



UNIVERSITY OF MISSOURI

GRADUATE PROFESSIONAL COUNCIL

REPRESENTATIVE HANDBOOK

*The Thirty-Fifth General Assembly of
The Graduate Professional Council
(2017-2018)*

Revised and edited August 2017

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GPC Representatives,

It is my honor to officially welcome you to the thirty-fifth General Assembly of the Graduate Professional Council (GPC). As the President of GPC, I oversee our organization and provide both direction and vision for GPC's operations. However, I cannot do that alone and that is why we need you.

You represent the voices of all graduate and professional students on this campus, and you provide us with the critical information we need to successfully advocate for our students. I strongly encourage you to take time and introduce yourself around your department in the coming weeks. Let your peers know that you are their voice in student government and that you can advocate for their concerns through GPC.

To better assist you in your duties as a representative, I and the executive board have formed this handbook in the hope that it will provide you with the resources and references you need to be an effective representative. You will find explanations of GPC's operations, officer contacts, committee specifics, and much more.

I look forward to working with you all in the coming year and I want you to know that my door is always open. Let's do some good for our fellow students this year, and let's make the most of our time together.

Sincerely,

E. Alex Howe
President of the Graduate Professional Council

GPC Executive Board Contact Information

President	E. Alex Howe Department of Philosophy gpcpresident@missouri.edu
Vice-President	Mr. S. Glenn Baker Department of Psychological Sciences gpcvicepresident@missouri.edu
Treasurer	Mr. Alek Willsey Department of Philosophy gpctreasurer@missouri.edu
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Director of Programming	Ms. Kristen Kalz Department of Sociology gpcprogramming@missouri.edu
Director of Communication	Ms. Rebekah Holtsclaw Department of Biochemistry gpc.communication@missouri.edu
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Introduction to GPC

Congratulations on being seated as a representative in the Graduate Professional Council! You have been selected to be a part of the student body representing all interests of graduate and professional students. The Executive Board wishes you the very best in this coming year and hopes that this is a productive year for GPC. Find some basic information about GPC below.

What is GPC?

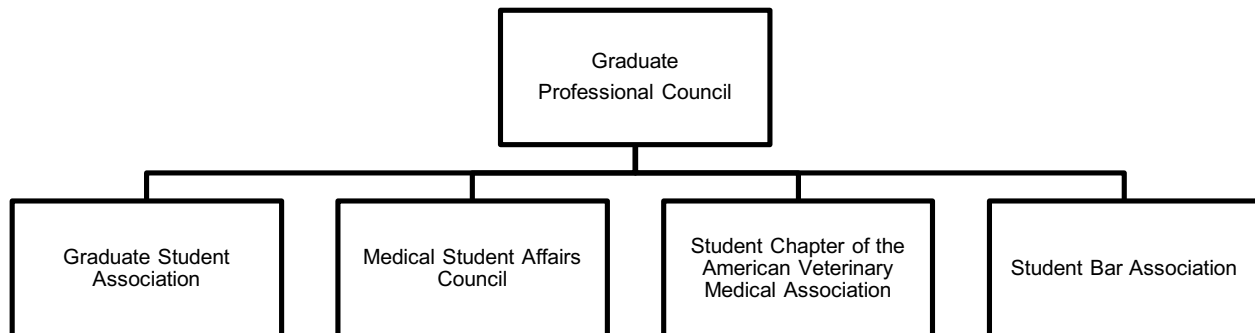
The Graduate Professional Council (GPC) is the official democratic government for all graduate, professional, postdoctoral, and post-baccalaureate students at the University of Missouri. It represents the interests of these students and takes action to advocate for them.

How does GPC function?

GPC is organized into two main parts: the General Assembly and the Executive Board. The General Assembly is comprised of representatives from every graduate department/division as well as from each professional school. The General Assembly debates and passes legislation, approves funding requests, and installs the Executive Officers among other things. The Executive Board is made up of the GPC Executive Officers and serves to administer the organization and initiate advocacy action with University Administration and other campus partners.

