

CLARK UNDERGRADUATE STUDENT COUNCIL



Student Handbook

a quick guide for students to all things CUSC

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Introduction

The mission of Clark Undergraduate Student Council (CUSC) is to serve as an entity that empowers students to coordinate activities and effect change within their university. CUSC is invested in the undergraduate students of Clark University and is committed to improving student life – whether by financing student groups on campus and facilitating student-sponsored programming, or by working directly with the administration and students to study and ameliorate issues relevant to student life.

Clark Undergraduate Student Council reports directly to the Board of Trustees of Clark University and is advised by the Office of Student Leadership and Programming. An impartial and independent Judiciary Committee composed of current students is responsible for ensuring that CUSC operates in a manner consistent with its governing documents (available online at www.cuscweb.com).

This handbook contains resources that pertain directly to you – explanations of the responsibilities of the various representatives in the Clark Undergraduate Student Council, the role of standing committees within CUSC, and a summary of parliamentary procedures, among other things. We hope that this handbook can assist you in understanding the operations of Clark Undergraduate Student Council and advise you on how to reach us if you ever need to.

We strongly suggest that you hold on to this handbook for reference, since we have created this resource especially for you. If you have any questions, please do not hesitate to email Clark Undergraduate Student Council at cusc@clarku.edu.

Frequently Asked Questions

We have compiled a very short list of questions that you may have about Clark Undergraduate Student Council in this handbook. Please remember that CUSC representatives are available to be contacted anytime via email, and we have created surveys and questionnaires that allow students to get their concerns addressed quickly. Refer to page 17 for a summary of our communication resources.

Why should I hold on to this Handbook?

Clark Undergraduate Student Council is committed to publicizing its resources for use by students. This handbook summarizes all of these resources, so that CUSC representatives can be held accountable for their responsibilities. It also contains the roles of the different committees within CUSC that allows the student body to identify the appropriate avenues for seeking assistance (see page 13). This handbook is free so we strongly recommend that you hold on to one.

Why is Student Council important to me?

Clark Undergraduate Student Council represents your voice to the administration. We work directly with students, staff and faculty members to bring positive change to campus. This means that we need YOU to identify issues on campus and communicate them to CUSC. We need to know YOUR ideas, comments and perspectives. Clark Undergraduate Student Council is comprised of enthusiastic individuals committed to listening to the student body and improving student life at Clark.

What does Clark Undergraduate Student Council do?

There is a variety of operations that CUSC undertakes in order to maintain the well-being of student organizations on campus, and to preserve and improve the quality of student life at Clark University. The preamble of our Constitution states that CUSC will facilitate "... a vital and active forum for students to rally support for their causes, activities and organizations; to voice discontent; and to mediate satisfying and beneficial solutions to the concerns of all Clark undergraduates." In a nutshell, CUSC is charged with the effective distribution of the Student Activities Fee, facilitation of conversations between administrators

and the student body, recruitment of students to be involved in decision-making processes at Clark, and identification of campus-wide issues and implementation of effective solutions.

How does CUSC acquire funds to distribute to student groups?

The money that Clark University receives when you pay your Student Activities Fee, is entrusted to Clark Undergraduate Student Council by the Board of Trustees. CUSC maintains standing committees that specialize in effective fund allocation. The rationale and ethics of each transaction are considered and sometimes discussed in detail during CUSC meetings. The Office of Student Leadership and Programming has oversight of all such allocations in order to prevent abuse or unproductive use of funds. To read about the various funding resources available at CUSC, see page 18.

How do I get in touch with my representatives?

First, visit www.cuscweb.com to find out who your representatives are and to view their contact information. Members of the Clark Undergraduate Student Council serve weekly office hours, so please come see us in the CUSC Office at the Higgins University Center. Weekly office hours are listed on our website, and on the CUSC Office door. Want to get in touch with Executive Board members directly? Visit www.cuscweb.com/talk to take a survey that gets sent directly to the CUSC President.

How can I get involved with Clark Undergraduate Student Council?

The website maintained by CUSC has details on how members of the student body can get involved in student government. We are always looking for students to help out with our initiatives or join committees within Clark University that discuss specific areas of university governance. All representative positions in CUSC are elected positions, although we have several CUSC-affiliated positions that students can get appointed to. Please visit www.cuscweb.com for details.

