permitted under any circumstances.

C. *UNT Libraries*

No campaigning may take place inside of any UNT Library, or within 50 feet of its front doors.

D. *Restricted Zones*

Candidates and Referendum Parties shall not campaign or display in any manner campaign material within fifty (50) feet of Restricted Zones. Restricted Zones will be defined by the Election Board, and presented with the Election Calendar each semester.

Section 6: Ballot Referenda

- A. Ballot referenda for any legal purpose such as amending the GSC constitution and/or securing the official opinion of graduate students on an important matter may be proposed by a two thirds (2/3) absolute majority vote of the GSC Senate or by a verifiable petition of 5% of the members of the graduate Student Body.
 - a. All proposed referenda must be submitted at least seven (7) weeks prior to the end of the semester in Fall and at least two (2) weeks prior to Campaign Week opening in Spring.
 - b. Any action proposing a ballot referendum must specify whether the issue shall be considered in the immediately following general election or in a special election called for that purpose and must state the requirements for the passage of any such referendum.
 - c. Meeting the requirements for the proposal of referenda shall be considered sufficient grounds and merit for the calling of such an election.
 - d. No petition may call for the re-vote of a student election without evidence of gross violations of election regulations as stated in Article VI of these Bylaws. The validity of a petition for a re-vote will be determined by the Election Board or the GSC Supreme Court.
- B. For referendum items affecting the entire student body, referendum processes shall be governed by the most current Memorandum of Understanding with the Student Government Association.

Section 7: Rules on Elections for Executive Officers

- A. General Elections:
 - a. The Fall General Election shall exist for the election of referenda by the Graduate Student Body, if necessary.
 - b. The Spring General Election shall exist for the election of President and Vice-Presidents, Senators and referenda by the graduate student body.
- B. Polls must be open for a minimum of three (3) school days in any election.
- C. Elections shall be held solely via GSC's voting platform.
- D. At the close of polling, the Election Commissioner will create a final election report. The report shall be certified by the signatures of the Election Commissioner, every member of the Election Board present at the election certification meeting, and the GSC Advisor. The final election report shall be considered official 24 hours after being certified. The report shall include:
 - a. The total number of votes cast for each candidate;
 - b. The total number of consenting and dissenting votes in any referenda and whether they passed or failed;
 - c. Any written rulings issued by the Election Commissioner;
 - d. The minutes of any Election Board hearings;
 - e. Information about any election irregularities or problems reported to date; and
 - f. Any other appropriate information deemed necessary by the Election Commissioner.
- E. Unofficial results shall not be released to any party, under any conditions.
- F. In the event that no Presidential, Vice-Presidential, and/or Senatorial candidate receives a simple majority of votes, a run-off election will be held.
- G. Candidates in a run-off election will be given at least 72 hours to campaign.

Section 8: Special Provisions for Senator Elections & Succession

- A. Pursuant to Article XII, Section 5 of the GSC Constitution, graduate students within each graduate degree-granting department at UNT must elect a Senator to represent their department. Each graduate degree-granting department is entitled to one Senate seat.
- B. Calls for Senator elections are to be sent out at least twice a year in order to initially fill seats: spring and summer semesters.
 - a. Spring semester: Senator elections in the spring semester shall coincide with the spring general election consisting of Executive Committee elections and any referenda. This election shall be a part of the election calendar identified by the Election Board and approved by the GSC Senate.
 - b. Summer semester: Senator elections in the Summer semester shall be determined by the Election Board as identified in the election calendar and approved by the GSC Senate.
- C. In the event that an elected Senator vacates their seat prior to the fall semester, the following process shall take place:
 - a. The GSC Parliamentarian will use the previous General Election results to determine who the candidate with the next most votes was within the same department.
 - b. In the event that the first Senatorial candidate rejects the offer of the seat, the GSC Parliamentarian will contact the Senatorial candidate with the next most votes.
 - c. The process mentioned above will continue until either all the seats in each department are filled or the list of Senatorial candidates is exhausted.
 - d. In the event that the next eligible senatorial candidate ties with another in number of votes, all candidates will be informed of the tie. Following communicating with the candidates, if and only if all senatorial candidates want the seat, the GSC Parliamentarian will look at the date when the candidate formally applied to be

considered for the Senate seat to determine who applied for the seat first. That candidate will receive the seat.

- D. In the event an elected Senator vacates their seat after the start of the Fall semester, a graduate student may seek appointment to the GSC Senate, provided the following rules are met:
 - a. Any candidate for appointment to the senate must meet all qualifications of a Senator as described in GSC Constitution and complete a GSC Senate Appointment Application, which must be submitted at least one week prior to the GSC Senate meeting at which their appointment will be considered.
 - b. Any candidate seeking appointment must provide at least 15 names and EUIDs from members of their respective department before being eligible for appointment.
 - i. A graduate student may petition the GSC Senate to represent a department of which he or she is not a member by providing a petition of 30 members of that department.
 - c. The GSC Parliamentarian must present the Senate Appointment Application to the Senate and the GSC Senate must approve it by a majority vote.

