Introduction to
The Graduate Student Society

GSS Councillor Orientation Package
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Part 1: The Graduate Student Society

Mission

The Graduate Student Society (GSS) is the student-run, independent voice of graduate students at UBC Vancouver. The Society is dedicated to serving the academic, social and cultural interests of its 10,000 members by promoting post-secondary graduate education, the principles and practices of graduate student representation at all levels of decision making at UBC, and by fostering the graduate student community. The GSS is a non-profit organization managed by a five member Executive committee, and a Board of Directors, or Council, elected by the various graduate student academic departments.

History of the Graduate Student Society and the Thea Koerner House Graduate Student Centre

The Graduate Student Society is a relatively new organization with a long history. In the 1920’s, graduate students at UBC banded together and formed the Graduate Student Association, a group dedicated to ensuring the graduate student voice was heard. During this time, the Association operated as a constituency of the UBC Alma Mater Society.

In May 1961, the Thea Koerner Graduate Student Centre was officially opened. Conceived and funded by Leon Koerner, and the Leon and Thea Koerner Foundation as a memorial to Leon’s wife Thea, the Centre was to be used as a hub for graduate student activity on campus. A university-appointed Board of Directors originally administered the Centre but in 1982, the Association became a separate legal entity, now known as the Graduate Student Society. As a result of pressure from graduate students, the UBC Board of Directors passed on stewardship responsibilities of the building to the Society and its student Board of Directors. In 1992, a newly built wing of the GSC was given to the Faculty of Graduate and Postdoctoral Studies (G+PS). In return, certain areas of ownership and responsibility between UBC and the GSS were legally clarified, and the University agreed to undertake certain renovations of the Centre. A formal lease was signed in 1995 that clarified the relationship between the UBC Graduate Student Society and the University, and created an environment in which the GSS has continued to offer increasing value to UBC’s graduate students.

Society Structure and Governance

The full, legal name of the GSS is the Graduate Student Society of UBC Vancouver. The GSS is an independent society incorporated under the Society Act, a provincial law in BC, and must conduct itself in accordance with the provisions of that Act. Under the Act, each society must have a Board of Directors which is responsible for the management of the society and acts as its highest decision-making body. In the case of the GSS, Council acts as the society’s Board of Directors.

In addition to the Society Act, the GSS has three other documents which guide its operations.

1) A Constitution, which establishes the society’s name and purposes.

2) Bylaws, which outlines in broad terms the society’s structure, financial obligations, and the rights of its members.

3) A Policy Manual, which outlines the rules and procedures for operating the Society in a more detailed way. It contains things like procedures for elections and referenda, rules for meetings, management of the Graduate Student Centre, or establishing dedicated funds for specific purposes (ie. Rainy Day Fund, Graduate Student Emergency Fund).
The Constitution and Bylaws can only be amended by the general membership of the GSS via general meeting or referendum. The Policy Manual can be amended by a vote of GSS council. All of the GSS’s governing documents can be found online at gss.ubc.ca under “About”.

The Purpose of the Society

The purposes of the Society, as per the constitution, are:

- to promote the role of post-secondary, and in particular graduate education, and to encourage increased participation by members of the community at the University of British Columbia. The Society aims to remove any remaining non-academic barriers to participation in post-secondary education including, but not restricted to, the following objectives:

- the removal of financial barriers to post-secondary education at the University of British Columbia, through the elimination of excessive and unreasonable tuition fees, and the provision of adequate student scholarships, bursaries, loans and other financial aid, so that no student of academic merit be denied access to post-secondary education due to financial considerations;

- the attainment of full proportionate representation of women, First Nations, and members of ethnic groups involved in post-secondary education at the University of British Columbia;

- the removal of physical barriers that prevent full access of the physically handicapped to facilities at the University of British Columbia, and the provision of appropriate services to enable the learning impaired to participate in post-secondary education at the University of British Columbia;

- the provision of adequate and affordable housing for members of the University of British Columbia community, and

- the provision of adequate and affordable childcare for members of the University of British Columbia community;

