

# T U N | O M S G A

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## GENERAL ASSEMBLY PROCESS VERSION 1.1

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### ***Initial Presentation of an Item to Address***

- Any student, faculty, and or administration may make the Osteopathic Medical Student Government Association (OMSGA) aware of an item which needs addressing.
- Must follow process set in place to properly receive and deal with all issues no matter of magnitude or topic.
- The process has been put in place to protect the rights of the individuals involved in OMSGA no matter what their personal beliefs or opinions. It is by these means that they can present all items up for deliberation through a non-bias process.
- It is also this process that protects the rights of the students. No constituent will ever be represented by a solo activist, but rather be represented collectively and democratically formulating a solution to the issues that present themselves.
- The process as stated here is a parallel process to that used by the American Osteopathic Association (AOA). Therefore, this system of resolution development will more appropriately prepare Touro University Nevada students for national involvement in the Council of Osteopathic Student Government Presidents (COSGP), the Student Osteopathic Medical Association (SOMA), and other national organizations.

### ***Initial Action***

- All items in need of discussion must be presented to, and taken on by, an infrastructural unit that has the authority to develop a resolution.
- Only resolutions presented to the General Assembly from these infrastructural units will be considered.
- The aforementioned infrastructural units are as follows:
  - Standing Committees
  - Class Boards
  - Executive Cabinet
  - The Student Body President

## ***Resolution Development***

- Once an infrastructural unit has taken on an item to address they must develop a concise and preemptive statement as to what they think should be done – this is the resolution.
- Ideally all possible questions or varying solutions should be addressed in the statement.
- Therefore, research and deliberation must take place prior to writing the resolution. This will alleviate the time restraints of the General Assembly meetings.
- The preferred format for the Resolutions will be that of Roberts's Rules of Order 10<sup>th</sup> Edition. As demonstrated on the next page. However, a paragraph stating the same information will be accepted.
- The "Whereas" statements can be as many as necessary. They are to state the back ground information of how the conclusion, or resolution, was arrived at, and in doing so making a case for the resolution itself.
- The "Resolution" statement is the action needing to take place, or the answer to the problem or question. It is not cordial to demand another organization to take action but rather resolutions of the OMSGA General Assembly are to state what the OMSGA's action, opinion, or directive will to be.
- There is no limit to the length of a resolution, but approximately one page total is recommended; if necessary.

## ***General Assembly Agenda***

- All General Assembly items (resolutions) must be submitted to the presiding chair **one week prior** to the corresponding General Assembly meeting.
- This allows for enough time for the chair to publicly display the agenda three days prior to the General Assembly meeting.
- No items will be discussed at the General Assembly meeting other than those on the agenda. However, this process does not apply to Emergency meetings as stated in the Bylaws.

## ***Order of Meetings***

- All General Assembly meetings will be held in the same way unless there is a motion to "go out of order".
- Order of Meetings:
  - Call to Order
    - The start of the meeting.
  - Approving of the Minutes
    - Minutes will be sent to each voting member of the General Assembly for revision and review via email prior to the meetings. All changes must be submitted back to the VP of Communication via email prior to the meeting or at the meeting. The minutes from the most recent past meeting then will be approved as written or as amended.

- Guest Presentations
  - At the discretion of the Chairperson, in the situation where there are non-OMSGA members, Administrators, Faculty, Staff, or guests they will be allowed to speak to the Assembly at the beginning of the meeting to take up less of their time.
- Executive Board Reports
  - These reports are to be summaries of what each executive has been doing since the last meeting. At the first meeting of the General Assembly each Executive should take the time to define their role for the sake of the minutes and the new members of the Assembly. However, this is not to be the same as the Standing Committee Report. Reports should be typed and approximately 1-3 pages in length (this is for the sake of the acting secretary – the VP of Communications).
- Class Chief Officer Reports
  - Each Class's Chief Officer should report on the doings of the class as well as the events that they are planning. This is not to be the same as the Standing Committee Reports either. Reports should be typed and approximately 1-3 pages in length (this is for the sake of the acting secretary – the VP of Communications).
- Standing Committee Reports
  - The Chairperson of each Standing Committee at this time may discuss the deliberations of their committee. If they find it beneficial to have one of the other members of the committee present specific information they may request them to contribute to their report. Meeting Schedule and members should be stated as well. Reports should be typed and approximately 1-3 pages in length (this is for the sake of the acting secretary – the VP of Communications).
- Resolution Presentations
  - Each Resolution as presented previously to the presiding Chair will be read through by the chairperson. After they have been read they are open for deliberation; one at a time. Proceedings will be handled according to Robert's Rules of Order, the 10<sup>th</sup> Edition.
- Announcement of next meeting
  - Each meeting will end by announcing the next meeting.
- Adjournment

## ***Presentation of Resolutions***

1. The Chairperson of each infrastructural unit should be the one presenting the resolution during the "Resolution Presentations" section of the meeting.
2. On the next page is an example of a completed resolution:

SUBJECT: STUDENT DELEGATES TO THE AMERICAN OSTEOPATHIC  
ASSOCIATION HOUSE OF DELEGATES

SUBMITTED BY: Missouri Association of Osteopathic Physicians & Surgeons

REFERRED TO: Committee on Professional Affairs

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1 WHEREAS, the American Osteopathic Association considers student and resident  
2 involvement in their professional association paramount; and

3 WHEREAS, the American Osteopathic Association has repeatedly demonstrated  
4 commitment to students and residents; and

5 WHEREAS, the student body selects a student from each osteopathic college to represent  
6 student views in the American Osteopathic Association House of Delegates; and

7 WHEREAS, the American Osteopathic Association House of Delegates is the policy  
8 making body for the entire osteopathic profession; and

9 WHEREAS, many of the issues in the American Osteopathic Association House of  
10 Delegates address practice and payor issues; and

11 WHEREAS, many decisions in the House of Delegates require practice and professional  
12 experience; now, therefore, be it

13 RESOLVED, that the American Osteopathic Association supports continued student  
14 government delegates and the Student Osteopathic Medical  
15 Association (SOMA) delegate to serve in the American Osteopathic  
16 Association House of Delegates, representing their osteopathic college, or the SOMA  
17 membership as is done presently; and, be it further

18 RESOLVED, that no more than one seat in each divisional society be occupied by a student  
19 in addition to the students as seated by current House of Delegates Policy, stated  
20 above.