

## TWENTY FIFTH CONGRESS OF GRADUATE STUDENTS



Assembly Meeting  
COGS Assembly Room  
Senate Chambers Room, 316 Oglesby Union  
November 7<sup>th</sup>, 2016  
6:30 p.m.  
Agenda



Call to Order- A member of the Executive Cabinet will preside over meeting until the Speaker is elected.

Pledge of Allegiance:

Roll Call:

Swearing in of New Members and Members not at Inauguration

Petitions into the Assembly: Austin Engelbrecht (Law), Jeanette Lehn (Special/Undecided), Latanja Peoples (Education), Jorge Oseguera-Gamba (Minority Student Advocate), Dean Rosenthal (Arts & Sciences)

Elections:

- Speaker
- Deputy Speaker for Finance
- Deputy Speaker of Communications
- Deputy Speaker of Judicial Affairs

Reading and Approval of Minutes:

Special Introductions and Student Comments:

Messages from Student Government:

Report of Officers:

- The Report of the Speaker
- The Report of the Deputy Speaker for Finance
- The Report of the Deputy Speaker of Judicial Affairs
- The Report of the Deputy Speaker of Communications

Committee Report:

- C-SAC:
- Internal Affairs:
- Academics & Student Life:
- Ways & Means:

Unfinished Business: NONE

Funding Requests:

- Bill 1: *Allocation to INSAT*
- Bill 2: Allocation to the *Student Teacher of Education Graduate Student Association*
- Bill 3: *Allocation to the MBA Association*
- Bill 4 Sponsored by Representative Uttermark: *Transfer of Travel Grant Funds*

New Business:

- Resolution 1 Sponsored by the COGS Speaker: *Establishing the Internal Rules of Procedure*

Round Table:

Adjournment:

Next Meeting: November 21, 2016

# COGS FINANCIAL REPORT

NOVEMBER 4<sup>TH</sup>, 2016

## COGS Administrative Account (244001)

(Includes)

- COGS Officers/OPS Accounting Assistant
- Food
- Maintenance
- Speaker's Request
- NAGPS Membership
- Overhead
- Office Phone Services

**Balance: \$24,693.09**

## COGS Unallocated (244003)

(Includes)

- Organization Funding Support (Requests more than \$1000)

**Balance: \$12,640.06**

## COGS Organizational (244006)

(Includes)

- Organization Funding Support (requests less than \$1000 for fiscal year)

**Balance: \$3,710**

## ACADEMIC & PROFESSIONAL SUPPORT GRANTS ACCOUNTS

### Presentation Grants=

\*July-October  
Total: \$46,800

**Balance: \$1,874.09**

### Attendance Grants=

\*July-October  
Total: \$9,400

**Balance: \$5,600**

\*November-February  
Total: \$63,800

**Balance: \$28,400**

\*November-February  
Total: \$4000

**Balance: \$500**

\*March-June  
Total: \$44,400

**Balance: \$44,400**

\*March-June  
Total: \$4000

**Balance: \$4,000**

# TWENTY-FOURTH CONGRESS OF GRADUATE STUDENTS



MINUTES OF THE REGULAR SESSION  
Student Government Chambers Room, 316 Oglesby Union  
October 17<sup>th</sup>, 2016  
6:37p.m.



**CALL TO ORDER:** 6:37 p.m.

**REPRESENTATIVES PRESENT:** Allen, Asturizaga, Baker, Clark, Elwood, Garcia, Guilbeau, Head, Indrakanti, Lehn, Mendez, Peoples, Peruche, Scriven, Sharifi-Raini, Shu, Solomon, Uttermark, Ward

