

## GSA Meeting Procedures

### About this document:

This document contains the rules and procedures for AOS GSA meetings. It is intended to ensure that meetings are organized and productive. This document has the standing of a GSA bylaw, and may be adopted or amended according to the relevant GSA rules governing bylaws.

1. Validity of meetings: For decisions made at a GSA meeting to be legitimate, the meeting must adhere to the following rules:
  - a. The meeting must comply with all rules governing GSA meetings, as specified in the constitution and bylaws.
  - b. A quorum of the GSA must be present at the meeting.
2. The Chair
  - a. The designated Chair of a meeting is responsible for enforcing the rules contained in this document, and for keeping the meeting running in an orderly and productive manner.
  - b. The Chair shall begin the meeting by calling the meeting to order. No motions may be introduced and no binding business may be conducted before the meeting is called to order.
  - c. GSA members who wish to speak or introduce a motion must first be recognized by the Chair.
  - d. The Chair shall ensure that any GSA member who wishes to speak or introduce a motion while the floor is open has the opportunity to do so.
  - e. Because of the power inherent in running the meeting, the Chair shall not introduce or second motions or express an opinion in discussion, except to ensure that the meeting adheres to the posted agenda. If the Chair wishes to do so, he/she may temporarily designate another GSA member present at the meeting to serve as Chair.
  - f. The Chair may not vote on motions unless a tiebreaking vote is required.
3. Motions
  - a. For a decision made at a GSA meeting to be binding, it must be introduced as a motion, seconded, and approved by a majority of the GSA members present at the meeting. The majority shall be a simple majority (more than half the GSA members present at the meeting) unless otherwise specified in the motion, constitution, or bylaws.
  - b. Any GSA member present at the meeting, excluding the Chair, may introduce a motion. Only a GSA member present at the meeting may introduce a motion.
  - c. In order to be successfully introduced, a motion must be seconded by another GSA member present at the meeting, excluding the Chair.

- d. When a motion is approved, it takes effect immediately unless otherwise specified.
- e. Primary motions govern new actions by the GSA. When a primary motion (excluding a motion to adjourn the meeting) is introduced and seconded, the floor is immediately opened for discussion. A primary motion may not be introduced while another primary motion is under discussion.
- f. Primary motions include the following:
  - i. Motion to introduce a new bylaw. This motion must be accompanied by the text of the proposed bylaw. If the motion is approved, the new bylaw takes effect immediately unless otherwise specified.
  - ii. Motion to amend an existing bylaw. This motion must be accompanied by the text of the proposed amendment. If the motion is approved, the amendment takes effect immediately unless otherwise specified.
  - iii. Motion to amend the GSA constitution. This motion must be accompanied by the text of the proposed amendment. Amendments to the constitution must be ratified as described in the GSA constitution before they are binding. Approval of a motion to amend the constitution starts the ratification process.
  - iv. Motion to create a committee
  - v. Motion for any other short-term action by the GSA
  - vi. Motion to close the meeting to nonmembers. If this motion is approved, any people present at the meeting who are not GSA members will be asked to leave.
  - vii. Motion to adjourn the meeting. If this motion passes, the meeting is immediately over and no further binding business may be conducted until the next meeting.
- g. Secondary motions apply to a primary motion under discussion. A secondary motion may only be introduced during open discussion of a primary motion. Once a secondary motion is introduced and seconded, it is immediately voted on. Secondary motions include the following:
  - i. Motion to amend the primary motion under discussion. This motion must be accompanied by the text of the proposed amendment.
  - ii. Motion to end discussion and vote. If this motion is approved, discussion immediately ends and the primary motion including any approved amendments is voted on according to the GSA voting procedures.

- iii. Motion to table the issue. If this motion is approved, discussion of the primary motion immediately ends without an approval vote and the primary motion may be introduced at a later point in time.

#### 4. Voting procedures for approval of motions

- a. Only GSA members present at the meeting may vote on motions.
- b. The Chair is responsible for tallying votes in a fair and transparent manner.
- c. The Chair shall have discretion to determine the method of voting. However, if any member of the GSA present at the meeting requests that a vote be conducted by secret ballot, the Chair must comply with the request. Suggested voting methods:
  - i. Aye/Nay voice vote
  - ii. Show of hands
  - iii. Writing votes on slips of paper. If anonymous, this qualifies as a secret ballot.
- d. If a GSA member present at the meeting feels that a vote was not conducted or counted fairly, he/she may request that the vote be repeated using a different method.

#### 5. Minutes

- a. A designated member of the GSA present at the meeting shall record meeting minutes
- b. The minutes shall include a record of every primary motion successfully introduced, including a summary of the motion and any attached text, important points from the discussion, and whether the motion was approved
- c. After the meeting, the minutes shall be archived in a manner such that they are accessible to present and future GSA members.