- to promote the principle and practice of graduate student representation at all levels of decision making at the University of British Columbia, and on all agencies or other bodies which deliberate on the affairs of graduate students;

- to serve as a centre of communication among graduate students at the University of British Columbia, and in particular, to promote interdepartmental activities within the University;

- to provide, maintain and operate the Thea Koerner House Graduate Student Centre as a centre for the recreation and convenience of graduate students at the University of British Columbia;

- to provide appropriate support for graduate students involved in academic disputes with the University of British Columbia, and to promote the formation of an independent academic judiciary, with appropriate graduate student representation, constituted solely to deliberate upon and resolve disputes of an academic nature at the University of British Columbia;

- to do everything incidental and necessary to promote and attain the foregoing purposes;

- to carry out the foregoing without purpose of gain for its members; and

- to use any and all profits or accretions to the Society for the promotion and attainment of the foregoing purposes.
The Executive

Outside of the GSS Council, the Society is run by a five person Executive team. While these individuals do have a large say in the day-to-day running of the Society, it is important to know that they must carry out the will of the Council and are accountable to them. The Executives have 6-10 office hours per week and work on average 20-40 hours a month. The following are descriptions of the individual Executive roles.

President

The President is the public face of the Society and speaks on its behalf. GSS President is responsible for the actions of the Executive, and work with the Executive to implement decisions made by the Council. As *ex-officio* member on all GSS committees, President works to bring new initiatives forward to Council in order to improve the Society. The President is also responsible for the interpretation of the Constitution, Bylaws, and Policy Manual, subject to review by Council. As the chief graduate student representative, the President represents the interests of the graduate students in numerous cross-University committees, such as Presidential Advisory Committees, Faculty of Graduate and Post-doctoral Studies Committees, and Administration Committees, etc.

Vice-President, University and Academic Affairs

The Vice-President, University and Academic Affairs is responsible for all university and academic matters. They serve on numerous University bodies dealing with graduate student academic policy. The Vice-President, University and Academic Affair also oversees the GSS Advocacy office and is responsible for creating and maintaining positions and policies on matters that impact the graduate student community including funding, childcare and housing issues.

Vice-President, External Affairs

The Vice-President, External Affairs is the representative to external lobbying groups where they represent UBC graduate students’ concerns at the municipal, provincial, and federal levels. The Vice-President, External Affairs also acts as the society’s liaison with larger student groups such as the Alliance of BC Students or the Canadian Alliance of Student Associations.

Vice-President, Students

The Vice-President, Students is responsible for developing, promoting, and maintaining the various social, recreational, and educational programs the Society runs for UBC graduate students. These include a wide range of services including classes and workshops, cultural events, parties, excursions to Vancouver area attractions, fundraising for local community causes and student groups, and sports leagues. The Vice-President, Students also runs the Graduate Student Orientations events and provides valuable workshops, information, and social networking during the first days of term.

Financial and Executive Oversight Officer

Financial and Executive Oversight Officer is responsible for maintaining the financial records and accounts of the Society. This includes preparing an annual budget for the Society, reporting to Council on the financial situation of the Society, and working with the GSS Businesses to ensure proper financial accountability.
GSS Committees

The Society has numerous standing and ad-hoc committees under Council. While Council is the major decision making body of the Society, the majority of work on the various GSS initiatives and projects is done at the committee level. Most committees meet on a bi-weekly basis. Individuals are seated on committees through motions of Council. While each committee has a certain number of voting seats, any graduate student may sit on a committee as a non-voting member (with the exception of the Executive Committee). The following are the summaries of the current GSS committees and ad hoc committees.

**Academic and External Affairs Committee**

The Academic and External Affairs committee endeavours to promote the interests of graduate students within the University community and within society at large. The committee addresses academic matters, financial concerns, and the political needs of UBC graduate students.

You should sit on this committee if you want to work on:
- academic issues affecting graduate students,
- improving graduate student academic policy, or
- Provincial and Federal lobbying.

Current major projects include:
- the creation of a Provincial graduate student scholarship,
- creating University, Provincial, and Federal lobbying documents,
- advocating on behalf of student concerns to the University,
- outreach to graduate programs not represented on Council,
- GSS elections reform,
- student-lead academic events, and
- conducting annual “GSS Academic and Student Experience” survey.