Duties of CUSC representatives

The Representative Council within Clark Undergraduate Student Council is composed of Class Representatives, Residence Hall Representatives, Clark-owned Houses Representatives, Off-Campus Housing Representatives, International Students Representative and Minority Students Representative. All Representative Council members must adhere to a set of guidelines as mandated by the CUSC Constitution (available at www.cuscweb.com):

1. Communicate with constituents
2. Represent the interests of constituents and act on their behalf
3. Ensure that the operations of CUSC are consistent with its legislation
4. Abide by the rules for the internal governance of CUSC
5. Serve as a member of at least one CUSC standing committee (see page 13)
6. Attend meetings to ensure that business is conducted

Aside from these general guidelines, members of the Representative Council are also encouraged and expected to maintain a few additional responsibilities in order to better serve the students of Clark University and uphold the mission of Clark Undergraduate Student Council. These responsibilities are listed on the next few pages.

Class Representatives

All Class Representatives must act as resources to their constituents in regard to the support that is provided by CUSC. Representatives must comply with all of the requirements of their positions specified in the CUSC Constitution, and are also encouraged and expected to consider the following responsibilities:

- Maintain email list servers to communicate with constituents and use them as per legislative requirements,
- Make themselves available for question-and-answer sessions whenever deemed necessary, and advertise these sessions to their constituencies,
- Attend meetings of student organizations as requested by the Executive Board,
- Attend meetings and carry out the responsibilities of assigned standing committees,
- Address issues from their constituents in CUSC meetings and in programs sponsored by CUSC,
- Attend the Gryphon & Pleiades Leadership Conference and the Millennium Leadership Conference,
- Meet with staff and members of the administration as requested by the Executive Board,
- Attend student-sponsored programs on campus,
- Read *Worcester Magazine* in order to be aware of important news and events in the City of Worcester,
- Participate in a CUSC-sponsored community service project, as organized by the Vice-President of CUSC

Residence Hall Representatives

All Residence Hall Representatives and Clark-owned Housing Representatives must act as resources to their constituents in regard to the support that is provided by CUSC. Representatives must comply with all of the requirements of their positions specified in the CUSC Constitution, and are also encouraged and expected to consider the following responsibilities:

- Maintain email list servers to communicate with constituents and use them as per legislative requirements,
- Make themselves available for question-and-answer sessions whenever deemed necessary, and advertise these sessions to their constituencies,
- Attend meetings of student organizations as requested by the Executive Board,
- Attend meetings and carry out the responsibilities of assigned standing committees,
- Address issues from their constituents in CUSC meetings and in programs sponsored by CUSC,
- Attend at least two events per semester organized by the Resident Advisors of the constituent residence hall,
- Attend the Gryphon & Pleiades Leadership Conference and the Millennium Leadership Conference,
- Meet with staff and members of the administration as requested by the Executive Board,
- Attend student-sponsored programs on campus,
- Read *Worcester Magazine* in order to be aware of important news and events in the City of Worcester,
- Participate in a CUSC-sponsored community service project, as organized by the Vice-President of CUSC

Off-Campus Housing Representatives

All Off-Campus Housing Representatives must act as resources to their constituents in regard to the support that is provided by CUSC. Representatives must comply with all of the requirements of their positions specified in the CUSC Constitution, and are also encouraged and expected to consider the following responsibilities:

- Maintain email list servers to communicate with constituents and use them as per legislative requirements,
- Make themselves available for question-and-answer sessions whenever deemed necessary, and advertise these sessions to their constituencies,
- Attend meetings of student organizations as requested by the Executive Board,
- Attend meetings and carry out the responsibilities of assigned standing committees,
- Address issues from their constituents in CUSC meetings and in programs sponsored by CUSC,
- Attend the Gryphon & Pleiades Leadership Conference and the Millennium Leadership Conference,
- Meet with staff and members of the administration as requested by the Executive Board,
- Attend student-sponsored programs on campus,
- Read *Worcester Magazine* in order to be aware of important news and events in the City of Worcester,
- Participate in a CUSC-sponsored community service project, as organized by the Vice-President of CUSC

Minority Students Representative

The Minority Students Representative must act as a resource to his/her constituents in regard to the support that is provided by CUSC. The Representative must comply with all of the requirements of their positions specified in the CUSC Constitution, and is also encouraged and expected to consider the following responsibilities:

- Must act as a resource for any student who identifies as part of a minority group at Clark,
- Maintain an email list server to communicate with constituents and use it as per legislative requirements,
- Advertise the option to opt-in to the email list server to all members of the student body,
- Make himself/herself available for question-and-answer sessions whenever deemed necessary, and advertise these sessions to his/her constituency,
- Attend meetings of student organizations as requested by the Executive Board,
- Attend meetings and carry out the responsibilities of assigned standing committee,
- Address issues from his/her constituents in CUSC meetings and in programs sponsored by CUSC,
- Attend the Gryphon & Pleiades Leadership Conference, the Millennium Leadership Conference and the Intercultural Retreat,
- Attend events sponsored by the various student-support groups on campus,
- Meet with staff and members of the administration as requested by the Executive Board,
- Read *Worcester Magazine* in order to be aware of important news and events in the City of Worcester,
- Participate in a CUSC-sponsored community service project, as organized by the Vice-President of CUSC

International Students Representative

The International Students Representative must act as a resource to his/her constituents in regard to the support that is provided by CUSC. The Representative must comply with all of the requirements of their positions specified in the CUSC Constitution, and is also encouraged and expected to consider the following responsibilities:

- Must act as a resource for any student who identifies as an international student on the Clark campus,
- Maintain an email list server to communicate with constituents and use it as per legislative requirements,
- Advertise the option to opt-in to the email list server to all members of the student body,
- Make himself/herself available for question-and-answer sessions whenever deemed necessary, and advertise these sessions to his/her constituency,
- Attend meetings of student organizations as requested by the Executive Board,
- Attend meetings and carry out the responsibilities of assigned standing committee,
- Address issues from his/her constituents in CUSC meetings and in programs sponsored by CUSC,
- Attend the Gryphon & Pleiades Leadership Conference, the Millennium Leadership Conference and the Intercultural Retreat,
- Attend cultural events on campus,
- Meet with staff and members of the administration as requested by the Executive Board,
- Read *Worcester Magazine* in order to be aware of important news and events in the City of Worcester,
- Participate in a CUSC-sponsored community service project, as organized by the Vice-President of CUSC

CUSC Standing Committees

Clark Undergraduate Student Council maintains five standing committees in order to carry out its operations efficiently. All members of the Representative Council are required to be on one of these standing committees. The five committees are listed below, along with brief descriptions.

Organizational Committee

The Clark Undergraduate Student Council's Organizational Committee gets its name from working closely with student organizations at Clark University. The Organizational Committee's expertise lies in helping student groups with budgeting their events, organizing fundraisers, registering and setting up events, as well as assisting student groups with internal business, such as membership and elections. Members of the CUSC Organizational Committee make themselves available during Student Group Assemblies and Club Officer Training to answer questions and support student groups in any way possible. The CUSC Organizational Committee is well aware of all resources available for student leadership, and can guide student groups in the right direction.

The CUSC Organizational Committee is also responsible for all transportation facilities provided by the Clark Undergraduate Student Council. This includes the bimonthly bus to Boston, shuttles that take students to shopping malls during weekends, and shuttles that transport students to the airport at the beginning of each break during the school year.

The Organizational Committee also manages a fund, called the Programming Cosponsorship Fund (PCF), to help student groups with small expenses for events. Expenses that PCF generally tends to cover include police detail, room setup fees and snacks. One can apply for funding from the Programming Cosponsorship Fund by simply completing a form online at www.clarku.edu/pcf.

Members of the CUSC Organizational Committee also organize the annual Student Groups Awards Night to recognize students who have made valuable contributions to student life at Clark University through exceptional programming and involvement.

Elections Committee

The Elections Committee of Clark Undergraduate Student Council is responsible for recruitment and membership within CUSC itself. Twice a semester, the Elections Committee works with an external

agency to conduct elections through a process called Instant Runoff Voting (IRV) – a unique voting system that uses ranking of candidates for greater fairness. During elections period, it is the responsibility of the members of the Elections Committee to establish the rules of elections, answer campaign questions from candidates, advertise the candidates who are running for office to the entire student body, organize the CUSC Debate prior to elections and finally prepare a comprehensive online voting interface featuring biographies and photos of all candidates.

The CUSC Elections Committee is also responsible for placing referenda on the online ballot. A referendum is a question that the entire student body votes on (as opposed to voting for a candidate running for a CUSC position). Members of the Elections Committee review referenda presented by the student body at large and determine whether they are fit to appear in the upcoming elections.