**QUORUM:** YES

**PLEDGE OF ALLEGIANCE:** Allen

**REPRESENTATIVES LEFT EARLY, EXCUSED:** NONE

**REPRESENTATIVES LEFT EARLY, UNEXCUSED:** NONE

**REPRESENTATIVES ABSENT, EXCUSED:** Aung-Din, Engelbrecht, Grubbs, Miller, Oseguera, Sanogo, Williams

**REPRESENTATIVES ABSENT, UNEXCUSED:** DeStefano, Garson, Mазzie, Rosenthal

**REPRESENTATIVES LATE, EXCUSED:** NONE

**REPRESENTATIVES LATE, UNEXCUSED:** NONE

**PETITIONS INTO THE ASSEMBLY:** NONE

**MINUTES APPROVED:** Uttermark.

**SPECIAL INTRODUCTIONS AND STUDENT COMMENTS:** Gabe Marengo (Oglesby Union, Nole Central)

**MESSAGES FROM STUDENT GOVERNMENT:** NONE

**REPORT FROM THE OFFICE OF GOVERNMENTAL AFFAIRS:** NONE

**Unfinished Business:** NONE

**Funding Requests:**

- **Bill 41** Sponsored by CSAC: *Allocation to the Lebanese Social Organization*  
The organization is requesting funding for a screening of the documentary, "A World Not Ours" which depicts the life in a refugee camp in Lebanon. The organization would like to purchase the license fee of the documentary and some additional funding for popcorn and refreshments to consume during the film. **FIRST PRO:** Scriven is in favor of the event and believes that it allows other cultures to learn the history of Lebanon. Deputy Speaker Ward adds that the organization will have a panel of guests who work with refugees and study the culture discuss the film. Motion to call to question. Vote by roll call. Allen: Ay, Asturizaga: Ay, Baker: Ay, Clark: Ay, Garcia: Ay,

Guilbeau: Ay, Head: Ay, Indrakanti: Ay, Lehn: Ay, Mendez: Ay, Peoples: Ay., Peruche: Ay, Scriven: Ay, Shairfi Raini: Ay, Shu: Ay, Solomon: Ay, Uttermark: Ay, Ward: Ay. **Bill 41 passes; General Expense: \$240, Food: 250.**

**New Business:**

- Bill 42 Sponsored by the Ways and Means Committee: *Substantive Edits to the COGS Code, Amending Chapter 113: Requirements to Maintain Office*  
Chair of Ways and Means Explains the purpose of Chapter 113. Solomon further explains that the Code does not hold representatives responsible for arriving late or leaving early from a COGS meeting. In addition to the 6 absences policy the committee added if the representative leaves a meeting before Roundtable, it will count as a half absence (.5). The same rule applies if you arrive late to a meeting. Representatives inquire if a person goes to the restroom during Roundtable, will the representative be counted as absent, did the committee consider a duration of time to determine if the representative will have to use the half absence, how the discussion came about for the half absence penalty, and the intentions of some absences notice going to the Program Associate and others going to the Deputy Speaker for Judicial Affairs. Representatives also inquire who is in charge of tracking late arrivals and early departures. Representatives continue to question the merit of the half absence and a clear definition of arrive early, leave late and how the absence can be excused. **FIRST PRO:** Deputy Speaker Ward appreciates the efforts of the Ways & Means Committee and believes that it is the right step to take for order. Peruche is in favor of the bill, but believes it needs some minor changes. **FIRST CON:** Scriven believes there are certain parts in the amendments that should be clarified. Deputy Speaker Asturizaga is hesitant about the amendments and does not know if it is necessary to penalize those who show up to a meeting rather than missing a meeting. **SECOND PRO:** Solomon informs the congress that many of their comments and questions are listed in the COGS Code. Motion to amend the bill, submitted in writing. Second. Objection. Deputy Speaker Ward explains the intent of the amendments was to make some areas of the Code more clearly defined. Representatives inquire how the modifications are not in conflict with 114.2, 114.3 and 114.4, what is the sponsor's point of view on the definition of Call to Order in 114.2. Motion to refer the bill back to the committee. Second. Motion Passes. **Bill 42 sent back to the Ways & Means Committee.**

**Roundtable:** Allen, Asturizaga, Baker, Clark, Elwood, Garcia, Guilbeau, Head, Indrakanti, Lehn, Mendez, Peoples, Peruche, Scriven, Sharifi-Raini, Shu, Solomon, Uttermark, Ward

**ADJOURNMENT:** 8:27p.m.

# Congress of Graduate Students Florida State University

A207 Oglesby Union Tallahassee, FL 32306-4027 Phone: (850) 644-6950

## The 25<sup>th</sup> Congress of Graduate Students

### BILL 1

### ON PETITION

#### *Allocation to the Indian Students Association of Tallahassee*

On November 7<sup>th</sup>, 2016, the body voted to move the following amount from the COGS 2016-2017 Unallocated Account (244-003) to the Indian Students Association of Tallahassee:

Food: \$300

**Purpose:** Funding assistance for the Diwali Event, an Indian festival of lights. The event will be held at the Globe Auditorium on December 2<sup>nd</sup>, 2016 from 6:30pm to 9:00 pm.

