

# \*\*\*\*PUBLIC NOTICE\*\*\*\*



GRADUATE  
STUDENT  
COUNCIL

## Graduate Student Council Joint Meeting:

### Fall Senate Training

Monday, October 14, 2024, 3:30pm-4:30pm

\*\*\*Virtual Meeting via Zoom\*\*\* ([Click Here to Join](#))

OR copy and paste into your browser:

<https://unt.zoom.us/j/82159085859>

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Pursuant to section 551.127, Texas Government Code, one or more council member or graduate student may attend this meeting remotely using videoconferencing technology.

Pursuant to section 551.005, Texas Open Meetings Act, elected or appointed public officials, or graduate student, shall complete training on open meetings no later than the 90<sup>th</sup> day after the member assumes responsibilities of the position as a member of the governing body.

Pursuant to section 552.012, Texas Public Information Act, public officials, or graduate student, must receive training on the Public Information Act no later than the 90<sup>th</sup> day after the member assumes responsibilities of the position as a member of the governing body.

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**NOTICE IS HEREBY GIVEN** of a Regular Session of the Graduate Student Council Senate. Members of both the Executive Committee and Senate may quorum but no official GSC business will be conducted.

#### A. CALL TO ORDER

#### B. TRAINING AGENDA

1. Overview of the two active branches of GSC: executive and legislative.
2. Training will address GSC procedures and requirements regarding the Texas Open Meetings Act (OMA) and Texas Public Information Act (PIA).
3. Training will include the motions of a mock senate meeting with a mock agenda to practice Robert's Rules of Order protocol.
4. Q&A Discussion regarding OMA or PIA training or Senator responsibilities.

#### C. TRAINING ADJOURN

Posted on this 9<sup>th</sup> day of October 2024, to the Graduate Student Council Parliamentarian Office.

A handwritten signature in black ink, appearing to read 'Celeste Ortega-Rodriguez', is written over a horizontal line.

Celeste Ortega-Rodriguez  
Parliamentarian  
2023/2024 Graduate Student Council

The following document is for the purpose of training. The document does not represent official business of the UNT GSC.

## \*\*\*PUBLIC NOTICE\*\*\*



### Graduate Student Council Assembly Meeting

**Monday, August 10, 2026, 5:30pm-7:00pm**

**\*\*\*Virtual Meeting via Zoom\*\*\* ([Click Here to Join](#))**

**OR copy and paste into your browser:**

**<https://unt.zoom.us/j/87464657034?from=addon>**

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**Pursuant to section 551.127, Texas Government Code, one or more council member or graduate student may attend this meeting remotely using videoconferencing technology.**

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- A. NOTICE IS HEREBY GIVEN** of a Regular Session of the Graduate Student Council Senate
- B. CALL TO ORDER**
- C. CONSENT AGENDA**

All matters listed under the consent agenda are considered to be routine and will be enacted in one motion. Should the Parliamentarian, a Senator, or the GSC President desire discussion of any item, that item will be removed from the Consent Agenda and will be considered separately.

1. Approve the minutes of the July 13, 2026, Senate meeting.

- D. BUSINESS AGENDA**

1. Discuss and act on the appointment of Senators to GSC standing committees.
2. Discuss and act on the appointment of Senators to external committees.

#### **SENATE COMMENTS & FUTURE AGENDA ITEMS**

The purpose of this section is to allow each Senator, the GSC President and the GSC Parliamentarian the opportunity to provide general updates and/or comments to GSC Senate Members, the public, and/or staff on any issues or future events. In accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, any GSC Senator, Director, or Executive Council Member may direct that an item be added as a business item to any future agenda.

#### **EXECUTIVE SESSION**

The Graduate Student Council Senate reserves the right to recess into closed session at any time during the course of this meeting to discuss any of the matters posted on this agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.071, "Consultation with Attorney" for the purpose of receiving legal advice.

#### **RECONVENE IN OPEN SESSION TO TAKE ACTION, IF NECESSARY, ON EXECUTIVE SESSION ITEMS**

#### **ADJOURN**

Posted on this 5th day of August 2026 on the Graduate Student Council website.

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Celeste Ortega-Rodriguez  
Parliamentarian  
2023/2024 Graduate Student Council

The following document is for the purpose of training. The document does not represent official business of the UNT GSC.