Members of the Elections Committee are also responsible for interviewing candidates who apply for appointed positions in Clark Undergraduate Student Council. Any member of the undergraduate student body may apply for an appointed position (for instance, to be student representatives in Administrative or Trustee Committees) by filling out the Common Student Leadership Application, available on the CUSC website. Upon submission of this application, the Elections Committee is in charge of screening and interviewing the applicant to determine his/her qualifications, and if seen fit, advising the CUSC President to appoint the applicant into the appropriate committee.

Communications Committee

The CUSC Communications Committee is responsible for all communication between CUSC and the student body. This entails advertising for events, elections and coordinating news releases and publications. The Communications Committee works with other standing committees within CUSC to advertise their operations, and any information they need to publicize.

The Communications Committee is responsible for releasing a periodic newsletter in order to inform the student body of relevant information pertaining to CUSC such as updates, resolutions, acts, referenda, transportation schedules, and information about members.

Members of the Communications Committee are also responsible for maintaining a list of all available channels of communication, and choosing the appropriate channels for disseminating a variety of information.

Grants Committee

The Clark Undergraduate Student Council Grants Committee is a resource available to all students to assist with funding for special projects and event planning. It is unique in that it is composed of only one elected member of the CUSC and four additional members who are volunteer appointees. The primary responsibility of the Grants Committee is to deliberate and recommend special budgets funded through Special Projects Fund, Equipment Fund, and Activism Fund.

The Special Projects Fund is available to all individual students and student organizations to be used for on campus programming. Specific amounts are reserved for funding for different periods of the year. The Equipment fund is available to all individual students and student organizations to be used for long-term investments into equipment that will be continuously be used for activities and events. The Activism Fund is available to all students and student organizations to be used for off campus activism activities or for on campus events that benefit local charities.

In addition to Special Projects requests the Grants Committee also serves as a resource to assist in financial planning, fundraising, and cosponsorship facilitation for events and activities. Members provide advice to students as to how to organize fundraisers, which clubs may be receptive to assisting the event, and as a referral service to other funding sources.

The Grants Committee in conjunction with the Organizational Committee oversees the Cosponsorship Facilitation Survey (see “Funding Resources” on page 18). For more information on the specific criteria the Grants Committee uses to deliberate and make recommendations over special budgets, please refer to the Grants Committee’s Internal Procedures on www.cuscweb.com

Finance Committee

The Finance Committee within CUSC is an oversight organization in charge of monitoring the monies received from students paying the Student Activities Fee, and making sure that they are used in a manner that complies with the CUSC Constitution and all related pieces of legislation. The Finance Committee conducts audits of accounts of all student organizations in November and February.

In addition, the Finance Committee deliberates over and recommends annual budget allocations for each student group. Members of the Finance Committee accept annual budget requests through an online

survey each spring, and make initial recommendations for each student organization on campus. Afterwards, the Finance Committee conducts a period of appeals, and then makes final recommendations for each student group to be approved by all voting members of CUSC.

For more information on specific Finance Committee regulations, please refer to Money Matters (available on www.cuscweb.com).

Ad Hoc Committees

If CUSC is required to address an issue that does not necessarily fit into the responsibilities of standing committees, the President has the authority to form special task forces called ad hoc committees. These committees can be composed of CUSC representatives from any or all standing committees, as well as any interested member of the student body. Ad hoc committees are generally temporary, have deadlines set by Executive Board members, and are required to update the Council on their operations during weekly meetings of Clark Undergraduate Student Council. In order to take advantage of the opportunities to join CUSC-affiliated ad hoc committees, please visit www.cuscweb.com frequently and check out the “News/Events” page.

Communication Resources

Clark Undergraduate Student Council employs several approaches to communicate effectively with the student body.

1. Clark Undergraduate Student Council website: Although our website is hosted by Clark University, we have simplified the URL to make it easy to remember. Now you can reach us at www.cuscweb.com. This website has important documents, forms and surveys that the student body and student groups need to access on a regular basis. The website also features news, announcements and information on how to get involved.
2. Central CUSC email account: Although the names and contact information of CUSC representatives are listed on our website, CUSC does own a central email account – cusc@clarku.edu – that students can send general comments, suggestions and questions to.
3. Weekly meetings of Clark Undergraduate Student Council: Our meeting time and location are available on our website and regularly updated. Although we have numerous online communication avenues, the most effective way to bring forth issues to the CUSC is to come to a meeting and speak to the Council in person.
4. Office hours: CUSC Representatives are required to serve weekly office hours. Our office in the Higgins University Center was established so that any member of the student body can walk in at any time and talk to us about any matters of student life. Office hour schedules are available on our website and on the door to the office.
5. Talk to the Executive Board directly: Visit www.cuscweb.com/talk to fill out a comment form that gets sent directly to the Executive Board members of CUSC.