What is the difference between Graduate and Professional Students?

The Graduate/Professional student body is divided among the general Graduate population—which consists of all academic departments—and the three professional schools—Medicine, Veterinary Medicine, and Law. Each of the professional schools has a separate student council and the Graduate Student Association (GSA) directly serves the academic needs of the general graduate body. GPC acts as an umbrella over all of these organizations and overall graduate and professional students unifying their voice into one.



Representative Expectations

Being a Representative in the General Assembly is an exciting opportunity to advocate for the needs of all graduate and professional students. In order to ensure that GPC can operate as smoothly and effectively as possible, the following expectations have been created to provide a standard for all GPC Representatives to follow. A page number may be listed after each expectation where more information about it can be found in this handbook. If you have any questions or concerns, please do not hesitate to contact an officer.

All GPC Representatives are expected to:

- Make themselves accessible to the graduate and professional students in their respective departments, divisions, or professional schools/college (p. 4).
- Remain in Good Standing: Attend monthly General Assembly meetings or to send a proxy in their place if they cannot attend (p. 9).
- Give regular reports of GPC activity to the students of their respective departments, divisions, or professional schools/college.
- Consistently participate as a member of at least one GPC internal standing committee (pp. 10-11).
- Consistently participate as a member of at least one campus external committee; committee descriptions can be found at <http://committees.missouri.edu> (p. 12).
- Attend GPC events whenever possible, both social and advocacy-related (p. 9)
- Familiarize themselves with the Quick Motion Guide of *Robert's Rules of Order* (p. 22).
- Assist in the appointment of another representative from their department, division, or professional school/college should they graduate, choose not to return, or step down from their appointment.
- Abide by the [University of Missouri Standard of Conduct](#) and maintain good standing with their department, division, or professional school/college.

Explanation of Good Standing:

- Remain in good standing: Good standing for a Representative shall be defined as follows: (i) attending, or having a proxy attend, the majority of General Assembly meetings each semester, and (ii) attending and actively participating in the majority of committee meetings per semester OR adequately fulfilling the committee responsibilities in a manner approved by the committee chair.
- Represented Areas (departments, divisions, schools, colleges) are in “good standing” provided that a Representative for the Represented Area, or a proxy, has attended the majority of GPC General Assembly Meetings during the previous semester.
 - o i. Organizations wholly within a Represented Area that is in “good standing” are eligible for GPC group funding (co-programming), and individual students in the Represented Area are eligible for 100% of the maximum GPC travel award.
 - o ii. Organizations wholly within a Represented Area that is not in “good standing” are not eligible for GPC group funding (co-programming), and individual students in the Represented Area are eligible for at most 50% of the maximum GPC travel award.

MSA and Student Affairs

Missouri Students Association

Student Government at Mizzou is separated between graduate/professional and undergraduate concerns. Each half represents their portion of the student body. GPC represents all graduate and professional students. On the undergraduate side, the Missouri Students Association (MSA) acts as a representative body for all undergraduate students. MSA has a Senate of undergraduate students and a more complex executive cabinet. MSA's executive cabinet is divided into three departments, auxiliary services, Chief of Staff, and Chief Diversity Officer.

Find more information at <http://msa.missouri.edu>.

Division of Student Affairs

The organizational structure of this division is currently being radically restructured. GPC is an active participant in this restructuring.

