



FLORIDA STATE UNIVERSITY  
CONGRESS OF GRADUATE STUDENTS

## Resolution

### 31st Congress of Graduate Students

**Resolution #: 6**

**Primary Sponsor:** Representative  
Rivers

**Date:** November 6, 2023

**Whereas:** COGS Internal Rules of Procedure shall be adopted, amended, or waived by a two-thirds vote of the Assembly present at a meeting when there is quorum, unless otherwise specified in a rule,

**Whereas:** Meeting minutes for COGS all have their own system of structure,

**Whereas:** In an effort to create a system and to allow for better minute taking and archival history COGS committees shall use a baseline minute template,

**Be it resolved by the 31st Congress of Graduate Students of Florida State**

**University that:** Upon the majority vote of this assembly, COGS Internal Rules of Procedure shall establish that COGS committee will use an approved baseline template for meeting minutes.

**Be it resolved by the 31st Congress of Graduate Students of Florida State**

**University that:** Upon the majority vote of this assembly, COGS Internal Rules of Procedure shall establish that COGS committee will use an approved baseline template for meeting minutes.

**Be it further resolved that:** A copy of this resolution be sent to  
Susan Rogowski, Speaker of Congress of Graduate Students  
Andrew Johnson, Student Program Director of Student Governance & Advocacy

**Read:** 11/6/2023

**COGS Vote:** 21-0-0

Passed: November 6, 2023

**CERTIFIED TO THE STUDENT BODY**

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Speaker of the Congress of Graduate Students

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SGA Staff Official

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Deputy Speaker for Finance

## Internal Rules of Procedure

1. These Rules shall be adopted, amended, or waived by a two-thirds vote of the Assembly present at a meeting when there is quorum, unless otherwise specified in a rule.
2. The Speaker, or a designee, shall chair all meetings of the Assembly. The Speaker or chair may temporarily name another representative to chair the meeting while the Speaker is sponsoring legislation or participating in debate of measures. The Speaker or chair may only return to the chair after the measure has concluded.
3. In all procedural matters not governed by these Rules, the COGS Code, or the Student Body Constitution and Statutes, the Speaker, or Chair, shall have authority to decide upon the matter. The Congress may overturn such a decision of the Chair by majority vote.
4. Any decision of the Chair may be overturned by a majority vote of the Assembly present at a meeting when there is quorum.
5. The COGS Assembly shall meet in regular session on the first and third Monday of each month at 6:30 PM over Zoom or in HCB 103 when large in-person group meetings are deemed safe, unless the time or place of the meeting is otherwise specified by the Speaker no less than twenty-four (24) hours before the meeting.
6. The Speaker may at their discretion call a special session of COGS with the endorsement of two-thirds of the remainder of the Executive Board, so long as twenty-four (24) hours' notice is provided to all members.
7. Any member of the Congress may petition for a special session of COGS. Such petition must specify the date, time, and location for the meeting, and the subject matter to be considered. Such a special session will be held if endorsed by two-thirds of the COGS membership, and then twenty-four (24) hours' notice is provided to all members.
8. The Agenda for COGS meetings shall be as follows:
  - a) Opening Ceremonies
9.
  - i. Call to Order
  - ii. Pledge of Allegiance
  - iii. Roll Call
  - b) Reading and Approval of the Minutes

- c) Petitions to the Assembly
- d) Special Introductions and Student Comments
- e) Messages from Student Government
- f) Report from the Office of Governmental Affairs
- g) Report of Officers
  - i. Speaker
  - ii. Deputy Speaker of Finance
  - iii. Deputy Speaker of Judicial Affairs
  - iv. Deputy Speaker of Communications
- h) Committee Reports
  - i. C-SAC
  - ii. Internal Affairs
  - iii. Student Advocacy
  - iv. Student Affairs
- i) Funding Requests
- j) Unfinished Business
- k) New Business
- l) Round Table/Final Roll Call
- m) Adjournment

10. The agenda for the meeting at which the annual budget is considered shall consist solely of the following:

- a) Opening Ceremonies
  - i. Call to Order
  - ii. Pledge of Allegiance
  - iii. Roll Call
- b) Reading and Approval of the Minutes
- c) Special Introductions and Student Comments
- d) Messages from Student Government
- e) Report of the Budget Committee
- f) Consideration of the Annual Budget
- g) Round Table/Final Roll Call
- h) Adjournment

11. The Speaker shall have the authority to reorder the Agenda at their discretion, or to insert special items other than business.