Funding Resources

The following resources are provided by CUSC to assist students with funding of events, projects, and other activities. Please understand that submission to these entities does not guarantee full funding of the request.

Grants Committee: The Grants Committee is a resource available to all students to assist with funding for special projects and event planning. In addition to hearing and deliberating over requests for special budgets, the Grants Committee also serves as a resource to assist in financial planning, fundraising, and co-sponsorship facilitation for events and activities. In addition to the Special Projects fund, the Grants Committee also administers the Equipment Fund (to be used for long term equipment expenditures) and the Activism Fund (to be used for off campus activism activities or for events that benefit local charities).

To fill out a funding request or to schedule a consultation visit www.cuscweb.com and find the link pertaining to special budgets.

Cosponsorship Facilitation: The Cosponsorship Facilitation Survey enables individuals and organizations to pursue co-sponsorship by submitting a single form. The form will be sent to the Grants Committee Chair who will then forward the request on to the presidents of related recognized and acknowledged groups. From there any organization interested in co-sponsoring an event or activity will contact the person submitting the initial request to discuss how to get involved.

To request cosponsorship from student organizations in the form of volunteers or funding visit www.clarku.edu/cosponsorship.

Programming Cosponsorship Fund (PCF): The Programming Cosponsorship Fund (PCF) is a fund administered by the CUSC Organizational Committee that is available for use by student groups in the interest of programming throughout the year for on-campus programs. PCF should ideally be used to fund minor necessities of an event.

To request funding from the Programming Cosponsorship Fund, visit www.clarku.edu/pcf.

Parliamentary Procedures

In order to ensure efficiency of operations at Clark Undergraduate Student Council (CUSC) meetings, representatives follow some common rules and procedures for deliberation and debate, known as *Robert's Rules of Order*. These procedures require, among other things, business to be brought forth through motions – in other words, to start discussion about a specific initiative.

As an illustration of this principle, an elected member may state, “I move to approve the charter of XYZ student organization.” Most, if not all, initiatives in CUSC are introduced through *motions*, including the act of ending our weekly meeting.

Most motions need to be *seconded*. Any voting member may second a motion – if nobody does, the motion does not move forward.

After a motion receives a second, it typically moves to *questions to the wording*. At this stage, anyone (elected member or not) may ask a question about the wording of the motion itself.

The motion then moves into *discussion*. At this stage, any elected or non-elected member may ask questions to the maker of the motion about his/her intentions, or comment on the pertinent motion. Those interested in contributing to the debate simply need to raise their hands, and the President adds them to a *speaker's list* – the order of speakers that is followed during deliberation. During this period, elected members have the right to amend the motion, and the maker of the motion can withdraw his/her motion at any time. After the discussion is over, it is time to vote. Depending on the number of votes, the motion either passes or fails.

Here are some motions that one may regularly encounter at meetings of the CUSC.

1. *Motion to amend an existing motion*: Members can make any changes to a motion that has already been made. Unless it is accepted as a “friendly amendment” – in other words, deemed by the maker of the original motion as a suitable change – this becomes a new motion that elected members must vote on.
 - a. Main Motion
 - b. Second to the Motion
 - c. Questions to the Wording
 - d. Discussion

- i. Amendment to Motion
- ii. Second to the Motion to Amend
- iii. Question to the Wording on the Motion to Amend
- iv. Discussion on the Motion to Amend
- v. Vote
- e. Return to Discussion on Main Motion (if amendment fails), or
- f. Return to Discussion on Main Motion that includes the approved amendment (if the Motion to Amend passes)
- g. Vote on Main Motion that includes the approved amendment.

2. *Motion to Move to the Previous Question:* If debate about a specific motion is going around in circles and no new, pertinent information is being presented, an elected member has the right to make a motion to move to the previous question. If this motion passes, the debate ends, and the main motion moves immediately to a vote.

