



## **GPSA Council 2019-2020 Standing Rules**

Updated 8/31/2019

### Section I: Meeting

1. Meetings of the GPSA Council shall be held in accordance with the GPSA Constitution, Bylaws, and any relevant resolutions passed to date in the session.
2. Public Notice of the regularly scheduled meeting and the agenda shall be sent out via the GPSA listserv at least one (1) calendar week prior to the meeting and accessible on the public website [www.gpsa.unm.edu](http://www.gpsa.unm.edu).
3. Council meeting minutes must be noted as “draft” and made accessible within six (6) academic days from the meeting on the public website, [www.gpsa.unm.edu](http://www.gpsa.unm.edu)
4. Regular Council meetings will be held on the last Saturday of each month during the semester, unless otherwise announced by the Council Chair.
5. Participation by telecommunication is not permitted at Council meetings.
6. A quorum consists of council representatives from a minimum of six (6) separate RDSA’s physically present at a council meeting.
7. If quorum is not met by 10:10 a.m. meetings will be cancelled.

### Section II: Pre-meeting

#### Agenda items

1. Requests for being added to the agenda must be submitted by 10 a.m. on the Wednesday proceeding the regular scheduled meeting.

#### Credentialing

1. Credentialing forms are due by 10 a.m. on the Wednesday proceeding the regular scheduled meeting.

### Section III: Agenda

The Agenda for regularly scheduled Council meetings shall consist of the following sections:

- I. Roll Call
- II. Opening Business
  - a. Approval of the Agenda
  - b. Approval of the Minutes
  - c. Media & Gallery
- III. Guest Speakers
- IV. Officer Reports
  - a. President’s Report
  - b. Council Chair’s Report
- V. Committee Reports

- a. Standing Committees
  - i. Legislative Steering Committee
  - ii. Finance Committee
- b. Ad Hoc Committees

VI. Action Items

- a. Mandated Items
- b. Emergency Items
- c. Unfinished Business
- d. New Business

VII. Council Announcements

Public Comment -- comments not related to items on the agenda

VIII. Upcoming Meetings

IX. Adjourn

The Agenda for Special meetings shall consist of the following sections:

- I. Roll Call
- II. Approval of the Agenda
- III. Media and Gallery
- IV. Officer Reports
- V. Emergency Items
- VI. Adjourn

Section IV: Parliamentary Authority

Parliamentary Authority

1. The parliamentary authority of the GPSA Council's 2019-2020 Session shall be the most recent 11th edition of Robert's Rules of Order Newly Revised
2. In cases of conflict, The GPSA Constitution and Bylaws and Council Standing Rules will supersede Robert's Rules of Order.

Section V: Speaking Rules

Media & Gallery, Guest Speakers, and Council Announcements

1. Comments related to items on the agenda
2. Each member of the media and gallery shall be allotted one speaking period of three minutes
3. The total time allotted to media and gallery shall not exceed twenty minutes.
4. Each scheduled guest speaker shall be allotted one speaking period of seven minutes to address Council.
  - a. Each guest speaker's speaking period shall be followed by up to seven minutes of questions from Council representatives.
  - b. Council may prolong a guest speaker's question period an additional three minutes one time by a majority vote (for a possible total of ten minutes of question time)
4. Each representative shall be allowed one speaking period of up to three minutes during Council Announcements.

Public Comment

1. Comments not related to items on the agenda

2. Each speaker shall be allotted one speaking period of three minutes

#### Debate

1. Representatives are in order only when a motion is on the floor or when making motion and recognized by the Chair.
2. Representative's credentials and/or Proxy must be submitted and approved by the Chair in accordance with the Constitution and Bylaws in order to be allowed a vote.
3. Each Representative is allotted a maximum of two speaking turns of three minutes each per motion on the floor.
  - a. If a representative interrupts the debate, Council Chair will dock one speaking turn.
  - b. Representatives may announce any conflict of interest in a point of order that does not count toward their two allotted speaking turns.

#### Reports

1. The GPSA President and Council Chair shall be allotted no more than five minutes each for their report.
2. Each Standing committee report shall be no more than five minutes for a report.

#### Section VI: Minutes

1. Minutes shall be taken for all meetings of the GPSA Council.
2. All Minutes shall include:
  - (a) Time and location
  - (b) Presiding member, present council representatives, and any members of media or gallery that address the council
  - (c) Council Representatives who entertains a motion and the vote of the motion.

#### Section VII: GPSA Council Code of Ethics

1. Council Chair, Deputy Council Chair and Council Representatives shall demonstrate professional courtesy, emphasizing respect for others and their opinions.
2. Council Chair, Deputy Council Chair and Council Representatives Council representatives shall promote open, two-way communication between the GPSA leadership and the students they serve.
3. Council Chair, Deputy Council Chair and Council Representatives shall not use their position for the benefit of personal matters or others outside of the representative's regular duties.
4. Council Chair, Deputy Council Chair and Council Representatives shall refrain from interrupting other speakers, making personal comments not germane to the matters of business addressed before the body, or otherwise interfere with the orderly conduct of meetings.
5. Council Chair, Deputy Council Chair and Council Representatives shall not use their position for the sake of personal gain or advancement, or for any matter in which they have material or personal interests.