Represented Areas (Departments, Divisions, Schools and Colleges)

Professional Schools and Colleges

College of Veterinary Medicine
School of Law
School of Medicine

Graduate Departments and Divisions

Accountancy
Agricultural and Applied Economics
Agricultural Education and Leadership
Animal Sciences
Anthropology
Art
Art History & Archaeology
Biochemistry
Biological Engineering
Biological Sciences
Biomedical Sciences
Business Administration
Career & Technical Education
Chemical Engineering
Chemistry
Civil & Environmental Engineering
Classical Studies
Communication
Communication Science & Disorders
Computer Engineering & Computer Science
Curriculum and Instruction
Diagnostic Medical Ultrasound
Dispute Resolution
Economics
Educational Leadership
Educational Leadership & Policy Analysis
Educational, School, & Counseling
 Psychology
Electrical and Computer Engineering
English
Food Science
Geography
Geological Sciences
Genetics Area Program
German and Russian Studies
Health Administration
Health Informatics & Bioinformatics
History
Human Development & Family Studies

Human Environmental Sciences
Industrial & Manufacturing Systems
 Engineering
Information Science & Learning Technologies
Journalism
Learning, Teaching & Curriculum
Mathematics
Mechanical & Aerospace Engineering
Medical Pharmacology & Physiology
Molecular Microbiology and Immunology
Music
Natural Resources
Neuroscience
Nuclear Engineering
Nursing
Occupational Therapy
Pathobiology Area Program
Personal Financial Planning
Philosophy
Physical Therapy
Physics and Astronomy
Plants, Insects and Microbial Sciences
Political Science
Psychological Sciences
Public Affairs
Public Health
Religious Studies
Romance Languages
Rural Sociology
Sociology
Social Work
Special Education
Statistics
Textile & Apparel Management
Theatre

Student Government and Organization Acronyms

ABGPS Association of Black Graduate and Professional Students

ASUM Associated Students of the University of Missouri

CGW Coalition of Graduate Workers

DSA Department of Student Activities (MSA)

DSC Department of Student Communications (MSA)

DSS Department of Student Services (MSA)

GA “General Assembly” (GPC)

GPC Graduate Professional Council

GPLC Graduate and Professional Leadership Council

GSA Graduate Student Association

GSP Graduate Students as Parents

LGPN Latino/a Graduate and Professional Network

MCSF Mizzou Club Sports Federation

MSA Missouri Students Association

MSAC Medical Student Affairs Council

MU-CFR Missouri Council on Family Relations

MUPA Postdoctoral Association

NAGPS National Association of Graduate-Professional Students

ORG Organization Resource Group

RCAF Research and Creative Activities Forum

SBA Student Bar Association

SCAVMA Student Chapter of American Veterinary Medical Association

SFRC Student Fee Review Committee

SLS Student Legal Services

SOAC Student Organizations Allocations Committee

SOGA Student Organizations, Governments, and Activities

General Calendar of Events

GPC holds a number of different events each year. Events include social programming, professional development, service & outreach, and research presentation opportunities. In addition, GPC focuses on developing, analyzing, and studying metrics for graduate well-being, with the goal of improving our event offerings year after year. To check our calendar, please see: <http://gpc.missouri.edu/events/calendar/>. You can also keep up to date with our upcoming events by following our social media profiles: [Facebook](#) & [Twitter](#)

The General Assembly convenes on the first Tuesday of each month from 6-8PM. All meetings of the General Assembly will be held in 2501 MU Student Center (Leadership Auditorium) unless otherwise specified. A special session may be called by majority vote of Executive Officers or of the General Assembly. All representatives will have adequate notice prior to a special session.

****All representatives are expected to attend General Assembly meetings or to send a proxy in their place if they cannot attend****

GPC Internal Committees

In order to facilitate the operations of GPC, the General Assembly maintains several standing committees. These committees are designed to target specific, campus-wide issues that are of importance to the graduate and professional students.

****All representatives are required to consistently participate as a member of at least one internal committee****

The Academic Affairs Committee

Chairperson: Mr. Glenn Baker, Vice President

The primary purpose of the Academic Affairs Committee is the monitoring of academic issues on campus. Members of this committee are selected by the Vice-President to serve on various student-faculty committees that monitor the academic life of the university. Members of this committee aid the Vice-President in planning the annual Gold Chalk Awards, which honor excellence in professors who instruct graduate and professional students. The committee also serves as the advisory body to the General Assembly on campus-wide academic issues (e.g. the raising of minimum admissions standards for the Graduate School).