**Graduate Student Council**  
**Meeting minutes**  
**Senate meeting**  
**July 13, 2026**  
**UNT Union, Senate Chambers, Room 332**

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**Attendance:** (Non-Voting) GSC President George Washington, GSC Vice President of Administration James Madison, GSC Vice President of Programming Thomas Jefferson, GSC Parliamentarian Alexander Hamilton, Director of Legislative Affairs Aaron Burr, and Director of External and Internal Relations Eliza Hamilton

(Voting) Sen. Stick Fries, Sen. Maple Latte, Sen. Carlos Foodie, Sen. Jeffrey Eagles, Sen. Crispy Fries, Sen. Waffle Fries, Sen. Dax Football

**Consent agenda:** Approved by general consent of the body.

**Business items Item Discussion and Action taken:**

**Item #1, Consider and Act on proposed changes to the social media schedule:** Motion read into the record.

Discussion concerning the social media weekly schedule by Senator Foodie.

Hearing no further discussion, motion for approval made by Senator Foodie, Seconded by Senator Eagles. Motion passed unanimously.

**Item #2:** Senate discussions and direction to the GSC Parliamentarian concerning the number of coffee shops at the UNT Denton campus. Presentation made by Senator Latte. Referred to Parliamentarian for possible legislative action.

No further business.

**Meeting Adjourned July 13, 2026, at 6:05 PM.**

Respectfully submitted,

Alexander Hamilton, Parliamentarian  
July 13, 2026

The following document is for the purpose of training. The document does not represent official business of the UNT GSC.



## **Memo for discussion**

August 10, 2026,

Most Esteemed GSC Senators,

Item #1 is a brief discussion concerning the appointment of Senators to GSC standing committees. Appointments are attached below.

The plan takes effect immediately for the 2026-2027 Academic Year.

Best Regards,

**Celeste Ortega-Rodriguez**  
GSC Parliamentarian  
Biology PhD Student  
Department of Biological Sciences  
University of North Texas

TRAINING DOCUMENT

The following document is for the purpose of training. The document does not represent official business of the UNT GSC.



## **Memo for discussion**

August 10, 2026,

Most Esteemed GSC Senators,

Item #2 is a brief discussion concerning the appointment of Senators to external committees. Appointments are attached below.

The plan takes effect immediately for the 2026-2027 Academic Year.

Best Regards,

TRAINING DOCUMENT

**Celeste Ortega-Rodriguez**  
GSC Parliamentarian  
Biology PhD Student  
Department of Biological Sciences  
University of North Texas

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### **Senator Standing Committee Appointments**

- Committee on French Fries
  - Chair: Waffle Fries
  - Members:
    - Stick Fries
    - Crispy Fries
- Committee on Endless Coffee
  - Chair: Joe Press
  - Members:
    - Maple Latte
    - Sofia Brew

TRAINING DOCUMENT

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#### **Senator External Committee Appointments**

- Committee on Scrappy Behavior
  - Jeffrey Eagles
- Committee on We Mean Joe Greene
  - Dax Football
- Committee on Bruce Hall
  - Carlos Foodie

TRAINING DOCUMENT



# GSC Senator Training

October 14, 2024



# **Welcome/ Introductions**

## Active Branches of GSC

Executive

Legislative

**Faculty Advisor:**

Dr. Joseph Oppong

## Executive Team (2024-2025)

**President:** Bala Sankar Kilaru

**Parliamentarian:** Celeste Ortega-Rodriguez

**Vice President of Administration and Finance:** [vacant]

**Vice President of Communications and Marketing:** Sai Keerthi Vanga

**Vice President of Programming and Outreach:** Satya Vara Prasad Namala

## Directors (2024-2025)

**Director of Legislative Affairs:** Lowell Johnson

Reports to Parliamentarian

**Director of Administration:** [vacant]

Reports to VPAF

**Director of Communications:** Ponika Mannem

**Director of Marketing:** Bhavya Kanyadara

Both report to VPCM

**Director of Programming:** Nisha Naik

**Director of Internal Relations:** Poojitha Vempalli

**Director of External Relations:** Manasa Varala

All 3 report to VPO

# **Parliamentarian / Director Duties**

## What is a Parliamentarian?

- **Regulates the flow of the GSC business**  
Consults with the GSC President to create GSC meeting agendas.

- **GSC meeting manager**  
Manages the actual meeting, in accordance with Robert's Rules of Order.

- **Ensures the GSC is meeting the legal requirements**  
GSC Actions are within the requirements of the Open Meetings Act and the Public Information Act.

## Senator Duties

**In depth information can be found in the GSC Bylaws.**

1. Provide an official channel of communication between the Graduate Student Council and the department represented by the Senator.
2. Represent graduate students in their academic department through communicating issues relevant to and advocating for those students.
3. Attend all scheduled meetings of the Graduate Student Council Senate.
4. Serve on at least one university committee representing the graduate student perspective of university life.
5. Serve on or chair at least one GSC Standing Committee to work toward generating solutions for issues important to the graduate student community.