**Code and Policy Committee**

The Code and Policy committee is responsible for maintaining the Constitution, Bylaws, and Policy Manual. They work in collaboration with all other GSS committees, departments, and Council to keep the bylaws and policies current in order to reflect the will of the Society and help the GSS run effectively. In addition, the committee is also responsible for helping wordsmith motions for Council meetings.

You should sit on this committee if you want to work on:
- organization of code and policy,
- helping direct the Society’s functioning, and
- proposing major changes to the Society.

Current major projects include:
- updating the GSS Policy Manual;
- making amendments to the Bylaws.

**Executive Committee**

The Executive committee is made up of the members of the GSS Executive and is chaired by the President.
Executive Oversight Committee

The Executive Oversight committee is responsible for reviewing the performance of Executive members of the GSS and for facilitating resolution of concerns about the functioning of the Executive. Three times a year, the committee conducts a review of the Executive’s performance and reports on this to Council. In addition, the Executive Oversight committee is responsible for ensuring outgoing and incoming Executives engage in a proper transition.

You should sit on this committee if you want to work on:
- ensuring the Executives properly serving the graduate student population.

Current major projects include:
- creating a more comprehensive Executive review process, and
- performing Executive reviews.

House-Finance Committee

The House-Finance committee works on all matters related to the Society’s finances and the Graduate Student Centre. The committee ensures the financial stability and accountability of all Society operations. It is also responsible for organizing the annual audit, preparing and monitoring the budget, and the creation of the annual business plan. Moreover, the committee is responsible for overseeing the use of the physical facilities and equipment of the Centre, dealing with complaints and suggestions, and making recommendations to Council regarding the House Rules and the Bookings Policy.

You should sit on this committee if you want to work on:
- the finances of the Society including budget creation and distribution of the various funds, and
- directing the future of the Graduate Student Centre physical space.

Current major projects include:
- reformatting the Society’s budget,
- updating the policies around bookings in the Centre,
- reviewing GSS Events Fund applications, and
- the creation of a plan imagining the Centre’s ability to serve graduate students.

Human Resources Committee

The Human Resources committee develops policies and recommendations regarding management of human resources in the Society.

You should sit on this committee if you want to work on:
- developing HR policies,
- reviewing HR manual, and
- helping hire Society’s employees.

Current major projects include:
- develop and review HR policies,
- perform interviews.

Services Committee

The Services committee plans and implements the academic, social, cultural, and recreational events for the Society. All Society events are designed to satisfy various kinds of needs from all graduate students and enable graduate students and their families to better enjoy UBC. The committee is also in charge of publishing the annual handbook of the Society.
You should sit on this committee if you want to work on:
- generating ideas for social, cultural, academic, and recreational events.

Current major projects include:
- put forward ideas regarding GSS classes (including language, art, dance, and sports classes),
- provide ideas and suggestions as to various GSS parties, Intercultural Festival, etc.
- generate ideas as to various academic workshops.

**Strategic Planning ad hoc committee**

The GSS Strategic planning ad hoc committee shall develop a strategic plan to guide the activities of the Society over a period of not less than 5 years.

You should sit on this committee if you want to work on:
- develop a consolidated strategic plan of the Society;
- action plan to achieve the goals set before the society;

**Off - Campus Outreach ad hoc committee**

The Off Campus Outreach Taskforce supports and expands GSS’ off-campus graduate student services.

**Building Lease Renewal ad hoc committee**

Oversees the drafting of a new 10-year lease agreement with UBC
External Partners

Faculty of Graduate and Postdoctoral Studies

As a graduate student, you are a student in the Faculty of Graduate and Postdoctoral Studies (G+PS), while the program you are enrolled in is “housed” in another Faculty. Home to over 10,000 students across 121 different graduate degree programs, G+PS is a major authority on academic matters pertaining to graduate students. Within this Faculty, the G+PS Graduate Council is the legislative and administrative authority regarding graduate programs. This Council deals with matters such as:

- approving new graduate programs, curriculum changes, and graduate level (500-699) courses,
- determining or verifying the admissibility of students applying for graduate programs,
- maintaining academic records of graduate students with any problems encountered during their programs,
- maintaining academic records of graduate students (some exceptions for professional programs),
- helping graduate students with any problems encountered during their programs,
- coordinating scholarships, fellowships, and awards for graduate students across the entire University,
- approving requests for transfer between programs, leaves of absence, and reinstatements after interrupted study, and
- determining eligibility for graduation.

