



TWENTY EIGHTH CONGRESS OF GRADUATE STUDENTS

Assembly Meeting
COGS Regular Session
November 18th, 2019, 6:30 p.m., HCB 103
Agenda

Call to Order:

Pledge of Allegiance:

Roll Call:

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Reading and Approval of Minutes:

Elections:

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

Special Introductions and Student Comments:

Messages from Student Government:

Report from the Office of Governmental Affairs:

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:
- Student Advocacy:
- Student Affairs:

Funding Requests:

- Bill 1: Spanish Graduate Student Organization
- Bill 2: MRS FAMU-FSU Chapter

- Bill 3: History Graduate Student Organization
- Bill 4: Indian Students Association of Tallahassee
- Bill 5: College of Social Work Doctoral Student Organizations

Unfinished Business:

New Business:

- Resolution 1: Establishing the Internal Rules of Procedure

Round Table:

Adjournment:

Next Meeting:

Monday, December 2, 6:30 PM, HCB 103

Spring 2019

Special Session: Monday, January 13, 6:30 PM, HCB 103

Monday, February 3, 6:30 PM, HCB 103

Monday, February 17, 6:30 PM, HCB 103

Monday, March 2, 6:30 PM, HCB 103

Special Session: Monday, March 23, 6:30 PM, HCB 103

Monday, April 6, 6:30 PM, HCB 103

Monday, April 20, 6:30 PM, HCB 103

COGS Financial Report, Fiscal Year 2019-2020

ACCOUNT	ALLOCATION AMOUNT	DESCRIPTION	BALANCE
UNALLOCATED	\$25,081	For RSO funding requests at COGS meetings	\$11, 088.95
ORGANIZATIONAL (C-SAC)	\$3,000	RSO funding for allocations less than \$1000 for the fiscal year	\$3,000
LSC	42,000	Funding allocations from Law School Council to Law School Student Organizations	\$10,332.24
MSC	42,000	Funding allocations from Medical School Council to Medical School Student Organizations	\$14,573.92
PRESENTATION GRANTS (Jul-Oct)	\$53,000	Presentation Grant balance for the March-June funding period	(\$1,164)
PRESENTATION GRANTS (Nov-Feb)	\$60,000	Presentation Grant balance for the November-February funding period	\$22,200
PRESENTATION GRANTS (Mar-Jun)	\$47,000	Presentation Grant balance for the March-June funding period	\$47,000
ATTENDANCE GRANTS (Jul-Oct)	\$6,000	Attendance Grant balance for the July-October funding period	\$609
ATTENDANCE GRANTS (Nov-Feb)	\$6,000	Attendance Grant balance for the November-February funding period	\$300
ATTENDANCE GRANTS (Mar-Jun)	\$5,000	Attendance Grant balance for the March-June funding period	\$5,000

TWENTY SEVENTH CONGRESS OF GRADUATE STUDENTS



Assembly Meeting
HCB 103
November 4, 2019
6:30 p.m.
MINUTES



Call to Order: 6:30 PM

Pledge of Allegiance: Representative Lane

REPRESENTATIVES PRESENT: Book, Creigh, Demirsoy, Hennighan, LaBayne, Mendez Morgan, Neslon, O'Neill, Shabbandeh,

REPRESENTATIVES LEFT EARLY, EXCUSED: None

REPRESENTATIVES LEFT EARLY, UNEXCUSED: None

REPRESENTATIVES ABSENT, EXCUSED: Blake-Hedges, Fisher, Solano

REPRESENTATIVES ABSENT, UNEXCUSED: Brinkman, Walton

REPRESENTATIVE LATE, EXCUSED: None

REPRESENTATIVES LATE, UNEXCUSED: Cheuwa

Reading and Approval of Minutes: Motion to Approve, Demirsoy; 2nd LeBayne; No Objections; APPROVED