Serve 1 hour a week in the Graduate Student Council Office  
Union 344



## Senator Duties

**By accepting your senator position you accept the responsibilities and duties of a senator as described in the GSC Constitution and By-law and will adhere and follow GSC protocols.**



**GSC Executive and Legislative  
branches must follow Texas  
protocol for Open Meetings  
and Public Information.**

# **Texas Open Meetings Act (TOMA)**

Public meetings have an important role in society. Rules of decorum must be established and adhered to during public meetings.

This presentation will touch on why structured meetings are an important tool for all public organizations. Not only does it make the meeting more effective, but it keeps the organization within the bounds of the law.



## So.....what is a meeting?

A meeting occurs any time a quorum of a publicly appointed or elected organization discusses public business that is within their jurisdiction, regardless of the location or means of communication (e.g., phone, in person, email).

What is a quorum?

**1/2 + 1**

What is a government body in Texas?

Must government bodies hold open meetings in Texas?

**YES**



**Are the GSC meetings open to the public?**

- 1. Are the dates and times posted in a public forum?**
- 2. Can anyone attend?**



If the answer to both or either of the questions is yes, the meeting is governed by the Texas Open Meetings Act (Texas Government Code, Chapter 551) and the Texas Public Information Act (Texas Government Code, Chapter 552).

Both statutes have criminal and civil penalties for violations of the acts.



# Exceptions to a quorum:

1. Social gatherings
2. Conventions and workshops
3. Ceremonial events
4. Press conferences
5. Candidate forums

\*\*\*\*\*  
**The Key is No Public Business is**  
discussed or any action is taken \*\*\*\*\*



## Two other exceptions:

1. Online exception
2. Closed Session exception



The GSC is governed by:

1. Its own By-laws
2. A Constitution
3. University policy
4. The Texas Open Meetings Act
5. And the Texas Public Information Act.



The By-laws establish meeting rules. Things such as:

1. Quorum requirements
2. The creation and publication of an Agenda

# Meeting Notice Requirements

- Date
- Hour
- Place
- Subjects to be considered at the meeting of the governmental body
- Must be posted 72 hours before a meeting.



## Record Keeping:

A governmental body must post an agenda that includes the date, hour, place, and subject of each meeting. The agenda must be posted on a bulletin board at city hall in a place readily accessible to the public at all times for at least 72 hours before the meeting. In addition, for cities that have an Internet website, the city must post the city council's agenda 72 hours before the meeting on that website.



The By-laws establish meeting rules. Things such as:

1. Quorum requirements
2. The creation and publication of an Agenda
3. Use of a meeting decorum system (Robert's Rules of Order)

# Robert's Rules of Order

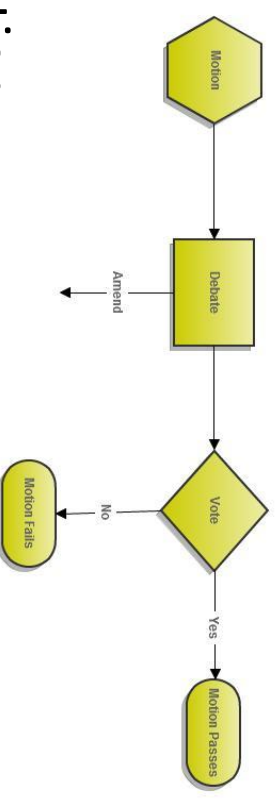
Procedure created by  
Henry Robert for  
discussion and decision  
making in a meeting.



# Why do we use Robert's Rules of Order?

- Provides a common framework for all governing bodies
- Due process
  - Allows everyone to participate
  - Eases the decision-making process
    - Discussion, debates, deliberation, action
- Ensures the decisions are decided by the majority

## Main Motion





# What happens in a properly called meeting?

1. Call to Order and assure there is a quorum present. **No quorum, no legal meeting.**
2. Consent Agenda is presented and acted on.
3. Agenda items are presented and motioned into discussion. **Without a motion and a second, no discussion concerning the motion can be held.**
4. Agenda discussion is held and a vote on the agenda item is called and recorded. The item may pass, fail, or be assigned to a committee for further review and recommendation.
5. Any Announcements and upcoming event notifications are made.
6. With no further business, the Chair may adjourn the meeting. A motion to adjourn is not needed. The motion to adjourn is a parliamentary maneuver designed to end a meeting if debate becomes unruly.