**Proviso:** All COGS Funds not spent for this request shall be returned to the COGS Unallocated Account.

\_\_\_\_\_  
*Speaker*

\_\_\_\_\_  
*Deputy Speaker for Finance*



November 7<sup>th</sup>, 2016

\_\_\_\_\_  
Danielle Morgan Acosta  
*Director of Student Affairs*

\_\_\_\_\_  
Dr. Mary Coburn  
*Vice President for Student Affairs*

## Response Summary:

### Organization Info

Requesting Organization: INSAT  
Date Requested: 12/2/2016  
Academic Term: Fall 2016  
President: Shiva Charan Indrakanti  
President's Email: [si15@my.fsu.edu](mailto:si15@my.fsu.edu)  
President's Phone Number: 8509806681  
Treasurer: Ashish Kumar Mekala  
Treasurer's Email: [am15am@my.fsu.edu](mailto:am15am@my.fsu.edu)  
Treasurer's Phone Number: 8482132171

### Funding Source:

COGS

### Budget Categories and Amount Requested

Contractual Services 0  
Expense General 0  
Expense Travel 0  
Food 300  
Clothing/Awards 0  
OCO 0

### Special Restrictions:

\$7 entry fee for non Insat members

### Organization's full name

Indian Students Association of Tallahassee

Have your organization's president and treasurer taken the financial workshop?

Yes

Is your organization a recognized student organization (RSO) for this fiscal year?

Yes

Does your organization do fundraising?

Yes

What is the total amount of funds your club has raised for this event/item?

400

How did you raise the funds?

The Indian Students were asked to be a member of INSAT with a \$10 membership fees. With the help of membership fees we were able to raise a total of 400\$.

How many active members are in your organization?

60

Does your organization charge dues?

Yes

If your organization charges dues, how much does it charge?

10

Purpose for which the funds will be used

We wish to hold the Diwali Event at the Globe Auditorium which will be open to all, with a \$7 entry fee for non INSAT members. The funds we receive with the help of COGS along with funds we have raised will be used to order Indian Food from FSU Vendor. This event is celebrated for the occasion of Diwali, an Indian festival of lights. This festival is held in high regards by Indians. We wish to hold this event so that graduate students get an opportunity to socialize, indian students feel homely away from home with Indian food and will also serve as break from the hectic school schedule. We will encourage students to participate in this event by showcasing their talents like dance, singing, stand-up , etc.This will eventually help boost the confidence of international students to participate in extracurricular activities. We will also hold a "Best Traditional Dress Competition" which will encourage students to wear traditional indian dresses. Hence, as this event is open to all, the non-indian students will learn about indian traditions, culture, dressing and food.

What is the date and time of the event in which the requested funds will be used?

December 2nd, 2016. Friday from 6:30PM to 9:00PM

Is there anything else you would like us to consider?

We would like to thank COGS for providing us with funding for the Fresher's event (Fall 2016) which was a huge success. The new international students mingled with each other , and strong bonds have been formed. The students help each other in academics and in other aspects. Also we would like to thanks COGS for providing INSAT with funding last year to hold the Diwali Event . Many students participated in the Diwali Event last year , including non-indian students. It was also a huge success with a turnout of approximately 60 students. We had 3 performances by students and a ""Best Traditional Dress Competition". We expect the event to be a success this year as well.

By signing in the space provided below, I hereby certify that all the information contained in this... Harsha Peswani



# Congress of Graduate Students Florida State University

A207 Oglesby Union Tallahassee, FL 32306-4027 Phone: (850) 644-6950

## The 25<sup>th</sup> Congress of Graduate Students

### BILL 2

### ON PETITION

*Allocation to the School of Teacher Education Graduate Student Association (STEGSA)*

On November 7<sup>th</sup>, 2016, the body voted to move the following amount from the COGS 2015-2016 Unallocated Account (244-003) to the School of Teacher Education Graduate Student Association:

Food: \$254.26

**Purpose:** Funds will be used for refreshments at panel discussions and for social hours prior to colloquiums.

**Proviso:** All COGS Funds not spent for this request shall be returned to the COGS Unallocated Account.

\_\_\_\_\_  
*Speaker*

\_\_\_\_\_  
*Deputy Speaker for Finance*



November 7<sup>th</sup>, 2016

\_\_\_\_\_  
Danielle Morgan Acosta  
*Director of Student Affairs*

\_\_\_\_\_  
Dr. Mary Coburn  
*Vice President for Student Affairs*

## Response Summary:

### Organization Info

Requesting Organization: STEGSA  
Date Requested: 11/3/16  
Budget Number: N/A  
Academic Term: 2016-2017  
President: Leah Hollingswoth  
President's Email: [lnh14c@my.fsu.edu](mailto:lnh14c@my.fsu.edu)  
President's Phone Number: (704) 258-9595  
Treasurer: Kelly Findley  
Treasurer's Email: [kpf13@my.fsu.edu](mailto:kpf13@my.fsu.edu)  
Treasurer's Phone Number: (850) 339-4545

### Funding Source:

COGS

### Budget Categories and Amount Requested

Contractual Services 0  
Expense General 0  
Expense Travel 0  
Food 254.26  
Clothing/Awards 0  
OCO 0

### Organization's full name

School of Teacher Education Graduate Student Association

Have your organization's president and treasurer taken the financial workshop?

Yes

Is your organization a recognized student organization (RSO) for this fiscal year?

Yes

Does your organization do fundraising?

No

What is the total amount of funds your club has raised for this event/item?

0

How did you raise the funds?

N/A

How many active members are in your organization?

23

Does your organization charge dues?

No

If your organization charges dues, how much does it charge?

N/A

How much A&S money did your organization spend last year?

N/A

Purpose for which the funds will be used

Panel Discussions or refreshments for social hour before colloquium

What is the date and time of the event in which the requested funds will be used?

12/9/16, 1/20/17, 2/17/17, 4/21/17, and pizza in the park event in spring, TBD

By signing in the space provided below, I hereby certify that all the information contained in this...

Kelly Findley

# Congress of Graduate Students Florida State University

A207 Oglesby Union Tallahassee, FL 32306-4027 Phone: (850) 644-6950

## The 25<sup>th</sup> Congress of Graduate Students

### BILL 3

### ON PETITION

#### *Allocation to the MBA Association*

On November 7<sup>th</sup>, 2016, the body voted to move the following amount from the COGS 2016-2017 Unallocated Account (244-003) to the MBA Association:

Travel: \$1,829.73

**Purpose:** Funding assistance to subsidize a company tour trip to Atlanta, GA for members to interview with potential employers. The trip is scheduled for December 2-3, 2016.

**Proviso:** All COGS Funds not spent for this request shall be returned to the COGS Unallocated Account.

\_\_\_\_\_  
*Speaker*

\_\_\_\_\_  
*Deputy Speaker for Finance*



November 7<sup>th</sup>, 2016

\_\_\_\_\_  
Danielle Morgan Acosta  
*Director of Student Affairs*

\_\_\_\_\_  
Dr. Mary Coburn  
*Vice President for Student Affairs*

## Response Summary:

### Organization Info

Requesting Organization: MBAA  
Date Requested: 11/3/2016  
Budget Number: 584290101  
Academic Term: Fall 2016  
President: Ashley Beckman  
President's Email: [anb13e@my.fsu.edu](mailto:anb13e@my.fsu.edu)  
President's Phone Number: 386-365-5733  
Treasurer: Brandon Earle  
Treasurer's Email: [bme16@my.fsu.edu](mailto:bme16@my.fsu.edu)  
Treasurer's Phone Number: 386-931-5902

### Funding Source:

COGS

### Budget Categories and Amount Requested

Contractual Services 0  
Expense General 0  
Expense Travel 1829.73  
Food 0  
Clothing/Awards 0  
OCO 0

### Organization's full name

MBA Association

Have your organization's president and treasurer taken the financial workshop?

Yes

Is your organization a recognized student organization (RSO) for this fiscal year?

Yes

Does your organization do fundraising?

Yes

What is the total amount of funds your club has raised for this event/item?

\$0.00

How many active members are in your organization?

30

Does your organization charge dues?

Yes

If your organization charges dues, how much does it charge?