Petitions into the Assembly: None

Special Introductions and Student Comments: None

Messages from Student Government: None

Report from the Office of Governmental Affairs: None

Elections: None

Report of Officers:

- **The Report of the Speaker:**

This will be my last time as Speaker of COGS, I will not run for reelection; I have been working with Beta Alpha Psi, which is an accounting fraternity and this has been a fun, new learning experience

- **The Report of the Deputy Speaker for Finance:**

The COGS Speaker reviewed the financial report created by the Deputy Speaker of Finance with the necessary and sufficient details to ensure COGS members were able to make informed decisions related to COGS business

- **The Report of the Deputy Speaker of Judicial Affairs**
None.
- **The Report of the Deputy Speaker of Communications**
None.

Committee Report:

- **C-SAC:** Three requests were heard before the meeting, Turkish Student Association, Anthropology Graduate Student Association, Social Leadership Student Organization.
- **Internal Affairs:** Has not met
- **Student Advocacy:** Has not met
- **Student Affairs:** Has not met

Funding Requests:

- Bill 28: Cheminoles
 - Sponsored by Representative LeBayne: This is the graduate chemistry student association and they are asking for funding for events and materials throughout the year. They are also requesting funding for instructional videos to provide free access as an online resource for students to understand the use of scientific instruments. Representative LeBayne also reviewed all of the events the organization is planning to host during the coming year, the predicted attendance. **1st Pro** – LeBayne – I think they have planned their events thoroughly and the events are large and will benefit the study body. Cray – 1 I love the pun in the name, 2 I think the amount of money requested for food is conservative for the attendance predicted. Mendez – they appear to be within the recommended limits. Chewa – as soon as they have a clear budget, if they achieve their goals, if they know we helped then that is meeting th goal of COGS **1st Con** – Demirsoy – Move to Amend – remove \$359 from the total bill; 2nd Morgan; Passes; Objection – Chewa – what is the assurance that they will have a camera? Withdrawn; Nelson – point of clarification – what is the \$200 for printing and advertising slated for march?

Speaker – most of it would be for promotional; Lebayne – Motion to Amend – move to reduce the Expense category to \$298.12; 2nd Morgan; no objection; Motion to call the question – Morgan; 2nd Demirsoy; no objections

Vote: 9-0-1; APPROVED

Unfinished Business: None

- Bill 26: Code Revisions, LSC

Bill introduced by Speaker O'Neill with sufficient detail to allow COGs members to make an informed decision about the Bill; however, Speaker reported Deputy

Speaker CBH recommends tabling the bill; Motion to Table Bill 26 indefinitely – Mendez; 2nd Nelson; No objection

- Bill 27: Code Revisions, MSC

Bill was introduced by Speaker O'Neill with sufficient detail to allow COGS members to make and informed decision about the Bill, Speaker reported Deputy Speaker CBH recommends tabling the bill; Motion to Table Bill 27 indefinitely – Morgan, 2nd Mendez; No Objections

New Business:

- Resolution 9: C-SAC Consent Resolution

Introduced by Speaker O'Neill, recommending an amendment to resolution (subtract \$60 from Turkish Student Association); Turkish Student Association: requested \$299 to \$239; Social Leadership Student Organization requesting: \$300 to \$120; Anthropology Graduate Student Association requesting: \$797.01; Total requested: \$1,336.01; **PRO** Rep Mendez: Groups have good plans on how to spend money; Motion to amend: Rep Nelson \$299-\$239, from \$300 to \$120; 2nd O'Neill; No objections - amendment passes; Rep O'Neil motion, seconded by Dimirsoy. **VOTE: 9 – 0 -1; APPROVED**

- Resolution 10

COGS allocated \$1,500.00 in contractual funds to HiGSA; Now asking to give \$350.00 for skype presentation. **1st PRO:** Demirsoy, great job at every event, we should help them out, not their fault he cancelled. **1st CON:** None; Motion to call questions Mendez; Nelson 2nd. **VOTE: 9 – 0 -1; APPROVED**

Round Table: Blake-Hedges, Book, Fisher, Hennighan, Morgan, O'Neill, Shahbandeh, Creigh, Cheuwa, LaBayne, Mendez. Please keep in mind that we will be having a November training on an opposite Monday that is not a COGS meeting at 6:30 pm.

