

# Drafting Bylaws

Graduate and Professional Student Assembly  
OF THE  
University of Pennsylvania

GA/45/RES/7  
GA/C.D/45/M/3/R.0  
GA/C.D/BYL/45/R.0  
GA/45/BILL/9/R.0

Adopted November 29, 2023

### Abstract

The Drafting Committee was constituted by the GAPSA General Assembly on March 15, 2023. This report was prepared over the summer and fall, incorporating the previous report of the Drafting Committee, GA/C.D/44/M/3, recommended amendments to the GAPSA Constitution discovered upon the committee’s work compiling the most recently adopted set of amendments, and memorialization of changes to the budget process. This Bill is the third part of three of the committee’s report.

This Bill implements the first set of Bylaws for the Drafting Committee.

**RESOLVED**, *by the Graduate and Professional Student Assembly of the University of Pennsylvania, by majority of the General Assembly and consensus of the Drafting Committee,*

**Section 1.** That the following Drafting Committee Bylaws are enacted:

- “(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 abstracts 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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