

PUBLIC NOTICE



GRADUATE
STUDENT
COUNCIL

Graduate Student Council Joint Meeting:

Fall Senate and VPAF Training

Friday, October 25, 2024, 4:00pm-5:00pm

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

OR copy and paste into your browser:

<https://unt.zoom.us/j/83835886544>

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 90th 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 90th day after the member assumes responsibilities of the position as a member of the governing body.

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 21st 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 above a horizontal line.

Celeste Ortega-Rodriguez
Parliamentarian
2023/2024 Graduate Student Council



GSC Senator/VP AF Training

October 25, 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

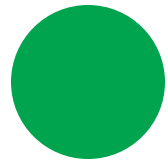
Director of Internal Relations: Poojitha Vempalli

Director of External Relations: Manasa Varala

All 3 report to VPPO

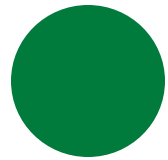
Parliamentarian / Director Duties

What is a Parliamentarian?



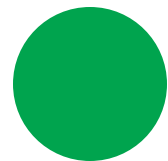
Regulates the flow of the GSC business

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

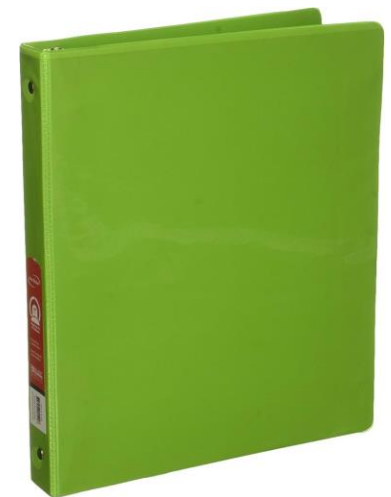
GSC Actions are within the requirements of the Open Meetings Act and the Public Information Act.

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-laws and will adhere and follow GSC protocols.

VPAF Duties

1. Assumes duties of president, when necessary
2. Manages overall organization, including planning, organizing, staffing, directing, coordinating, and budgeting internal affairs.
3. Manages GSC budget and resource allocation processes and maintains accurate account of all organizational funds.
4. Is responsible for preparing an annual budget request for Student Service Fee Committee hearings.
5. Maintains records of all Executive Committee meetings, including taking minutes, preparing minutes in electronic format, and saving minutes in proper location.
6. Reports directly to GSC President

VPAF will need to meet with GSC President on how to take minutes, prepare minutes, communicate and where to save them. You will need to appoint a Director of Administration.

VPAF Duties

1. Assumes duties of president, when necessary
2. Manages overall organization, including planning, organizing, staffing, directing, coordinating, and budgeting internal affairs.
3. Manages GSC budget and resource allocation processes and maintains accurate account of all organizational funds.
4. Is responsible for preparing an annual budget request for Student Service Fee Committee hearings.
5. Maintains records of all Executive Committee meetings, including taking minutes, preparing minutes in electronic format, and saving minutes in proper location.
6. Reports directly to GSC President

You will begin training executives and staffing the Senate.

VPAF Duties

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

If the Senate finds you in violation of your duties, you may be removed from office by Senate approval.

**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

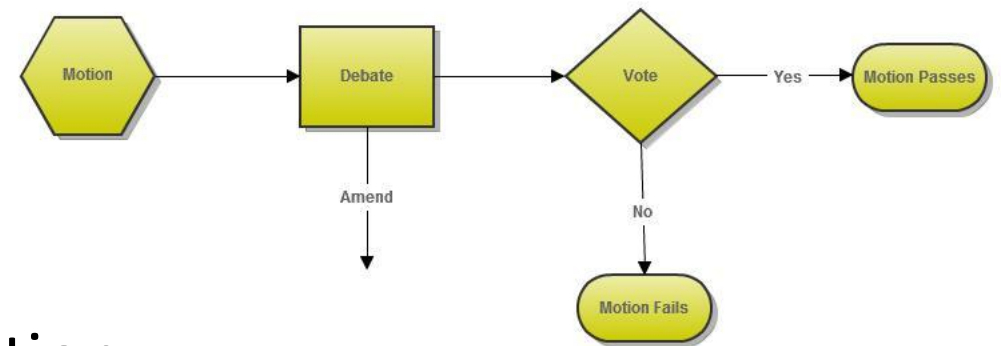
Procedure created by
Henry Robert for
discussion and decision
making in a meeting.



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

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

A second senator must second the motion

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

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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.”

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



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”.

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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

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

A second senator must second the motion

“I 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.”

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



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”.

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



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.”