Every September GSS Council appoints five representatives, plus the VP University and Academic Affairs, to sit on UBC Graduate Council. Members of Graduate Council have a unique opportunity to help create new policy and to advocate for changes to existing policies to improve graduate studies at UBC.

The Alma Mater Society

The Alma Mater Society of UBC Vancouver (AMS) represents 50,000 students as well as students at affiliated colleges. Much like the GSS, the AMS is governed by an elected council and a five-member student executive. In addition to offering services to students, the AMS is an advocate of students’ issues and ensures the needs of students are presented to the University administration and the federal, provincial, and municipal governments.

Graduate students are also members of the AMS in addition to the GSS. As such, the Society has 7 representatives on the AMS’s Board of Directors (Council). These representatives have the same role in the AMS as in the GSS Council. These individuals can help direct the initiatives and projects of the AMS and to ensure the graduate student voice is heard.

Board of Governors

As per the University Act, the UBC Board of Governors is responsible for the management, administration and control of the property, revenue, business and affairs of the University at both campuses.

Members of the UBC Board of Governors represent a diversity of backgrounds and bring to the Board the views of their various constituencies. The Board is composed of 21 members; the Chancellor, the President and Vice-Chancellor, 11 members appointed by the provincial government, 3 members elected by students, 3 members elected by faculty, and 2 members elected by staff. Board of Governor meetings are held five times a year and are open to the public.


**Senate**

The UBC Senate is the highest governing body on all University academic matters. The Senate body deals with matters such as:

- Approving the creation of courses, programs, departments, or faculties,
- Approving the creation of scholarships and student awards,
- Assisting with the development and conduct of UBC Vancouver Libraries,
- Determining UBC Vancouver academic policies,
- Determining UBC Vancouver admission policies,
- Hearing student appeals in matters of academic discipline, academic standing, and admissions,
- Monitoring academic building needs, and
- Promoting university-wide discussion regarding teaching and learning.

Two senators are elected each year to represent graduate students.

**Part 2: Your Role as a GSS Councillor**

**What is Council?**

GSS Council is the society’s highest decision-making body. It decides how the society spends its money, the initiatives it pursues, and the positions it takes.

Council is composed of:

- (a) Executive Officers;
- (b) Departmental Representatives;
- (c) Graduate student members of the University Senate and Board of Governors;
- (d) Graduate student representatives on AMS Council
- (e) Graduate student representatives on Graduate Council

Each member of council has one vote.

**Duties of a councillor**

According to the Society Act,

1. A director of a society must
   
   (a) act honestly and in good faith and in the best interests of the society, and
   
   (b) exercise the care, diligence and skill of a reasonably prudent person,

What this means is that while you are acting as a GSS Councillor, you must act in the best interests of the society as a whole. You are not supposed to make decisions based on what is in the best interests of your home department.

It is both appropriate and desirable for you to voice the opinions of graduate students from your department while debating motions or proposals at council, as well as communicate and consult with members of your department about GSS initiatives. However, at all times your duty is owed to the society as a whole.

As a councillor, it is important that you follow the GSS Bylaws, policy manual, and internal protocols. It is also expected that you will sit on at least one committee, and diligently read and consider all materials related to council and any committees you are involved in.
**Council meetings:**

- GSS Council is convened third Thursday of each month, unless otherwise approved by Council.

- A Speaker of Council presides over meetings. The speaker’s role is to ensure the meeting’s rules of order are followed, while also carrying out the proceedings efficiently and fairly. The speaker is impartial and does not participate in debate except to ensure meeting rules are being adhered to.