Adjournment: 8:35 PM

Next Meeting:

Monday, November 4, 6:30 PM, HCB 103

Fall Meetings

Monday, November 18, 6:30 PM, HCB 103

Monday, December 2, 6:30 PM, HCB 103



Allocation, Revision, or Transfer

28th Congress of Graduate Students

Bill #: 1

Sponsored by: Representative Nelson

Date: Monday, November 18th, 2019

Amount: 2,775

From (account name): COGS Unallocated

To (account name): Spanish Graduate Student Organization (SGSO)

Purpose & Description: This event consists of two parts: 1) a talk and 2) a workshop, both given by Dr. Julio Torres (University of California, Irvine). Dr. Torres' talk will focus on heritage speakers of Spanish in the U.S. and instructional practices that best benefit this group of learners. Heritage speakers are defined as "individuals raised in homes where a language other than English is spoken and who are to some degree bilingual in English and the heritage language," according to Valdés (2000, 2005). The workshop will serve as a 'hands on' approach for students who plan to be future language educators to learn how to develop instructional materials for heritage speakers based on the pedagogical method of Task Based Language Teaching. Learning how to properly provide instruction for heritage speakers of Spanish is paramount, as FSU has recently become a Hispanic serving institution and the number of heritage speakers enrolled in foreign language classrooms is expected to greatly increase.

Itemized Expenditures:

Quantity	Description	Unit Price
	Expense	\$2,000
	Food	\$775

Total: \$2,775

Category	Expense	Information	Quote	
Travel Expenses (1/21-1/24)	Airfare	Delta (Basic Economy) <u>Departure</u> (1/21) 11:25AM (SNA) → 6:32PM (ATL) 8:01PM (ATL) → 9:05PM (TLH) <u>Return</u> (1/24) 7:00AM (TLH) → 8:04AM (ATL) 8:57AM (ATL) → 10:57AM (SNA)	\$567	
		American Airlines (Basic Economy) <u>Departure</u> (1/21) 1:14PM (SNA) → 6:12PM (DFW) 6:54PM (DFW) → 10:01PM (TLH) <u>Return</u> (1/24) 2:16PM (TLH) → 3:50PM (DFW) 5:12PM (DFW) → 6:35PM (SNA)	\$584	
	Hotel	Residence Inn (600 W Gaines Street) Studio, 1 King \$321.31/night x 3 nights + tax	\$1308.10	
		Hampton Inn & Suites (824 Railroad Avenue) King Room w/ Mini Fridge (NS) \$262/night x 3 nights + tax	\$884.25	
		Home2 Suites by Hilton (210 S Magnolia Drive) 1 Queen Bed Studio (NS) \$329/night x 3 nights + tax	\$1110.38	
	Rental Car	Enterprise (Compact) Pick-up and drop-off at TLH \$25/day x 3 days + tax	\$117.50	
		Enterprise (Full size) Pick-up and drop-off at TLH \$29.50/day x 3 days + tax *Used 1-877-690-0064 and referenced the state contract #XZ55622	\$120.89	
	Gas	≈1 full tank of gas \$2.40/gallon x 15 gallons + tax	\$40	
	Food	Daily Meals for Guest	\$61 per diem (Leon county) x 3 days	\$183
		Coffee for Workshop	Lucky Goat coffee \$15/gallon x 2 gallons	\$30
Food for Workshop		Misc. food (including paper products) from Publix	\$300	
Post-workshop e-board Dinner		\$35/person x 6 people	\$210	
Total Amount Requested = \$2,775				



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Allocation, Revision, or Transfer

28th Congress of Graduate Students

Bill #: 2

Sponsored by: Representative Blake-Hedges

Date: Monday, November 18th, 2019

Amount: 640.81

From (account name): COGS Unallocated

To (account name): MRS FAMU-FSU Chapter

Purpose & Description: To provide t-shirts and food for the organization and participants at its materials related event.