The Constitutional and Bylaws Review Committee

Chairperson: Mr. Howe, President

The primary purpose of the Constitutional and Bylaws Review Committee is the monitoring and review of the Graduate Professional Council Constitution and Bylaws as they exist for that operating year. Members of this committee are selected by the President and include whomever is selected as Parliamentarian of the Graduate Professional Council. Members of this committee aid the President in reviewing the operating guidelines of the Graduate and Professional Council and make recommendations for revisions and amendments to the Constitution and Bylaws at a minimum of every two years.

The Finance Committee

Chairperson: Mr. Willsey, Treasurer

The primary function of the Financial Committee is the monitoring of the finances of GPC. Recommendations regarding the support or dismissal of a funding request to the body of the General Assembly come from this body of students. The most important program that the Finance Committee oversees is the Travel Awards program for graduate and professional students.

The National Affairs Committee

Chairperson: Mr. Knopp, Director of National Affairs

The primary function of the National Affairs Committee is to advocate on behalf of graduate, professional, post-baccalaureate, and postdoctoral students at the University of Missouri at the regional and national level. The committee monitors and recommends legislation, coordinates advocacy efforts, issues policy statements, and provides analysis.

The Programming Committee

Chairperson: Ms. Kalz, Director of Programming

The primary function of the Programming Committee is the planning and publicizing of GPC activities. They not only help to plan and publicize but also help in the implementation of their plans and publications. The most important program that the Programming Committee oversees is the Research and Creative Activities Forum, a competitive, intra-campus academic conference for graduate and professional students usually held in the spring.

The Student Affairs Committee

Chairpersons: Mr. Hines, Secretary

The primary purpose of the Student Affairs Committee is the monitoring of student issues on campus. As opposed to the Academic Affairs Committee, Student Affairs addresses issues that improve the quality of student life on campus (e.g. the quality of on-campus housing for graduate and professional students). Members of this committee are selected by the Vice-President to serve on student-faculty committees that address a wide variety of issues important to the campus life of the student body.

The Communication Committee

Chairperson: Ms. Holtsclaw, Director of Communication

The primary function of this committee is to publicize the activities and accomplishments of the Graduate Professional Council. Members will work with the GPC Director of Communication to develop and implement social media campaigns, improve the GPC website, and disseminate promotional materials throughout campus. Additionally, the committee will write and distribute press releases documenting the advocacy efforts and resolutions of the organization.

The State Affairs Committee

Chairperson: Mr. Hendricks, Director of State Affairs

The primary function of the State Affairs Committee is to advocate on behalf of graduate, professional, post-baccalaureate, and postdoctoral students at the University of Missouri at the local and state level.

Campus External Committees

In addition to internal committees, GPC also has a number of appointments on campus external committees. These are often times Chancellor's Standing Committees or specially appointed ad-hoc committees to address issues around campus. GPC strives to fill these seats with effective representatives who will be a strong voice for Graduate and Professional student needs.

****All representatives are required to consistently participate as a member of at least one external committee****

Committee Name	No. of Seats
Budget Allocation Advisory Committee	2
Campus Facilities Planning Committee	1
Campus Parking and Transportation	1
Campus Recreation Committee	1
Campus Safety	1
Campus Space Utilization Committee	1
Capital Review Committee	1
Committee on Committees	1
Concerts	2
Energy Strategies Student Advisory Group	1
Environmental Affairs	3
Faculty Council Observer	1
Family Friendly Campus	2
Grievances	5
Intercollegiate Athletics	1
Lectures	1
Library	1
Minority Affairs	1
Missouri Unions	1
MSA Campus & Community Relations Committee	1
MSA Dept. of Student Activities	1
MSA Dept. of Student Communications	1
MSA Dept. of Student Services	1
MSA Senate Liaison	2
MU Informational Technology	2
MU IT Transition Program	1
MU's Strategic Operation Plan	1
Persons with Disabilities	1
Residence for Tuition Purposes	1
Residential Life	1
Status of Women	1
Student Conduct	5