- A Councillor with a potential conflict of interest shall immediately declare the nature of the conflict. Council shall decide whether the nature of the situation is truly a conflict of interest.

- By default, meetings of council are open to all members of the GSS to observe and participate in. However, when discussing sensitive matters such as contract negotiations or personnel matters, council can decide to go *in camera*. When *in camera*, the general membership is excluded from the meeting and only councilors and invited guests are allowed to be in the room. Anything discussed *in camera* must not be disclosed to anyone who did not participate in the *in camera* session.

- Voting during council meetings is done with iclickers. You will be given your own iclicker with 5 buttons (labeled A, B, C, D, and E) to cast votes. When it comes time to vote, the Speaker will inform council that a vote is taking place and the nature of that vote. A special voting window will be displayed on the screen at the front of the council chambers. Generally, a councillor would press A to vote in favour of the motion, press B to vote against, or press C to abstain.

**Additional Councillor Responsibilities:**

- If a Councillor is unable to attend meetings, they should appoint proxy who retains the voting right. Proxy’s name and contact information should be send to Administrative Assistant at aa@gss.ubc.ca

- A Councillor who misses three consecutive meetings without notice and without providing a proxy shall, except by special resolution of Council, forfeit their seat without notice.

- Inform graduate students of events and initiatives held by GSS;

- Communicate services and assistance available to grads (Advocacy Office, GSS Event Fund, Emergency Fund, etc.)

- Engage students to be active members of the student community at UBC (Facebook, Twitter, etc.)
Robert’s Rules of Order:

Robert’s Rules of Order (RRO) is parliamentary procedure; a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. These are an evolving set of rules, first codified by Henry M. Robert (1876). The advantage to using RRO is that they standardize meetings. RRO are designed to protect:

- The right of the majority to decide;
- The rights of a minority to have a voice;
- The rights and privileges of individual members; and
- The right of those who are absent.

A key element of RRO is the idea that silence is consent. Thus, if no one moves against something, or if people abstain, then they have implicitly consented to the motion.

It is important to note that RRO does not supersede the GSS bylaws. RRO is also flexible and at any time, we can vote to suspend or modify most, but not all, of the rules.

All motions must receive full debate. Debate only ends if question is called, if nobody says anything, or if time runs out for debating the motion. However, if the time for debate ends and a member(s) would like to continue the debate, any member may motion for the debate to be extended. This should only be done if there is still actual debate to be had on a motion. It is unnecessary to extend debate simply to repeat a point another member has already made, or to use extensions to ‘filibuster’ debate (where debate is extended, allowing one or more members to delay or entirely prevent a vote on a given proposal).

In RRO, personal remarks are always out of order. A motion is out of order if it is not correctly presented. It is the right of the chair to rule on issues of order. Debate must be about the motion at issue and cannot be about motives or personalities.

Robert’s Rules of Order for Beginners:

Call to Order
This occurs at the beginning of the meeting, once quorum has been attained. Quorum at GSS Council Meetings is a simple majority of the duly elected departmental representatives and Executive Officers then holding office, but in no case be less than sixteen (16) Councillors.

Motions
Business is resolved at meetings by voting on propositions put forward by members. Such propositions are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then debated and voted upon. No member may speak more than once to any motion (although the Speaker may choose not to enforce this rule if s/he deems it appropriate.) A member must raise his/her hand. A speaker’s list is kept acknowledging individuals in the order in which they have raised their hands.

Main Motions
The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
Subsidiary Motions

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence. The purpose of a subsidiary motion is to change or affect how a main motion is handled, and is voted on before a main motion. Below are the types of subsidiary motions:

1. **Motion to Postpone Indefinitely**
   This is a motion to defer further debate on the main motion until some future time. The motion requires a seconder and is debatable only as to the length of time that the main motion will remain tabled.

2. **Motion to Amend**
   A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed “friendly” and it does not require a seconder and is not subject to debate. If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

3. **Motion to Commit or Refer**
   This is similar to a Motion to Postpone Definitely, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body or committee for review and recommendations (usually the Code and Policy Committee).