Itemized Expenditures:

Quantity	Description	Unit Price
	Clothing & Awards	\$420
	Food	\$220.81

Total: \$640.81



3445 GARBER DRIVE
TALLAHASSEE, FL 32303
(850) 222-1003
WWW.FULLPRESSAPPAREL.COM

Quote: 2844

Date Quote: 10/7/19
Completion Date:

Name	Salesperson	Email
Dhevathi Rajan Rajagopalan	Chloe Fromme	

Materials Research Society

Phone	Fax
313-888-5733	

Quote Category

Qty	Part Number	Color	Description	Unit Price	Total Price
50	G200	White	Gildan Adult Ultra Cotton 6 Oz. T-Shirt	8.40	420.00
1	FSU ROY		FSU Royalty		

Subtotal	420.00
Sales Tax	
Shipping	
Total	420.00

Note:

This quote is valid for 30 days.

Authorized By: Signature Printed Name Title Date



Allocation, Revision, or Transfer

28th Congress of Graduate Students

Bill #: 3

Sponsored by: Representative Morgan

Date: Monday, November 18th, 2019

Amount: 2,090

From (account name): COGS Unallocated

To (account name): History Graduate Student Organization

Purpose & Description: To provide food, a speaker, and supplies for eleventh annual Southeast Regional Graduate Student Conference. Graduate students at any level in the humanities and social sciences are encouraged to participate in this collegial environment. Our conference offers an opportunity for first- or second-year students to explore a conference setting, meet fellow graduate students, and visit a new department. Advanced students will find fertile ground for testing their ideas and receiving feedback from peers and senior academics. We hope you will join us.

Itemized Expenditures:

Quantity	Description	Unit Price
	Expense	\$270
	Food	\$520
	Contractual Services	\$1300

Total: \$2,090

COGs Budget Proposal
History Graduate Student Association
Southeast Regional Graduate Student Conference, April 3, 2020

1) Contractual Services: \$1300

- a. Honorarium \$500
- b. Airfare \$500 (approx. value of flights from major cities)
- c. Hotel \$300 (2 nights @ 150/night)

2) Expense General: \$270

- a. Folders \$50 (50 @ \$0.89. FSU BKSTR, Prod. # MMS013991708/0)
- b. Name Badges \$40 (1 box @ \$33.99. OFF. MAX, Prod. # 945303)
- c. Notepads \$70 (8 packs @ 7.69 each. OFF. MAX, Prod. # 480710)
- d. Posters \$35 (1 roll @ \$29.99. OFF MAX. Prod. # 598944)
- e. Programs \$75 (FSU Student publication services)

3) Food: \$520

- a. Coffee \$100 (6 boxes @ \$15.00 each. Dunkin Donuts)
- b. Bottled Water \$10 (1 pack of 32 bottles @ 4.99. Publix)
- c. Large Croissant Plater \$20 (26 count @ \$18.99. Publix)
- d. Large Breakfast Plater \$30 (104 count @ \$27.99. Publix)
- e. Lunch \$240 (4 sandwich or veggie wrap platers @ \$60.00. Gordo's)
\$100 (Rice and bean sides @ \$2.00 per person. Gordo's)
\$20 (4 gallon teas and juices @ \$5.00 per gallon. Gordo's)

4) Total: \$2090

5) Notes

- a. Fundraising:
 - i. History Graduate Student Association anticipates fundraising \$300
 - ii. Book sale + mug sale
- b. Attendance:
 - i. This event will be open to the entire student population
 - ii. We expect 50 participants
 - iii. We expect an additional 100 attendees



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Allocation, Revision, or Transfer

28th Congress of Graduate Students

Bill #: 4

Sponsored by: Representative O'Neill

Date: Monday, November 18th, 2019

Amount: 950

From (account name): COGS Unallocated

To (account name): Indian Students Association of Tallahassee

Purpose & Description: To provide food for Guru Nanak Jayanti Celebrations 2019 to celebrate the legacy of the holy and spiritual personality of Saint Guru Nanak on the special occasion of his 550th birth anniversary.