Campus External Committees

Student Fee Capital Improvements	2
Student Fee Review Committee	1
Student Financial Aid	1
Student Health Services Advisory Council	6
Student Organizations Allocation Committee	1
Student Organizations, Governments, and Activities	1
Student Publications	1
Traffic Appeals	1
Veterans Affairs	1

Travel Awards

Travel Awards

GPC will award around \$50,000 in travel awards this year to MU graduate and professional students. The award is designed to assist MU graduate and professional students who are representing the University of Missouri by presenting research papers, posters or creative works at conferences.

Note: The award is not a research grant and cannot be used as such, but is rather a reimbursement for travel associated with academic or professional work.

Travel Award Application

Travel Funding Applications are considered in three separate periods based on your time of travel. Each application may be awarded a range of \$200-\$600, in increments of \$100. See below for the application periods, packet materials, and submission instructions.

Ending Date of Travel	Application Due	Awards Announced
Apr 22, 2017 – Jan 27, 2018	Oct 6, 2017 at 5:00PM	Oct 20, 2017
Oct 7, 2017- Apr 14, 2018	Feb 2, 2018 at 5:00PM	Feb 16, 2018
Feb 3, 2018 - Oct 6, 2018	Apr 13, 2018 at 5:00PM	Apr 27, 2018

Application Packet Materials

A complete packet consists of the following three items. See Travel Awards webpage for more detailed information on these items.

- Completed Application Form (online)
- Statement of Intent
- Letter of Recommendation

Application Submission

Completed Application Forms and the Statement of Intent can be submitted to the following link: <https://orgsync.com/106229/forms/200830>

For more information, please visit: <http://gpc.missouri.edu/funding/travel-awards/>

General Funding Requests

Group Funding

Each month*, the GPC General Assembly provides funding to events across campus that benefit graduate and professional students. By increasing the visibility of these funding opportunities, GPC has set a record for both the number of organizations funded and the amount of funding provided.

**Note: In order to better serve graduate and professional students, beginning in AY '15-16, GPC will award group funding once each semester, rather than each month. Funding requests will be due by a certain date early in each the fall and spring semester.*

Maximum Awards

Events with a limited or restricted audience (graduate department organizations or graduate centered organizations) are eligible for up to \$250 to cover programming and publicity fees. The amount awarded depends on the quality of the proposed use and availability of funds.

Events open to all graduate and professional students, and which have broad interest, are eligible for up to \$600.

Application Process

Start by downloading and filling out the [application](#). Applications with a detailed budget attached are accepted electronically via e-mail: gpctreasurer@missouri.edu.

The treasurer will read your request and pass it to the other members of the Finance Committee. The treasurer may contact you if the committee has further questions. As soon as all questions have been answered to the committee's satisfaction, the Finance Committee will let you know if you've been selected to appear before the GPC General Assembly and give a short presentation about your funding request.

Note: While applications will be accepted throughout each semester during AY '14-15, GPC will be switching over to a different system in AY '15-16, at which time applications will only be accepted twice a year—i.e., early in each semester.

For more information, please visit: <http://gpc.missouri.edu/funding/group-funding/>

Parliamentary Procedure: Order of Business and Glossary

The Graduate Professional Council uses parliamentary procedure according to *Robert's Rules of Order* to conduct its business in an orderly and efficient manner. This section provides a basic overview of parliamentary procedure and meeting structure. The rules can be a bit confusing at first, but you will quickly become accustomed to them and appreciate their importance in ensuring fairness and order during Assembly meetings. If you ever have a question about procedure, please do not be afraid to ask.