12. The Speaker may waive items on the agenda or postpone them to a later meeting subject to a majority (50% plus 1) vote of the Assembly present at a meeting where there is quorum.

13. Proper decorum and demeanor shall be maintained in the chambers at all times.

14. Each bill or resolution shall include a sponsor(s), as well as a declaration of purpose. Bills for RSO funding may have "On Petition" in lieu of a sponsor, in

such instances the requesting organization will serve as the sponsor of the bill for debate of measures as described in Rule 15.

15. All motions shall require a movant, and a second. The Advisor shall record both. If the motion is not objected to it shall be considered adopted.

16. Debate of Measures shall be conducted as follows:

- a) The sponsor(s) of a bill, resolution, or motion shall explain its purpose to the Assembly for up to three (3) minutes.
- b) The sponsor(s) shall take technical and non-debatable questions on the measure from members of the Assembly for up to three (3) minutes.
- c) Formal debate shall begin.
  - i. A three (3) minute round of speakers in favor of the measure shall be conducted.
  - ii. A three (3) minute round of speakers opposed to the measure shall be conducted.
  - iii. Two (2) further rounds of alternating debate shall be conducted. Motions to amend the measure may only be heard during these rounds of debate.
  - iv. A Representative may only speak twice during a round. The Chair shall give first preference to Representatives that have not spoken at all during debate.
  - v. Further rounds of alternating debate may be conducted at the discretion of the Speaker.
  - vi. All amendments to proposed legislation which are more than three words in length and include more than an amendment to strike language must be provided in writing or typed with date and reference, to the Advisor prior to a vote of the Assembly.
- d) The sponsor(s) may make a three (3) minute closing statement.
- e) A vote shall be taken in accordance with the procedures in Rule 16.

17. Voting

- a) The Assembly shall end debate and vote on a measure when the end of debate has been reached under Rule 15(e) or when calling the question succeeds.
- b) Calling the question may only be done after the first round of speakers in favor of the measure has been concluded during debate under Rule 15(c)
- c) Calling the question is a technical, non-debatable motion, requiring a second; if objected to, a Rule 16(d) vote shall immediately be taken as to whether or not to vote on the question.
- d) If the question is successfully called, debate shall be ended and the sponsor(s) of the measure on the floor shall proceed to their closing under Rule 15(d).

- e) Once the conditions of Rule 16(a) have been met, but before the vote is taken, any member of the Assembly may move for a vote by secret ballot.
  - i. In such vote the Advisor shall distribute ballots to members; members will record their vote without their names, and submit them to the Advisor.
  - ii. Invoking a secret-ballot vote shall require a majority vote (50% plus 1) of the assembly.
  - iii. A successful motion to vote by secret ballot shall supersede any other method of voting.
- f) Once the conditions of Rule 16(a) have been met, but before the vote is taken, any member of the Assembly may move for a vote by roll call.
  - i. In such a vote the Advisor will ask each member for their vote. The member will vote “aye” if they are in favor, “nay” if they are opposed, or “present” or “abstain” if they wish to abstain.
- g) All voting shall be conducted by either show of hands or voice (at the discretion of the Chair) unless otherwise called for.
  - i. In a show of hands vote, the Chair will ask for those in favor of calling the question. All those in favor will raise their hands. The Chair will then ask for those in opposition. All those in opposition will raise their hands. The Chair will then ask for all those not voting. All those not voting will raise their hands. The Chair and Advisor will conduct a count of each vote and confirm each other’s count.
  - ii. In a voice vote, the Chair will ask for those voting in favor to respond, “aye.” The Chair shall then ask for those voting in opposition to respond, “nay.” The Chair shall then ask for any representatives abstaining to raise their hands. The Chair shall determine whether the measure passes by the ayes and nays. If the Chair cannot determine whether the measure passed, another voice vote or a show of hands vote may be used.
- h) Only members present on the floor (the area designated for members of the Assembly) shall have the ability to cast a vote. The Chair shall only be able to cast a vote in the event that their vote could change the outcome.