4. **Motion to Postpone Definitely (to a certain time)**
   This is a motion to discuss a motion later in the meeting, or at a future meeting.

5. **Motion to Limit or Extend Limits of Debate**
   This motion is used to provide a certain amount of time for discussion of the motion, either for the subject matter or for each speaker.

6. **Motion to Previous Question**
   This is a motion to cease debate and proceed to the vote on the main motion.
   If there is an objection to the motion, the motion requires a seconder and must pass by a two-thirds vote.
   The motion is not debatable.

7. **Motion to Lay on the Table**
   This is a motion used to stop dealing with a motion temporarily to allow something of an urgent nature to be addressed.

Privileged Motions

Privileged motions deal with any or all issues specifically related to a meeting or to the comfort of members in attendance. They are called 'privileged' because, even when other business is pending, the real needs (regarding time, comfort, or other special needs) of the people in the meeting are considered important enough to be dealt with immediately. Below are the types of privileged motions.

1. **Call for Orders of the Day**
   This motion is used to get the meeting back on schedule.

2. **Raise a Question of Privilege**
   This motion is used to deal with something that affects the comfort of the group or even a single member (speaker cannot be heard at the back of the room, room temperature is too hot / cold).

3. **Recess**
   This motion is used to take a short break.
4. Adjourn
The motion is used to end the meeting.

5. Fix the Time to Which to Adjourn
This motion is used to continue the current meeting on another day.

Points
There are several special motions called “points” that have priority over all other motions or discussion. They are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder. Below are the following points:

1. Point of Order
An individual may raise a point of order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have clarification made on a specific ruling.

2. Point of Information
This point is the most misused one in the book. This Point is used to ASK for information that you feel is essential to your understanding of the debate. It may not be used to give information. The member may decide not to answer the question by refusing to yield the floor. Again, it is not in order to give someone information on a point of information.

3. Challenge to the Speaker
This Point is used when an individual disagrees with the Speaker’s ruling. The mover must state why he or she disagrees with the ruling. The Speaker may then give the reasoning behind the ruling. A vote is then taken to affirm the Speaker’s ruling.

Voting
Voting on motions normally requires a simple majority. Voting is normally done by a show of hands; however anyone eligible to vote has the right to demand a vote by roll call. Voting by secret ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

Motion to Reconsider
This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.

To Ensure Smooth Discussion
- Raise your hand if you wish to speak. The Speaker will take note and ask you to speak at the appropriate time.
- Speak to the topic or motion at hand! If you wish to raise something not on the agenda, there are always the “Question Period” or “New Business” agenda items.
- If you wish to make a suggestion regarding the motion on the floor, form it in terms of an amendment. Your amendment will need seconding, after which it will become the current item on the floor.
- Try not to repeat points other people have already made unless you have something new to add to the point.
# Chart of Motions

## Subsidiary Motions from Lowest to Highest Rank

<table>
<thead>
<tr>
<th>To:</th>
<th>Motion</th>
<th>You say this</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Business</td>
<td>Main</td>
<td>“I move that…”</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone the motion indefinitely</td>
<td>Motion to Postpone Indefinitely</td>
<td>“I move to postpone the motion to a later time”.</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend / Change the wording of a motion</td>
<td>Motion to Amend</td>
<td>“I move to amend the motion by…”</td>
<td>Majority</td>
</tr>
<tr>
<td>Send to Committee</td>
<td>Motion to Commit / Refer (Send to Committee)</td>
<td>“I move that the motion be referred to…”</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone Definitely</td>
<td>Motion to Postpone</td>
<td>“I move that the motion be postponed to…”</td>
<td>Majority</td>
</tr>
<tr>
<td>Limit Debate</td>
<td>Motion to Limit Debate</td>
<td>“I move that the motion be limited to (one) speech of (two) minutes for each member.”</td>
<td>Two-Thirds</td>
</tr>
<tr>
<td>Extend Limits of Debate</td>
<td>Motion to Extend Limits of Debate</td>
<td>“I move that debate for this motion continue for a further ten minutes”.</td>
<td>Two-Thirds</td>
</tr>
<tr>
<td>Previous Question / vote on the main motion</td>
<td>Motion to Previous Question (Call the question)</td>
<td>“I move to call the question / end debate on the motion and vote now.”</td>
<td>Two-Thirds</td>
</tr>
<tr>
<td>Lay on the Table</td>
<td>Motion to Lay (motion) on the Table</td>
<td>“I move to lay this motion on the table until we have addressed Agenda item I”.</td>
<td>Majority</td>
</tr>
</tbody>
</table>