Order of Business at General Assembly Meetings

All Assembly meetings will follow the order of business outlined below. Some of these items will only occur on a special basis.

- I. **Call to Order**
The Chair will call for everyone's attention and announce the official beginning of the session. Business cannot be conducted before the session starts.
- II. **Approval of the Minutes**
The Secretary keeps a record of business at all meetings called "minutes." At the beginning of each meeting, the minutes of the previous meeting must be reviewed for correctness, amended if necessary, and then approved.
- III. **Approval of the Agenda**
Before each meeting, Representatives will receive an agenda set by the Executive Board. The Assembly has the ability to amend or debate the agenda and may make changes to it. After approval, the agenda may not be changed apart from a motion to *Suspend the Rules*.
- IV. **Officer Reports**
Executive Officers will discuss current projects, duties, events, etc. These reports often contain important updates and requests from Representatives.
- V. **Committee Reports**
These reports are brief summaries of important issues currently under consideration or a review of pertinent happenings within GPC Committees. Both internal and external committee reports are given during this time.
- VI. **Liaison Reports**
This time is to hear reports from all organizations working with the Graduate Professional Council including: GSA, ABGPS, PDA, GSP, MU-CFR, MSAC, SBA, SCAVMA and MSA.
- VII. **Special Orders**
This time is for special business outside the purview of Old and New Business (e.g. elections, special presenters, etc.).
- VIII. **Old Business**
Old Business includes the resumption of discussion on formal motions or business. These items are then either put to a vote or tabled for later discussion.

- IX. **New Business**
New Business allows for the introduction of new items or resolutions to be discussed, voted on, or tabled for later discussion.
- X. **Open Forum**
This affords representatives an opportunity to announce any “unofficial” or informal information that may prove interesting or useful to the rest of the members.
- XI. **Adjournment**
Upon motion and second for Adjournment, the session is closed.

Glossary

Below are some terms that you may hear commonly used during meetings. Please take time to familiarize yourself with their meanings.

Chair	The officer presiding over the assembly. The Chair moves the meeting along from one item to another and makes judgments on the rules of procedure.
Chamber	The space in which the Assembly meets may be referred to as “the Chamber.”
Floor	A term used to describe having the attention of the Assembly. The person currently speaking/presenting is said to “have the floor.” A person may only gain the floor from the Chair or yielded from another member.
Motion	A formal request to conduct business or take certain action on the floor of the Assembly, often requiring a second. Motions include consideration of resolutions, changes to rules/procedure, etc.
Out of Order	Should any person present in the meeting act improperly or against the rules of procedure, the Chair can rule them “Out of Order.” In the case of procedural error, the Chair will offer recommendation to correct it. Conduct detrimental to the business of the Assembly (e.g. violence, cursing, etc.) may result in ejection from the Chamber.
Referendum	The practice of referring measures proposed or passed by a legislative body to a vote of the electorate for approval or rejection.
Resolution	A formal written statement that precisely expresses the opinions and viewpoints of the Graduate Professional Council.
Second	Support of a motion on the floor, exercised by calling “second!” or “I second!” after a motion has been made. Many motions require a second to proceed.
Table	Whenever an issue is set aside for later discussion by the Assembly, it is said to be tabled. Tabling does not “kill” a resolution, as defeating it by a majority vote would, but merely postpones any final action on it.
Yield	Once any representative has gained the floor, they have a right to “yield” it to another person to if they wish. The Chair will determine if the yield is proper.

Parliamentary Procedure: Conducting Business

The following is a simplified guide to parliamentary procedures used in the General Assembly meetings. This document should provide you with all the information that you will need to participate in Assembly meetings.