Itemized Expenditures:

Quantity	Description	Unit Price
	Expense	\$950

Total: \$950

Indian Students Association of Tallahassee

Event - Guru Nanak Jayanti Celebrations 2019

Date - 12/14/2019

Time - 11:30 AM to 3 PM

Request for funding for the following items:

1. Food
2. Grocery store purchases

Quotes for Food:

Food items	Mayuri Indian Restaurant (\$)	Essence of India (\$)	Persis Indian Grill (\$)
Samosa Chat	135	270	140
Chilli Chicken	180	250	190
Mutter Paneer	180	230	140
Butter Chicken	180	230	200
Naan	70	60	100
Rice	105	120	30
Dessert	100	120	50
Total	950	1280	850

Quotes for grocery store purchase:

Items	Price (\$)
Paper plates, spoons, forks, plastic cups, paper napkins, soda bottles, chips, and bottled water	100

Total amount requested:

Items	Price (\$)
Food	850
Grocery store purchases	100
Total	950



Allocation, Revision, or Transfer

28th Congress of Graduate Students

Bill #: 5

Sponsored by: Representative O'Neill

Date: Monday, November 18th, 2019

Amount: 60

From (account name): COGS Unallocated

To (account name): Indian Students Association of Tallahassee

Purpose & Description: To provide food (subs and soup) to all in attendance for the December brown bag which will consist of a research methods and a statistical refresher open to all College of Social Work doctoral students. There will be an expert speaker to lead the discussion and refresher. This event is an opportunity for doctoral students to connect with leading faculty and brush up on research method and statistical techniques. Brown bags are held every first Friday of the month and consist of different topics to enhance doctoral students' skills and knowledge.

Itemized Expenditures:

Quantity	Description	Unit Price
	Expense	\$60

Total: \$60

DELI

Deli Special Order

NO. 098704

Date 11/14/1960Peterson

Last Name

Shelby

First Name

M.I. FSU

Street Address

City

State

Zip

Area Code

Phone Number

Deli No.

Type of Business:

Date Goods Wanted 11/14/60

Time Goods Wanted

AM

PM

 Paid C.O.D.

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	SM. SUB PLATER		
	1 Veggie PROV		28.99
	2 TUNA PROV		
	1 HAM PROV		
	1 Bag Chex Tortilla		7.89 x 2
Order Taken By: <u>KASI</u>		Total	44.77
Completed By: _____		Deposit	
		Balance Due	



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CONGRESS OF GRADUATE STUDENTS

Resolution

27th Congress of Graduate Students

Resolution #: 10

Sponsored by: Representative O'Neill

Date: Monday, November 18th, 2019

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.



FLORIDA STATE UNIVERSITY
CONGRESS OF GRADUATE STUDENTS



TWENTY-EIGHTH 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 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



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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) Funding Requests
 - f) Report of the Budget Committee
 - g) Consideration of the Annual Budget
 - h) Round Table/Final Roll Call
 - i) Adjournment
11. The Speaker shall have the authority to reorder the Agenda at their discretion, or to insert special items other than business.



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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 Program Associate 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 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.
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.



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- 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 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 their vote could change the outcome.



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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 Program Associate 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 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 their discretion waive this rule if a measure is important and time sensitive.
22. 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.
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.



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- 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 Program Associate shall be empowered to correct clerical or technical errors in the minutes, bills and resolutions.