# Things to Consider:

1. Discussion items must be on the agenda to be considered at the meeting. Any new business must be placed on an upcoming meeting agenda.
2. The Parliamentarian may be called on by the Chair at any time to rule on meeting procedures.
3. Do not interrupt the recognized speaker until they are finished.
4. Allow all members to speak on a topic before allowing follow up discussion from previous speakers on the agenda item.

# Things to Consider (Cont.)



5. Keep accurate meeting minutes.
6. When the meeting is over, do not continue discussing GSC business. Continuing the discussions can violate the Open Meetings Act.
7. Be respectful of other's opinions and viewpoints.
8. Remember, time is a valuable commodity. Be succinct and parsimonious in your comments.
9. Read the agenda packet before the meeting and come prepared with any questions and discussion points.
10. Treat others as you would expect to be treated.

# **Public Information Act (PIA)**



Public information includes any information that is collected, assembled, or maintained by or for a governmental entity (including information held by an individual officer or employee in the transaction of official business), regardless of the format.



At any time, information regarding GSC business can be requested by the public. This is why it is very important we keep concise, accurate record keeping.

**There are criminal penalties (fines or jail time) for violation of these acts.**

Suggested reading:

**Robert's Rules of Order SparkCharts**

Publisher : SparkCharts; Reprint edition (February 4, 2014)

Language : English

Hardcover : 6 pages

ISBN-10 : 1411470796

ISBN-13 : 978-1411470798



**Robert's Rules: QuickStart Guide - The Simplified Beginner's Guide to Robert's Rules of Order Paperback – March 9, 2016**

Publisher : ClydeBank Media LLC; Illustrated edition (March 9, 2016)

Language : English

Paperback : 85 pages

ISBN-10 : 1945051027

ISBN-13 : 978-1945051029





# Mock Senate Meeting

The items in this slide are for training purposes and do not reflect actual GSC business.



# Parliamentarian:

**Calls meeting to order.**

**Checks to see if there is quorum.**

# Consent Agenda:

Items enacted in one motion. If anyone wants to discuss the item it will be removed and added to business agenda.

The items in this slide are for training purposes and do not reflect actual GSC business.



# Parliamentarian:

Moves onto consent agenda.

Pauses after reading items to hear for any comments.

“Hearing no discussion. The consent agenda is considered approved by the Senate body.”

# Business Agenda:

Items for discussion that may require additional motions for approval. These are topics for an engaged debate, decision making, or voting.

The items in this slide are for training purposes and do not reflect actual GSC business.



# Parliamentarian:

Moves onto business agenda.

Brings item to the floor for discussion.

“Agenda item #1 states.... Do we have any questions concerning the appointments? Or discussion?” “Do we have a motion to approve the appointments?”

# Senators:

1 senator must make a motion to approve the minutes

“1 motion to approve the appointment of Senators to GSC standing committees.”

A second senator must second the motion

“1 second the motion to approve the appointment of Senators to GSC standing committees.”

The items in this slide are for training purposes and do not reflect actual GSC business.



# Parliamentarian:

“It has been moved and seconded to approve the appointment of Senators to GSC standing committees. Is there any discussion?”

“Hearing no discussion, we will move to a vote.”



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# Parliamentarian:

Calls for a vote. This requires a 2/3 vote to be passed.

“Those in favor to approve appointment of Senators to GSC standing committees say “Aye” those that oppose say “No”.

The items in this slide are for training purposes and do not reflect actual GSC business.



# Parliamentarian:

Moves onto business agenda.

Brings item to the floor for discussion.

“Agenda item #2 states.... Do we have any questions concerning the appointments? Or discussion?” “Do we have a motion to approve the appointments?”

# Senators:

1 senator must make a motion to approve the minutes

“1 motion to approve appointment of Senators to external committees.”

A second senator must second the motion

“1 second the motion to approve the appointment of Senators to external committees.”

The items in this slide are for training purposes and do not reflect actual GSC business.



# Parliamentarian:

“It has been moved and seconded to approve the appointment of Senators to external committees. Is there any discussion?”

“Hearing no discussion, we will move to a vote.”

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# Parliamentarian:

Calls for a vote. This requires a 2/3 vote to be passed.

“Those in favor to approve appointment of Senators to external committees say “Aye” those that oppose say “No”.

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# Parliamentarian:

Asks for any additional comments from any member present about any GSC issue or future event they would like added to a future agenda.

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# Parliamentarian:

Adjourns the meeting

**“As of (time), this GSC Senate meeting on August 12, 2024 is adjourned.”**