

Council of Graduate Students (COGS)

Committee Guidelines

COGS nominates and/or elects graduate students to COGS committees, University committees, and committees in the community. These guidelines apply to all graduate and professional students who hold those positions.

Eligibility:

- Graduate students need not be a Full Council Representative to apply for a COGS committee.
- Any graduate student who has not asked for a refund of the COGS tax in the current or previous semester is eligible to run for a University committee.
- Per Article 4.3 of the COGS Bylaws, Full Council representatives are required to serve on at least one COGS, University, or community committees.
- Article 8 of the COGS Bylaws contains information regarding the duration of COGS committee appointments.
- Descriptions of COGS committees are available on the website at cogs.msu.edu.

Attendance:

- Committee members nominated/elected by COGS are expected to attend all scheduled meetings for the committees to which they are elected.
- If, on occasion, a committee member is unable to attend a scheduled meeting, then they should arrange for representation by an alternate.
- Additionally, it is the responsibility of the committee member to inform the appropriate COGS Executive Board member of any expected changes in attendance per COGS Bylaw 8.1.6.
- If a committee member nominated/elected by COGS fails to attend more than two scheduled committee meetings, then COGS may remove that committee member and nominate/elect a replacement.

Reporting:

- It is important and expected that committee members nominated/elected by COGS report back to the appropriate COGS Executive Board member.
- Reports should be given by email, if possible, in a timely manner following each committee meeting, and at least one week prior to each COGS Full Council meeting.
- Each report should be a brief overview of topics discussed and actions taken at each scheduled committee meeting, with more detail when appropriate.
- More detailed reports are required and frequency of reports may increase, should the committee be addressing a particularly controversial or pressing issue.
- Reports should be informative and relate any potentially important material – especially if action by COGS is necessary.
- Committee reports are important because they facilitate the distribution of useful and relevant information to the MSU graduate and professional students body.

Other:

- It is important that committee members nominated/elected by COGS remember that they are representatives of COGS, and therefore are expected to act in accordance with any statements, resolutions, or objectives of COGS.
- For controversial issues (potential or particular), committee members nominated/elected by COGS are expected to consult with the COGS Full Council.

Application/Election

- Any eligible graduate student interested in participating in a committee to which COGS nominates/elects representatives, will need to complete an online application.
- Applications are due the day before each regularly scheduled COGS Full Council Meeting.
- Qualified applications (per committee descriptions) will be forwarded by the COGS Vice President for Internal Affairs (VPIA) to the appropriate body, normally the COGS Full Council for approval and election.
- Applicants nominated/elected by the COGS Full Council will be given the opportunity to discuss their motivation and qualifications for each committee to which they apply.
- If committee applicants are elected by a group other than COGS, then the COGS VPIA will bring the nominations to the appropriate body for approval and election.