\$75

Purpose for which the funds will be used

The funds will be used to subsidize a company tour trip to Atlanta for the FSU MBA Association.

What is the date and time of the event in which the requested funds will be used?

Friday 12/2/2016-Saturday 12/3/2016

Is there anything else you would like us to consider?

All members attending the trip will be graduating in the spring of 2017 or 2018 and are currently interviewing with potential companies. This trip will provide graduate students in the MBA program the opportunity to observe and make connections at potential companies and provide a different perspective in their job search. The MBA officers are continuing to reach out to companies headquartered in Atlanta, where numerous MBA members have expressed interest in working.

By signing in the space provided below, I hereby certify that all the information contained in this...

Elizabeth Turner

# Congress of Graduate Students Florida State University

A207 Oglesby Union Tallahassee, FL 32306-4027 Phone: (850) 644-6950

## The 25<sup>th</sup> Congress of Graduate Students

### BILL 4

Sponsored by Representative Uttermark  
*Transfer of Travel Grant Funds*

On November 7, 2016, the body voted to move the following amount from the COGS 2016-2017 July-October Attendance Grant Account to the November – February Attendance Grant Account:

November – February Presentation Grants Account      \$3,600

**Purpose:** To provide additional funding for graduate and professional students to attend conferences in through the months of November through February.

\_\_\_\_\_  
*Speaker*

\_\_\_\_\_  
*Deputy Speaker for Finance*



November 7<sup>th</sup>, 2016

\_\_\_\_\_  
Danielle Morgan Acosta  
*Director of Student Affairs*

\_\_\_\_\_  
Dr. Mary Coburn  
*Vice President for Student Affairs*

# Congress of Graduate Students Florida State University

A 207 Oglesby Union Tallahassee, FL 32306-4027 Phone: (850) 644-6950

## The 25<sup>th</sup> Congress of Graduate Students

### Resolution 1

Sponsored by the Speaker of COGS

### *Establishing the Internal Rules of Procedure*

WHEREAS, the Congress of Graduate Students is empowered to adopt its own Internal Rules of Procedure,

THEREFORE, BE IT RESOLVED that the attached document is adopted as the Internal Rules of Procedure.

\_\_\_\_\_  
*Speaker*



\_\_\_\_\_  
*Deputy Speaker for Finance*

November 7<sup>th</sup>, 2016





## TWENTY-FIFTH CONGRESS OF GRADUATE STUDENTS



### 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 in the SGA Chambers room 316 in the Oglesby Student Union, 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 his or her 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
    - 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 of Officers
    - i. Speaker
    - ii. Deputy Speaker of Finance
    - iii. Deputy Speaker of Judicial Affairs
    - iv. Deputy Speaker of Communications
  - g) Committee Reports
    - i. C-SAC
    - ii. Internal Affairs
    - iii. Academics & Student Life
    - iv. Ways & Means
  - h) Funding Requests
  - i) Unfinished Business
  - j) New Business
  - k) Round Table/Final Roll Call
  - l) Adjournment
9. 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) Funding Requests
  - f) Report of the Budget Committee
  - g) Consideration of the Annual Budget
  - h) Round Table/Final Roll Call
  - i) Adjournment
10. The Speaker shall have the authority to reorder the Agenda at his or her discretion, or to insert special items other than business.
11. 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.
12. Proper decorum and demeanor shall be maintained in the chambers at all times.
13. 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.

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

15. 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 Program Associate 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.

16. 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 his or her 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 Program Associate shall distribute ballots to members; members will record their vote without their names, and submit them to the Program Associate.
  - 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 Program Associate 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 Program Associate 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 his or her vote could change the outcome.

17. 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.

18. Any Representative may submit a written statement of no more than 500 words explaining his or her vote on any measure. This statement shall be submitted to the Program Associate and shall be included in the minutes.

19. 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.

20. All Bills, Resolutions, and funding petitions must be filed with the COGS Program Associate 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 his/her discretion waive this rule if a measure is important and time sensitive.
21. The COGS Program Associate 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.
22. 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.
23. 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.
24. 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 his or her designee may then address the inquiry.
    - iv. "Point of Information" is made when a Representative would like for the Chair or his or her designee to give pertinent information on the

matter at hand. The Chair or his or her 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.

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