**SGA Senator Training**

Start: 6:00pm

**Invocation**: President Richard

**Goals, Roles, and Responsibilities:**

* **SGA**
	+ Student Concerns are top priority
	+ Organizational Development
	+ Constitutional Advancement
* **Senator Expectations**
	+ Conversation with advisors about well-being of the department
	+ Business Casual attire at meetings
	+ Be a voice for your fellow students
	+ Attendance to SGA Senate Meetings
		- We will work around your schedule
		- Let an Executive know if you cannot make it
			* Senators and CP cannot miss more than 4 meetings
	+ **Constitution and By-Laws**
		- Senators should get to know the constitution and By-Laws. This will be important when discussing a proposal in the Senate
	+ Senate members will be expected to participate in Organization allocation voting
* **Committees**
	+ Constitutional Amendments and Elections
	+ Communication and Publicity
	+ Student Concerns and Organization Development
	+ Student Activities
* **Roberts Rules**
	+ It’s important because it helps maintain order, and it doesn’t waste time
		- Reduces the frustration of meetings
		- Enhances leadership credibility
		- Improved Communication Skills
	+ Parliament History
		- Henry Martin Robert wrote them in 1876, revised from Greek Culture
		- Used by Most organizations in the US today.
	+ What is Roberts Rules
		- It’s a set of rules used by an organized group to govern meetings (deliberative assembly)
	+ Basic Principles
		- Someone must run the meeting and maintain order (The chair)
		- Everyone has the right to speak and bring up ideas
		- Everyone has the right to vote, Majority Rules
		- Can only consider one topic at a time
		- Ensures efficiency and maintains order
	+ Players
		- Chair – Runs the meetings
			* Servant to the Assembly
			* Go through agenda, Bring up business
			* Protects the assembly from foolish motions
			* Put to state a vote of all questions that come up
		- VP of Communications
			* Takes care of meeting minutes
			* Communicates to the assembly
			* Manages correspondence
		- Members (Senate Members)
			* Make motions about anything that comes up in the meetings
			* Come with
		- Ad hoc Committees – Short term
		- Standing Committees – Long term
			* Report on activates and how they did it
				+ Resolutions and Revisions
	+ Order of Meetings
		- Roll Call, Approval of Meeting Minutes, Officer Reports, Committee Reports, Unfinished Buisness, Officer Reports, New Business, Open Forum, Adjournment
	+ Approving and Editing Minutes
		- VP of Communications briefs the last meeting minutes
			* Senate Votes to approve/Deny minutes
			* If seconded, motion passed
			* If senate sees a discrepance, VPC will edit it and then return it to the senate
		- Quorum
			* More than half the senate must be present for a vote to count
				+ Quorum must be met for votes to be valid, unless declared before the vote
		- Making a Motion
			* Chair will call on senator to give them the floor for what they have to say
			* No speaking over others when a senator is giving a speech
			* When speaking, state name and position
			* Members may not speak until all have spoken once
				+ Senators may only speak 2 times per motion
			* Chair does not participate in debate
		- Motion and how to make a motion
			* An idea that the body thinks the group should take
				+ Who and when
				+ “I, Braden Calvin, move that...”
			* One motion at a time,
				+ Once motion has been made there must always be a second to move to a discussion
			* Chair will allow a time limit for discussion
				+ After the second, the chair restates the motion
				+ Person who made the motion has the right to speak first,

Person who seconded has the right to speak second

* + - * + If the motion carries it passes
				+ If the motion is lost, it doesn’t move on
			* Amending a Motion
				+ To Modify the motion

Can only modify the motion on the table

“I amend the motion to…”

* + - * Ways to Vote
				+ For – In favor
				+ Against - Opposed to
				+ Abstain – Not Voting (Shouldn’t abstain without a reason to abstain)

Ex) Conflict of Interest

* + - * + Raise of hands, Roll Call, Ballots, Absentee Vote, Etc.
			* Voting
				+ Always voting on issues concerning money
				+ Can carry a motion by general consenses if motion passes through senate
				+ Chair can only vote when they are making/Breaking a tie
			* Moving on from meetings
				+ To move, or lay the question on the table

“I move we table…”

“I move to close…” (Must come back in the same meeting)

“I move to postpone…” (to a certain time)

“I move to postpone…” (indefinitely)

* + - * + Move to Recess (to take a break)
				+ Point of Order

Any point when Roberts Rules is being violated

Who calls the point of order must address the order

If Chair doesn’t know, it can be put to vote

If senate is not happy of chairs decision, it can be appealed

* **Parliamentary Procedure Game**
	+ Recess from 7:12-7:17
* **Swearing in Senators**
	+ New senators were sworn into office
* **Upcoming Meeting Agenda**
	+ September 25th: Health Fair
	+ **Next Senate Meeting will be September 27th at 6pm in Beech 104**
* **Adjournment: 7:30pm**
	+ Sen. McCormick motioned to adjorn
		- VP Holland Seconded