- a. Main Motion
- b. Second to the Motion
- c. Questions to the Wording
- d. Discussion
 - i. Motion to Move to the Previous Question
 - ii. Second to the Motion to Move to the Previous Question
 - iii. Vote
- e. Return to Discussion on Main Motion (if previous question fails), or
- f. Immediate Vote on Main Motion

3. *Motion to Table an existing Motion:* If there is reason that a motion cannot be voted on at one specific meeting due to the lack of information, it may be postponed until a future meeting. Tabling a motion also requires a second, and is followed by a period of discussion, where members may talk about whether postponement is beneficial or not.

- a. Main Motion
- b. Second to the Motion
- c. Questions to the Wording
- d. Discussion

- i. Motion to Table Main Motion
- ii. Second to Table Main Motion
- iii. Questions to the Wording
- iv. Discussion
- v. Vote
- e. Return to Discussion on Main Motion (if Table Main Motion fails), or
- f. End of Discussion; No vote; Move on to next agenda item.

4. *Motion to Recess*: Any elected member may move to recess at any point of the meeting. There may be several reasons for this: to give Executive Board members to consult with each other about a specific issue, to give Judiciary Committee members a chance to make a ruling, or simply to provide a breather for CUSC members.

5. *Motion to Divide the Question*: When an elected member introduces a motion address several initiatives at once, another member may move to divide the question. An example will best illustrate this principle. Suppose an elected member moves to allocate \$300 from Special Projects for X, Y and Z organizations for a specific event. Another member may believe that each allocation should be viewed separately, because each of the three student groups in question may have specific circumstances for requesting funding from Special Projects. In that case, this elected member will move to divide the question into three separate motions – and vote on each motion separately.

- a. Main Motion
- b. Second to the Motion
- c. Questions to the Wording
 - i. Motion to Divide the Question
 - ii. Second to the Motion to Divide the Question
 - iii. Vote
- d. Discussion on Main Motion (if Motion to Divide the Question fails), or
- e. Discussion on Part 1 of Main Motion (if Motion to Divide the Question passes)
- f. Vote on Part 1 of Main Motion
- g. Discussion on Part 2 of Main Motion
- h. Vote on Part 2 of Main Motion... and so on.

6. *Motion to Divide the Assembly:* The results of votes are announced by the Student Council President according to the number of elected members who vocalize the word “Ay” or “Nay.” If the result of a vote is not realized audibly – in other words, one is not sure how many people agreed and how many disagreed – any elected member may move to divide the assembly. In this case, the CUSC Secretary calls the names of all members present and each member specifies his/her decision on the motion. After going down the list of all CUSC members, the CUSC Secretary adds up the numbers and lets the President know whether the motion actually passed or failed.

As mentioned before, the motions listed above are simply examples of motions one regularly encounters at CUSC meetings. There are a variety of other motions that aid in CUSC operations to increase efficiency and regulate deliberation and debate. The website www.robertsrules.org provides an excellent summary of all motions allowed by parliamentary procedures. Of course, if members of the student body present at a meeting have any questions regarding motions introduced at the meeting, CUSC strongly encourages them to ask for clarification during Questions to the Wording or Discussion.

The President of the Clark Undergraduate Student Council cannot vote on any motion, unless in order to break a tie. Judiciary Committee members, who are also present at all CUSC meetings, cannot vote either. All other elected members have three voting choices for each motion – Yes, No or Abstain.

It is extremely important to note that an abstention does not mean that the representative who chooses to abstain opposes the motion at hand. A representative is required to abstain if the motion pertains to a specific student group that he/she is involved in, to avoid a conflict of interest. A representative may also choose to abstain from voting because he/she believes that he/she does not have enough information to make a decision about the motion. In the final vote count, abstentions are ignored and the fate of a motion is solely based on the number of voters who either voted “Yes” or “No.”

As noted above, only elected members may introduce a motion during a CUSC meeting. Non-elected members present at the meeting may speak during Discussion to influence the decision eventually made by voting members on the pertinent motion. Non-elected students may also request a CUSC representative to introduce a specific motion, to amend a motion at hand, to table a motion until a specific date, and so on. A student simply has to raise his/her hand to be added to the list of speakers.

This version of the Clark Undergraduate Student Council “Student Handbook” was printed at Clark University in August 2009.

For more information on Clark Undergraduate Student Council operations, resources and representatives, visit www.cuscweb.com.

Questions/comments/suggestions? Please email CUSC at cusc@clarku.edu
This handbook is free, and you are welcome to keep one for your own use.