Outline

- I. Speaking in the Assembly and Debating Legislation
 - a. Obtaining the Floor
 - b. Yielding the Floor
 - c. Time Extensions
- II. Motions and Incidental Motions
 - a. Motions
 - b. Incidental Motions
- III. The Agenda
 - a. Setting the Agenda
 - b. Altering the Agenda

Speaking in the Assembly and Debating Legislation

Obtaining the Floor

All discussion in the Assembly is regulated by the Chair of the meeting (usually the Vice-President), who controls the floor. In order to obtain the floor, which affords the representative official recognition and permission to speak, one must be recognized by the Chair. Please always say your name and department before conducting business.

In order to be recognized, you should raise your hand and address the Chair directly by stating your name and department and then saying:

“Mister/Madame Chair.”

The Chair allows the representative to speak and may give a time limitation to his or her remarks depending on the business:

“The Chair recognizes the Representative.”

A representative may attempt to be recognized only if no one else has the floor, barring privileged motions (see pg. 21)

Yielding the Floor

Another method of obtaining the floor is to ask the person already in possession of the floor if they will yield their time by addressing them directly stating your name and department and then saying:

“Will the representative yield the floor?”

If the representative consents, you may speak for the remainder of his or her time. A representative may also yield his or her time voluntarily, singling out another representative to whom the time is being given.

Time Extensions

If you are listening to another representative talking on the floor and they are forced to sit down because they have run out of time, you may obtain the floor and request more time be allotted to the representative by stating your name and department and then saying:

“Mister/Madame Chair, I move that the Representative’s time be extended by five minutes.”

If there are no objections to your motion, more time will be allotted. If there are objections, the issue will be put to a vote, in which case a two-thirds majority is required.

The same rule applies to debates. If an issue is being debated in the Assembly and the time allotted for discussion expires (usually 10 to 15 minutes), you may ask that the debate be extended by stating your name and department and then saying:

“Mister/Madame Chair, I move that the debate be extended for fifteen minutes.”

Again, if there are no objections to your motion, more time will be allotted. If there are objections, the issue will be put to a vote, in which case a two-thirds majority is required.

Motions and Incidental Motions

Motions

A motion is a formal suggestion that the Assembly take a certain course of action. Motions can be made to adjourn meetings, ask for a vote on a certain issue, or to determine the Assembly’s opinion on a certain issue. Motions must be initiated by a member of the Assembly other than the Chair.

The Chair may suggest a course of action, such as approving the minutes of the previous meeting, by stating your name and department and then saying:

“May I entertain a motion to approve the minutes?”

After such a prompt, a representative must move that the action to approve the minutes be either put to a vote or accepted by acclamation. Acclamation is a procedure that may be used in lieu of a formal vote, provided that there are no objections from any member of the Assembly. Many simple motions, such as the approval of the minutes or the agenda, can be approved by acclamation.

Making a Motion

The procedure for proposing a motion is as follows: First, the representative must obtain the floor. Second, the representative should make the appropriate motion by stating your name and department and then saying:

“I move that the Assembly (do X).”

For example, if you wanted the Assembly to approve the minutes from the previous meeting by acclamation, you would state your name and department and then say:

“I move that the Assembly approve the minutes by acclamation,” or more simply, “I move that the minutes be approved by acclamation.”

Seconding a Motion

Following the motion, the Chair will ask for a second which is required for its further consideration by the Assembly. If the motion is seconded, it will either be put to a vote or accepted by acclamation. To second, raise your hand, state your name and department and then say:

“I second!”

Incidental motions

Unlike regular motions, incidental motions may be made at any time, even when another representative has the floor. There are four types of incidental motions, all of which concern either the conduct of the meeting or the welfare of the representatives.

Point of Information

The Point of Information is the most important incidental motion. If at any time you become confused about the topic being discussed or you have a factual question to help you understand a debate that is in progress, you may use this type of motion by raising your hand and stating your name and department and then saying:

“Mister/Madame Chair, I rise to a point of information.”

The Chair will then say:

“State your point.”