Section 9: Rules on Oversight

Subsection 1: Election Commissioner Rulings

- A. Any candidate or Referendum Party in a GSC election wishing for clarification may request a ruling on any part of the Election Code by submitting a request in writing to the Election Commissioner.
- B. The Election Commissioner shall honor all requests within two business days and post rulings on the GSC web page and distribute them to all candidates by e-mail.
- C. The Election Commissioner's ruling shall be considered binding until overturned by the GSC Supreme Court.
- D. The Election Commissioner shall not make any ruling beyond interpretation of the Election Code.

Subsection 2: Election Code Violations

- A. Failure to comply with the regulations of the Election Code may result in disciplinary action being taken by the Election Board. Any alleged Election Code violation is subject to a hearing by the Election Board. Furthermore, if the Election Code violation is also a University policy violation, this may result in disciplinary action being taken by the Dean of Students office and/or the Toulouse Graduate School.
- B. All complaints regarding violations of election regulations shall be submitted in writing to the Election Board within 24 hours of the close of polling. Complaints shall include details of the presumed violation, such as date, time, and name(s) of involved individuals. Evidence shall be provided when appropriate.
- C. Upon receiving a complaint, the Election Board shall have 72 hours to conduct a hearing. Each involved party will be given a reasonable amount of time to state their case, during which period any Election Board Member may ask questions.
- D. After hearing all applicable evidence, the Election Board will deliberate on a ruling of candidacy. A majority vote of Election Board Members present, assuming quorum is met, is required to render any decision. The Election Commissioner may vote only in the event of a tie. Any decision of the Election Board shall be made public immediately.
- E. Should a hearing be unable to be scheduled before the release of the final election report, the election results affected by the complaint will be withheld until after the Election Board ruling. All other election results shall be published according to the approved Election Calendar.



Bill Spring 2016-5

WHEREAS The graduate student body amended the GSC Constitution on March 7, 2016 to create the GSC Supreme Court

WHEREAS The current GSC Bylaws do not enumerate the internal workings of the GSC Supreme Court

LET IT BE RESOLVED THAT The GSC Bylaws incorporate the addition of the internal workings of the GSC Judicial Branch as outlined in the attachment, Article XII.

Respectfully Submitted,

Jesus Valero (on behalf of the GSC Governance Committee)
GSC President

In Witness thereof, I hereby certify the Student Senate of the University of North Texas Graduate Student Council has approved this document and is referred to the office of the GSC President.

Parliamentarian

Date

Presidential Action:

- Vetoed
- Approved

GSC President

Date

Associate Dean of Toulouse Graduate School

Date

Article XII: Rules on the Judicial Branch

Section 1: Supreme Court Hearings

- A. Any member of GSC may submit a case to the GSC Supreme Court. Members of the GSC include all graduate students as established by the GSC Constitution.
- B. To submit a case, a case brief must be submitted to the Chief Justice with the following parties copied on the submission: GSC President and GSC Advisor. The brief must include what party the case is against, the issue to be decided, a detailed explanation of the case, any relevant background information, a list of witnesses, and any evidence to be presented.
- C. Each party must be notified by the Chief Justice of the set hearing date and time a minimum of 2 business days prior to the hearing.
- D. Upon notification, the court will have one week to begin hearings. Hearings must be held between the hours of 5:00 p.m. and 9:00 p.m. and may not conflict with a previously scheduled GSC meeting.
- E. Each party and the Advocate General, if applicable, will be given a reasonable amount of time to state their case while in the hearing, during which period any Justice may interrupt to ask questions.
- F. After hearing all germane evidence, the Justices shall retire to deliberate on their verdict. A majority vote of the five justices is required to render any verdict or Court Order.
- G. Any decision of the court must be made public within twenty-four hours of that decision being reached.
- H. No Justice may speak on the merits of a case until a final decision is made public. All procedures of the Supreme Court must be made clear to all parties by all reasonable attempts prior to the delivery of testimony in any case.
- I. A formal presentation of the vote count of the Supreme Court must be presented to both parties immediately after the Justices have rendered their decision.

Section 2: Appeals

- A. Procedural Appeals may be filed with the GSC Senate within one week of a Supreme Court Decision.
- B. The GSC Senate, in consultation with the Advocate General, may rule by passage of legislation that correct procedure was not followed and declare a mistrial.
- C. Substantive appeals based on the merit of a case must be filed directly to the Supreme Court within one week of a Supreme Court Decision.
- D. Each party shall be granted one appeal in which they may submit any new information or argument that may have changed the outcome of their case.
- E. Any appeals must be presented to the pertinent parties in writing.