18. Any member of the Assembly who is not serving as Chair during the consideration of a measure may move to adopt the measure by acclamation; if there is no objection to the motion, the measure shall be considered adopted.

19. Any Representative may submit a written statement of no more than 500 words explaining their vote on any measure. This statement shall be submitted to the Advisor and shall be included in the minutes.

20. Substituting the words “Chair” for “Speaker” and “Committee” for “COGS” or “Assembly”, all of the rules contained herein excepting rules 5, 7, 8, and 9, shall be applicable against committees.
21. All Bills, Resolutions, and funding petitions must be filed with the COGS Advisor no later than 4:00 PM the Thursday immediately preceding a regularly scheduled session of the Assembly. All Bills and Resolutions must be filed with a digital copy. The Speaker may at their discretion waive this rule if a measure is important and time sensitive.
22. The COGS Advisor shall e-mail any legislation filed in accordance with Rule 20 to all COGS Representatives by 5:00 PM the Friday before a regularly scheduled session of the assembly.
23. Where the COGS Internal Rules of Procedures is silent on a matter, the Chair may follow the latest edition of Robert’s Rules of Order.
24. Any actions taken not consistent with the COGS Internal Rules of Procedure or with the Chair’s interpretation of Robert’s Rules of Order may be objected to as a Point of Order. Such an objection must be made immediately after the infraction. The Chair will then correct the action if it was in error.
25. Proper Motions
  - a) Technical, non-debatable motions which are out of order if made without Chair’s acknowledgement, must be properly seconded and are subject to the 16(d) vote if properly objected to and not withdrawn.
    - i. “Motion for a “n” minute Recess” is a motion made when a Representative wants to move that the entire Assembly take a “n” minute break, where “n” is a positive integer no greater than 20.
    - ii. “Call the Question” is a motion made when a Representative wants to move that the Assembly close debate and vote on the matter at hand.
  - b) Technical, non-debatable interjections, which are out of order if made without the Chair’s acknowledgement, but do not need a second or to be voted on.
    - i. “Point of Privilege” is made when a Representative would like for the Speaker or Chair to address something that affects the Assembly such as personal comfort, amplification of speaker, noise of outside environment, or safety.
    - ii. “Point of Order” is made when a Representative would like for the Speaker or Chair to enforce the COGS Internal Rules of Procedure

or the Chair's interpretation of the latest edition of Robert's Rules of Order.

- iii. "Point of Parliamentary Inquiry" is made when a Representative would like for the Speaker or Chair to state the phrasing of a correct motion in order to accomplish a desired result, or to explain procedural issues. The Chair or a designee may then address the inquiry.
  - iv. "Point of Information" is made when a Representative would like for the Chair or a designee to give pertinent information on the matter at hand. The Chair or a designee may then address the inquiry.
- c) Debatable motions, which are out of order if made without Speaker's or Chair's acknowledgement, must be properly seconded and may be subject to debate under Rule 15: Debate of Measures, and then vote under Rule 16: Voting, if properly objected and not withdrawn.
- i. "Motion to Table" is a motion made when a Representative wants to move that the Assembly suspend discussion on a matter for the entire meeting.
  - ii. "Motion to Amend" is a motion made when a Representative wants to strike and/or add language to a pending matter.
  - iii. "Motion to Refer to a Committee" is a motion made when a Representative wants to move that the Assembly refer the matter-at-hand to a particular committee.
    - 1. Any matter referred to a committee must be reported on by said committee at the next sitting of the Assembly. In the event that the committee has failed to meet, the sponsor may request that the bill be revisited during the next general Assembly meeting after the matter has been referred to that committee.
- d) Other motions may be made and heard, consistent with Robert's Rules of Order.

26. The Executive Editor and Advisor shall be empowered to correct clerical or technical errors in the minutes, bills and resolutions.

27. Each Committee shall use a pre-made template for their meeting minutes. This template shall be approved by a two-thirds (2/3) vote of the General Assembly. This template shall be changed by a three-thirds (3/4) vote of the General Assembly.