At this time you should state your point, outlining what you would like to know, and then sit down. The Chair will then do his or her best to see that your questions are answered before the debate continues.

Point of Privilege

The Point of Privilege is used whenever something or someone is inhibiting your ability to take part in a debate. This may include: someone who has the floor is not talking loudly enough, something is obstructing your view of the floor, or the room temperature being uncomfortable. Should something like this happen, you should stand, state your name and department and then and say:

“Mister/Madame Chair, I rise to a Point of Privilege.”

The Chair will then say:

“State your point.”

At this time you should state the nature of the problem. The Chair will issue instructions designed to rectify the situation as soon as possible.

Point of Order

The Point of Order is used whenever you feel that the Assembly has departed from correct parliamentary procedure in some way. If this happens, you should raise your hand, state your name and department and then say:

“Mister/Madame Chair, I rise to a Point of Order.”

The Chair will then say:

“State your point.”

At this time you should state why you believe the meeting is out of order. The Chair will then consider your complaint and either agree with you and direct the meeting to return to order or rule you out of order and allow the meeting to continue on its present course.

Adjournment or Recess

The Adjournment or Recess motion is ordinarily used during protracted debates when the Assembly has run over the normal meeting time. The Chair may call for an adjournment or recess at any time he or she feels it advisable. However, this motion may also be made by a representative. In this case, the motion to adjourn or recess must pass by a majority vote.

The Agenda

Setting the Agenda

The agenda is set by the Executive Board prior to the Assembly meetings. Any Assembly members desiring to submit an agenda item must either deliver a written request to the GPC office (2507 H MU Student Center) or send an email to gpc@missouri.edu no later than the Monday prior to the Assembly meeting. All requests are considered by the Executive Board and most will be honored, if time permits.

Altering the Agenda

The agenda may be altered to eliminate certain discussion items or include an item not slated for discussion. This can be accomplished by obtaining the floor and proposing a motion to change the agenda. A majority vote will carry any motions to change the agenda.

If at any time you feel that the Assembly has digressed from the agenda after it has been approved, you may ask the Chair to force the Assembly to return to the approved order of business by stating your name and department and then saying:

“Mister/Madame Chair, I call for the orders of the day.”

The Chair will then force the Assembly to adhere to the set agenda of the meeting.

Parliamentary Procedure: Quick Motion Guide

How to gain the Floor

Gain the attention of the Chair: “Mister/Madame Chair”

remember to say your name and department

Wait to be recognized: “The Chair recognizes the representative”

unless it is an incidental motion (no need to gain the floor

Make your motion/statement: “I move...” or “I raise a point of...” or other

Motions listed in order of precedence

What you want	What you say	Gain floor?	Second required?	Debate allowed?	Amend allowed?	Vote Required
Close the meeting	“I move to adjourn”	Yes	Yes	No	No	Majority
Take a break	“I move to recess for...”	Yes	Yes	No	Yes	Majority
Raise a problem	“Point of privilege!”	No	No	No	No	None
Return to the agenda	“I call for the orders of the day”	No	No	No	No	None
Put item aside temporarily	“I move to table...”	Yes	No	No	No	Majority
Refer to a committee	“I move to refer this to the _____ committee”	Yes	Yes	Yes	Yes	Majority
Change a motion	“I move to amend the motion”	Yes	Yes	Yes	Yes	Majority
Kill an item	“I move to indefinitely postpone...”	Yes	Yes	Yes	Yes	Majority
General motion	“I move...”	Yes	Yes	Yes	Yes	Majority
Enforce the rules	“Point of order!”	No	No	No	No	None
Challenge the chair’s decision	“I appeal from the Chair’s decision”	No	Yes	Yes	No	Majority
Suspend the rules	“I move to suspend the rules”	Yes	Yes	No	No	2/3 of body
Demand an exact vote	“Division!”	No	No	No	No	None
Request information	“Point of information!”	No	No	No	No	None