## Privileged Motions from Lowest to Highest Rank

<table>
<thead>
<tr>
<th>To:</th>
<th>Motion</th>
<th>You say this</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call the meeting to Order</td>
<td>Call for Order</td>
<td>“The meeting was called to order at…”</td>
<td>Chair Decides</td>
</tr>
<tr>
<td>Address noise or temperature issue</td>
<td>Raise a Question of Privilege</td>
<td>“We cannot hear in the back of the room”</td>
<td>Chair Rules</td>
</tr>
<tr>
<td>Take a recess / intermission</td>
<td>Motion to Recess</td>
<td>“I move that we recess for…”</td>
<td>Majority</td>
</tr>
<tr>
<td>End meeting</td>
<td>Motion to Adjourn</td>
<td>“I move that we adjourn.”</td>
<td>Majority</td>
</tr>
</tbody>
</table>
### Incidental or Unranked Motions

<table>
<thead>
<tr>
<th>To:</th>
<th>Motion</th>
<th>You say this</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforce the rules</td>
<td>Point of Order</td>
<td>“I rise to a point of order”</td>
<td>Chair Rules</td>
</tr>
<tr>
<td>Protest the ruling of the Chair</td>
<td>Appeal</td>
<td>“I appeal the decision of the Chair”</td>
<td>Majority</td>
</tr>
<tr>
<td>Request information</td>
<td>Point of Information</td>
<td>“I rise to a point of information”</td>
<td>Given by Chair/Authority</td>
</tr>
<tr>
<td>Demand a verification of the vote</td>
<td>Division</td>
<td>Call out “Division”</td>
<td>On demand of one member</td>
</tr>
<tr>
<td>To separate parts of a motion</td>
<td>Division of a question</td>
<td>“I move that the motion be divided”.</td>
<td>Majority</td>
</tr>
<tr>
<td>To remove an improper matter from the floor</td>
<td>Object to Consideration</td>
<td>“I object to the consideration of…”</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>To Withdraw a motion</td>
<td>Permission to Withdrawn</td>
<td>“I request that my motion be withdrawn”.</td>
<td>Majority</td>
</tr>
</tbody>
</table>

### Restorative Motions or Motions that bring a Question Back

<table>
<thead>
<tr>
<th>To:</th>
<th>Motion</th>
<th>You say this</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change a Decision</td>
<td>Rescind</td>
<td>“I move to rescind the motion to…”</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>To bring back a motion</td>
<td>Reconsider</td>
<td>“I move to reconsider the vote on…”</td>
<td>Majority</td>
</tr>
<tr>
<td></td>
<td>Revote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GSS Privacy and Confidentiality Agreement

As an employee or volunteer of the Graduate Student Society (GSS) of the University of British Columbia, I understand that I have a legal obligation to protect personal information to which I have access through GSS records and information systems.

In accordance with the Freedom of Information and Protection of Privacy Act, and the GSS Personal Information Protection Policy, I agree to protect all personal information to which I have access in the course of my employment or volunteer activities with the GSS.

I agree to use the personal information only for the purposes for which it was collected and purposes consistent with my employment or volunteer responsibilities. I agree that I will only disclose personal information as permitted by law. I understand that discipline or sanctions, up to and including dismissal, may result if I access, collect, use, disclose, or dispose of personal information without authority.

I understand that my legal obligation does not end with my employment or volunteer activities at GSS but continues in perpetuity and that failure to keep confidential the personal information of individuals is grounds for legal action. By my signature, I acknowledge that I have read and will abide by this agreement.

NAME

____________________________________

DATE

____________________________________

SIGNATURE

____________________________________

Please sign and return back to the GSS office.