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GRADUATE *and* PROFESSIONAL STUDENT ASSEMBLY
UNIVERSITY of PENNSYLVANIA

Drafting Committee Bylaws

BYLAWS
OF THE
DRAFTING COMMITTEE
OF THE
GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY
OF THE
UNIVERSITY OF PENNSYLVANIA

GA/C.D/BYL/45/R.0

Last Amended: November 29, 2023

1. **Advice on Legislative Process.** The committee should advise members of GAPSA—
 - 1.1. on the notice deadlines for bringing measures to the General Assembly;
 - 1.2. how to write up an idea into a resolution, taking care to emphasize—
 - 1.2.1. concision and clarity;
 - 1.2.2. the distinction between preambulatory (e.g., “whereas”) and operative clauses;
 - 1.2.3. the inclusion of references to the authority on which an action is taken;
 - 1.2.4. that budget reallocations be fully specified;
 - 1.2.5. that motions and amendments to motions be written out in full properly;
 - 1.2.6. that documents be specifically identified with version numbers from the Standardized Symbol System, in accordance with Article XII(B)(1)(d); and
 - 1.2.7. that Constitutional Amendments include official abstract for insertion into Article XIII;
 - 1.3. on the primarily used motions and processes in meetings by preparing a summary card and/or sheet.
2. **Committee Opinions.** The Drafting Committee shall be automatically referred all matters regarding controversies about the application of the rules of GAPSA outside of General Assembly meetings, for the issuance of an opinion specifically describing the rules applied to the case, before their consideration by the General Assembly.
3. **Committee Operations.** The Drafting Committee is authorized to meet by videoconferencing technology that is accessible to all members of the committee. The Committee should ordinarily meet regularly in the week prior to General Assembly meetings, to review upcoming Bills.

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